

BAY CITY COUNCIL WORKSHOP

June 13, 2022

5:31 P.M.

Members Present: Mayor McCall, Councilor Kathy Baker, Councilor Tom Imhoff, Councilor Helen Wright, Councilor Melissa Rondeau, Councilor Tim Josi
Members Absent: Councilor Wendy Krostag

Staff Present: City Manager Liane Welch, Public Works Director Roy Markee, and City Recorder Lindsey Gann
Staff Absent: Fire Chief Darrell Griffith

Others present: Bob Miles, Greg Sweeney, Cathy Manis

A. Public Hearing #1 ORDINANCE 699 – AN ORDINANCE REPEALING ORDINANCE 689 RELATED TO PERSONNEL POLICIES, RULES, AND PROCEDURES FOR CITY EMPLOYEES.

Not discussed at Council Workshop, will be a public hearing at the Council Meeting 6/14/22.

B. Public Hearing #2 RESOLUTION 22-18; A RESOLUTION ADOPTING THE 2022-2023 BUDGET, IMPOSING TAXES, CATEGORIZING THE TAXES, AND MAKING APPROPRIATIONS

Will need to amend the agenda to include a public hearing for Res: 22-18, council will need to motion and approve the amendment at the council meeting 6/14/22.

C. Public Hearing RESOLUTION 22-10 A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2021-2022 FOR THE CITY OF BAY CITY

Not discussed at Council Workshop, will be a public hearing at the Council Meeting 6/14/22.

D. Committee, Department, and Staff Reports

Manager Welch presented the staff reports, see attached.

- a. **City Manager**
- b. **Finance Director/City Recorder Report – No report**
- c. **Fire Department**
- d. **Fire Committee Report**
- e. **Public Works**
- f. **Emergency Preparedness,**
 - i. Next meeting Monday June 20, 2022, 5:30 pm at Ad

Montgomery Community Hall

g. Planning Department,

- i. Next Planning Commission June 15, 2022, 6:00 pm at Ad
Montgomery Community Hall

E. Minutes

- a. **Budget Committee May 2, 2022**
- b. **Council Workshop - May 9, 2022**
- c. **Regular Council Meeting – May 10, 2022**

No discussion on minutes at Council Workshop

F. Treasurers Report – No questions received; no discussion was held at council workshop.

G. Bills against the City – Manager Welch presented the bills against the city with a brief explanation for items over \$5,000.

H. Unfinished Business

- a. **Lemmon Property**- Public Works Director Markee stated the property was listed for sale and posted. No bids were received by the cutoff date. Director Markee wanted to know if council would like to list the property for sale again with more places to advertise.

I. New Business

- a. **Bay City Representative to Pilot Project – A coordinated Homeless Response System, requesting a Bay City Representative by City Council**

Manager Welch stated she is willing to be the representative for Bay City, unless a council member would like to participate. Looking for direction from council.

- b. **Amendment 1 to DEQ Agreement R13842, add \$250,000 to this Agreement for construction of the Screen plant at the Headworks at the WWTP.**

Manager Welch stated she is looking for approval from the council regarding the amendment 1 to the DEQ Agreement R13842 and will need to be signed by the mayor once approved.

- c. **Resolution 22-17; A Resolution Approving the City's Participation in the State Revenue Sharing Program and the City's Election to Receive State Revenue Sharing Funds.**

Finance Director Gann explained that the resolution is to approve Bay City in the participation of receiving State Revenue Sharing funds and will need to be sent to the Secretary of State once approved.

- d. **Public Hearing #2 RESOLUTION 22-18; A RESOLUTION ADOPTING**

THE 2022-2023 BUDGET, IMPOSING TAXES, CATEGORIZING THE TAXES, AND MAKING APPROPRIATIONS - No discussion was held at the council workshop, Resolution will need to be added to the agenda at the council meeting by motion to amend the agenda.

e. Resolution 22-19; A Resolution Accepting the Classification/Compensation Study Completed by the Local Government Personnel Services/Lane Council of Governments and Adopting a New Salary Schedule.

City Manager Welch gave a brief explanation of the comp study provided by Local Government Personnel Services/Lane Council of Governments. Budget includes the proposed salary schedule for all employees. Some employees are currently outside of the new salary schedule and the new schedule does not include the Division Chief position.

