

BAY CITY COUNCIL WORKSHOP
APRIL 11, 2022
5:32 P.M.

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

Staff Present: City Manager Liane Welch, Fire Chief Darrell Griffith, Public Works Director Roy Markee, City Recorder Lindsey Gann, Utility Clerk 2 Debbie Pohn

Others present: Greg Sweeney, Bob Miles, Pat Vining, Rob Russell, Ron and Sally Milner

- A. Call to Order, Roll Call
- B. Public Hearing – Concerning the sale of real property located at 7895 18th Street, Bay City, Oregon 97107.
 - a. City manager Welch presented information regarding the sale of real property located at 7895 18th St., Bay City. Asking for direction from the council for opening minimum bid to sell the property. Public Works Director Markee explained current costs associated with the property, also presented comparable lots to the council to review for setting a minimum bid. Amounts due to the city from the sale of the property are \$26,170 for past due water and sewer bills, there is also a lien on the property for \$18,000 and back taxes were paid by the city in the amount of \$6496, and \$10,000 for the demolition of the mobile home that was on the property. Discussion was held regarding minimum bid and cost for using a realtor versus selling without a realtor.
- C. Moved ahead on the agenda – New Business item k:
 - a. TLT Committee Recommendations for Q1 applicants
Rob Russell with the Bay City Arts Center was present at the workshop to discuss two applications for TLT Grants.
 - 1: Bay City Arts - Community Theater Project
 - 2: Bay City Arts - Performing Arts ProgramRob Russell presented information regarding the proposed use of funds for both projects if awarded. Greg Sweeney, chair of the TLT Committee stated that the TLT committee recommends funding for both projects.
- D. Public Hearing Ordinance 698 (Second Reading) – An Ordinance granting to R. Sanitary Service Exclusive Franchise to Conduct a Solid Waste collection and Hauling Business in

the City of Bay City; Providing the Regulation Thereof and Exercise of Franchise until June 1, 2027; and repealing Bay City Ordinance No 676.

Ordinance 698 was not discussed at the workshop and will be