Council asked staff to find comparisons for the Division Chief Position and to create a salary schedule to include with the resolution.

f. Resolution 22-20; A Resolution Adopting a City Employee Handbook and Related Policies and Delegating to the City Manager the Authority and Duty to Administer and Interpret the Provisions of the Employee Handbook.

Manager Welch gave a summary of the changes to the employee handbook:

1. The new policy Section 1 – Equal Employment Opportunity (EEO) Policy has been expanded. It describes a more robust policy against harassment, bullying, and leave policies. Pages 1-8.
2. The workweek has changed for the Office. We are now on 4-10's. Public Works staff works a varying schedule set by the Public Works Director. The Fire Department's schedule is set by the Fire Chief. Page 10.
3. Compensation Time that can be accrued has been increased from 40 hours to 100 hours. Upon termination or resignation of a regular employee, the employee can receive pay up to 100 hours of compensation time. Page 12.
4. Pay days are changed from the 1st and the 16th to the 31st and the 15th. The reason this change is most mortgage payments are due on the 1st. In some instances, the 1st falls on a holiday or a weekend and we don't get paid until the 2nd. The impacts to you this year is that you will receive one more paycheck in the calendar year 2022. Page 13.
5. Compensation is by separate resolution. Steps went from 10 to 7 with 5% wage increase between steps. Once you reach step 7, you will not receive more compensation, except for the annual COLA's if approved by the City Council. Page 15.

6. Longevity Pay has been increased by \$50 for each of the set years. For example, for employees with 5 to 10 years of employment, it went from \$375 to \$400 per year on the employee's anniversary. Page 15.
7. Added \$50/month for either water or wastewater certificates. Maximum for any employee is \$100/month. Page 15
8. Vacations start with 2 weeks of vacation instead of one week from the previous policy. Page 16.
9. Vacation accrual maximum is 320 hours. This is to encourage employees to take vacations. After 320 hours, it is use it or lose it. Page 16.
10. We have added Juneteenth to the list of holidays. Page 18.

g. Resolution 2022-21; A Resolution Confirming Receipt of the Certified Abstract of Votes Cast in the May 17, 2022, Primary Election

No discussion at council workshop, will need to be added to the agenda for the council meeting by motion to amend agenda.

h. Letter to League of Oregon Cities regarding Transient Lodging Tax percentages

Manager Welch read the letter to the League of Oregon Cities, to the council that recommends a change in the percentages of the TLT funds from 70/30 to 50/50. Discussed changes in final paragraph, Manager Welch will amend.

J. Mayor's Presentation – No presentation

K. Council Presentation - No presentation

L. Attorney Presentation – No presentation

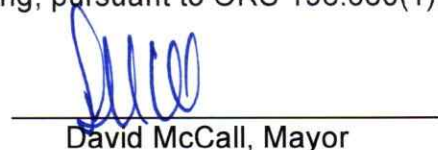
Executive Session

- a. Following the Council meeting on June 14, 2022, the City Council will have an Executive Session Pursuant to ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.
- b. The Council reserves the right to recess to executive session as may be required at any time during these meeting, pursuant to ORS 196.660(1).

Adjourn at 6:39 pm



Lindsey Gann, City Recorder



David McCall, Mayor



City of Bay City

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June 14, 2022

City Manager Report – Liane Welch

- Met with Susan Wagner with the Community Action Team to understand the program. It is a complex program. This will be on the July 2022 City Council Agenda for discussion.
- Continue to work on the STR/TLT payment and accountability issues.
- Initiated the design of the Patterson Creek project; team consists of TBWC, ODFW, Bay City Arts Center, TEP, and Habitat Concepts
- Met with Cheryl Spellman from Hudson Insurance and have updated our coverage.
- David Mattison has successfully completed his 6-month probation. I have promoted him to City Planner and we will rely minimally on the Contract with 3J (Scott Fregonese).
- Once the budget is approved by Council, I will initiate the hiring of a Fire Division Chief.
- Completed the Personnel Policy and met with staff to go over the changes.
- Completed the Classification/Compensation Study
- Continue to work on the Development Ordinance Update
- Submitted a Grant to the Confederated Tribes of Siletz for 3 sets of turnouts to match the 4 turnouts budgeted in the Fire Department 22-23 budget.
- Working on the Presentation to OPRD for the Hiker/biker Patterson Creek project that is July 13, 2022. We have asked for \$320,000.
- Trying to schedule a One-Stop fiscal meeting with State Agencies for two projects; replacement of the Alderbrook water transmission lines, and Patterson Creek culvert replacement.



Fire Department Report, June 2022

May: 16 Calls for service; 10 Medical, 4 Mutual Aid (2 Structure Fires, and 2 Motor Vehicle Accidents) 1 Controlled Burn, and 1 event (Open House)

The Department completed a total of 854 hours in May. Our hours break down as follows: 473 training, 288 responding to calls for service, and 93 administrative.

Volunteer Activity and Status:

19 Volunteers responded to calls for service in May.

Lieutenant Jacob Griffith responded to 94% of our calls for service followed by Firefighter Evan Saindon and Trainee Sweeney with 75%. Great Job!

Firefighter Saindon volunteered 86 hours in May. Trainee Sweeney was a close second with 80 hours. In the month of May we had eight volunteers with more than 40 hours for the month. Great Job everyone.

Acting Assistant Chief Kapiniak volunteered 62 hours and covered an additional 78 hours as on call Duty Officer.

We have one applicant in the on boarding process for a non response position.

Our current roster remains at 20.

Training Program:

Our recruit academy is nearing completion with an eye toward task performance evaluations in the near future.

We have been participating in company drills with Garibaldi fire to take advantage of a large commercial structure in the Port of Garibaldi.

We have also had several members complete wildland fire training for firefighter type II and firefighter Type 1. This training included a ff type II field day that was sponsored by Garibaldi Fire and Oregon Department of Forestry.

The FF type 1 field day was postponed until July to allow for more conducive weather for live fire conditions.

Administrative:

I completed 136 hours in April. Additionally, I covered 511.5 hours as on call duty officer.

I was able to take 3 days off in May.

I have assigned Division Chief Paulsen to complete our DPSST re accreditation, which is due by July 2022.

I have provided City Manager Welch with materials needed to on board any new Volunteer Members. We are planning to use our new applicant as a test of our on boarding process.

Pre-Hospital EMS.

We have scheduled a live training with our medical director for July.

Our EMS supplies remain a significant use of time and budget. I am looking toward using current volunteer officers to assist with medical inventory and out dates as well as other EMS service delivery issues.

Fire Season:

Absent extreme weather, we will be closing all debris burning within Tillamook County on July 15th. This will include open and barrel burning.

Recruiting:

I am continuing to reach out to the public for both responders and non-response volunteers. We could use five more to meet our expected Summer Call volume...

Respectfully,

Darrell Griffith
Fire Chief
Bay City Fire Department
503 377-0233
firedept@ci.bay-city.or.us



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Fire Committee Report

1. We were successful in passing the Fire Department Fire Levy
2. We are working on the next steps
 - a. Will be part of the hiring process for the new Division Chief.
 - b. Work on the IGA with Garibaldi for training, equipment and Officers.
3. We have offered to help the City of Garibaldi with their upcoming Levy with information that was developed.

Water

- Radio read water meters continue to be installed
- All of the requirements from OHA have been met to drill well #3, more requirements are yet to be met to finish and connect the well to the system
- About 60% of the water meters have been GPS located to be put on the GIS system

Streets

- Potholes have been patched in the streets as time allows.
- Advanced Excavation was the low bidder for the paving project on Hayes Oyster Drive and 3rd Street

Wastewater

- Tillamook Country Smoker has been within permit, the last couple months they have discharged about 300,000 gallons to the City each month.
- Contract was sent to the low bidder Orr Inc for the Screen Project
- Still working thru the last of the issues in the new control panel equipment, the equipment is working well, it is a matter of getting the set points for each of the 6 levels of flow

Parks

- Graffiti continues to be less than normal
- Campground has been opened, RV camp sites have been improved with gravel pads, and a couple of the sewer connections were moved to make hooks up easier
- Camp host Kyndra Beebhiser has moved in, if you are in the park tell her hello

Misc.

- Several trees were cut down on Fern St. near 7th Street, some cut trees were from the City Right of Way, and some trees from neighbors property. Tree cutter has agreed to donate the \$800 value of the City trees to the Bay City Emergency Volunteers and move the trees to the public area near the recycle center for community firewood
- Power is being ran to the sign shop at Public Works, having lighting will improve work conditions
- Patterson Creek feasibility study has produced a couple options with how to proceed with the work and some estimates on each portion of the work with replacing the culverts, moving the water and sewer



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Bay City Emergency Volunteers

- Starter Emergency buckets are being distributed, Yeah!
- Don Backman is willing to take a leadership role. He is trying to recruit other leaders for the start of an organization.
- Councilor Wright will be the liaison from the Council to the BCEV.
- Continue to work on communications



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BAY CITY PLANNING DEPARTMENT MONTHLY REPORT **FOR MAY 2022**

1. Zoning/Building Permits (1)

- 5395 High Street – new Single-family Dwelling (SFD)

2. Public Works Permits (1)

- 5395 High Street – Drive/Road Approach

3. Sign Permits (1)

- 9120 Fifth Street – Vintage Antiques

4. Land Use Application (2)

- Request for amended Conditional Use Permit at 8140 Bewley Street (1S1002CA00500);
- Request for Replat at 1S1002CC00700 (NE Corner of Spruce and Elliot).

5. TGM Code Evaluation and Update Stakeholder Advisory Committee (SAC) May 18th Meeting

- Review of TGM Code Evaluation and Code Update.

6. Planning Commission May 18th Hearing and Meeting

- Setback Variance #V-2022-02 for Victor Moor at vacant property at 6th and B Street – **approved** unanimously with conditions for submittal and approval of Conditional Use for mixed development prior to development onsite.
- Review of TGM Code Evaluation and Code Updates at PC/CC Joint meeting.

7. Specific Tax Lot Questions/Inquiries (at counter, by phone or email)

- Development Requirements for properties Bay Ridge Subdivision (11 questions/inquiries)
- Development Requirements for vacant property at 6th and B Street – from minimum house size, container homes, to sewer line location (9 questions/inquiries);
- Amended Permit, Development Requirement and Fire Life Safety review for 8504 Bay Front lane (7 questions/inquiries);
- Development, Demolition, Tree Removal, Partition, and Access Requirements for 6780 McCoy (6 questions/inquiries);
- Sign Permit Process Driveway access and Drainage Requirements for 6500 Williams PSI Signs (5 questions/inquiries);
- Development Requirements for properties at Clam/ Salmon/Elliot (4 questions/inquiries)
- Development Requirements for property at Hobsonville Point Road and Pennsylvania Street (4 questions/inquiries);
- Development Requirements for Bay Street and Hendricks/High Street and First/Hendricks and 4th - Road and Sewer Improvements (3 questions/inquiries);
- Request for a list of Contractors (No list of Contractors with City);
- Fence Requirements in City and possible height variance;
- Development Requirements for property at 7th between Portland and Seattle
- Permit Requirements in City for interior remodeling;
- Review of request for combination of Lots at 1st and Pacific;
- Inquire regarding City Hall Rental and City Hall Use;
- Development Requirements for property at 9th and D regarding Right-of-Way Permit and depth to sewer line;

- Site Prep Requirements in City and list of permits required for site prep;
- Development Requirements for property at 9th and 101;
- Development requirements for a duplex on combined lots;
- Park Requirements for Picnic at City Park referred to County Health;
- Address Question and Address Correction from 4755 to 7455 Baseline;
- Development Submittal Questions for property at NE corner of Spruce and Elliot;
- List of Surveyors, Environmental Specialists, Geotech Engineers and applications;
- Development Requirements for property at 7th and Seattle/101 for RV pad;
- Placement requirements for Manufactured Home on property;
- Description of Lot Coverage in MI Zone of Lot Coverage;
- Development Requirements for property at 8th and Portland;
- Review of Wetlands and Road Improvements for property at 13th and Trade;
- Camping, Temporary Uses and Storage In City;
- Review of Stream setback of lots at 9560 5th Street;
- Development Requirements for 8th and D Manufactured Home requirements and geological hazard requirements;
- Site Conditions review for property at end of Seattle for Water hook-up, wetlands location;
- Conditional Use Permit Questions for Williams and Bewley CUP questions
- CUP Review for property at Williams and Bewley;
- Review of Lot Dimensions for property at 9615 9th;
- Geological Report Requirements at NE corner of Spruce and Elliot;
- Wetlands location questions and DSL review for property at 13th Street and Madison Street;
- Garage standards and geologic hazard required at Seattle and 19th;
- Lot Line Adjustment for property at 13th;
- Driveway Requirements for property at 6755 Seattle;
- Road Improvements required for property at 10th and Portland;
- Address Question for property at Seattle and 15th;
- Flood Permit review for property at 4555 Clam Street;
- Development requirements for property at Elliot and Spruce;
- Development requirements for property at 19th and Seattle;
- Tree Removal requirements for property at 13th and Madison;;
- Development Requirements and Fees for property at 2nd and High;
- Illegal tree Removal and leveling of site review for property at 7th and Salem;
- Demolition Permit requirements for property at 7455 Baseline;
- RV Placement and Permit issues for property at 8504 Bay Front Lane;
- Review of Retaining Wall at 10030 4th Street;
- Review of Operation/Construction Hours 7-sunset;
- Manufactured Home Requirements for property at 13th Street;
- Development Requirements for property at 12100 8th Street;
- Duplex Development for property at 6755 Seattle;
- Building Questions for property on 7th Street;
- Property and Driveway Requirements for properties at 5525 Ocean and 5510 Pacific;
- Demolition Requirements and County requires for Asbestos Report;
- Address Question for property at 9155 7th Street Request to change address to a D Street Address;
- Sign Permit for property at 9120 5th Street;
- Tree Removal for property at 9970 7th;
- Development Requirements for property zoned HI with wetlands at 2nd and 101;
- Lot Location for property at 9900 8th Place;
- Water Payment Review for property at Doughty and Lucy Lane Outside City Limits;
- SDC Payment and Development Requirements for property at 10th and Tillamook;
- Sewer and Water Requirements and location for property at 11th and Main;

8. Land Use Applications

- Conditional Use Permit Request for property located at 8140 Bewley Street (notice sent out to adjacent property owners, May 25th, 2022);
- Replat Request at 1S1002CC00700 (NE Corner of Spruce and Elliot) (handled administratively).

9. Meetings involving Planning Department

- May 4th – Pre-Application Ralph McRae regarding reuses at 8140 Bewley;
- May 4th – Zoom Meeting with State Grant Coordinator Laura Buhl re TGM project;
- May 10th – Meeting with Bay Ridge HOA President Mick Dressler to discuss Bay Ridge Subdivision approval and further review and specific lot Height Limits and other requirements;
- May 11th – Interview for Fencepost In Headlight Herald;
- May 12th – Meeting with Jasper Lind regarding Planning Commission chair duties and process;
- May 16th – Meeting with Gary Frey regarding adjacent lot development and variance request;
- May 16th – Meeting with DLCD Grant Coordinator regarding website development for TGM Grant Code Update;
- May 17th – Tillamook County Natural Hazard Mitigation Plan Monthly Meeting;
- May 18th – Stakeholder Advisory Committee Meeting regarding TGM Code Updates;
- May 18th – Joint City Council-Planning Commission Meeting regarding TGM Code Updates;
- May 26th – DLCD North Coast Planners' Forum;
- May 31st – FEMA CAV Review Meeting with Mitch Paine via Zoom.
- May 31st – Correspondence with Darron Hayden regarding Engineering documents for breakaway walls at 4555 Clam Street.

Upcoming June 15th Meetings

- Planning Commission Hearing: 7 pm, June 15th
 - Conditional Use Permit Request CU-2022-02 – McRae 8140 Bewley Street;
 - Review of amended STR standards.

10. Counterwork

- Permitting, Land Use and public facility questions at counter (9);
- Land Use application submittals at counter (1 – sign permit); and
- Permit submittals at counter (1 – conditional use permit request).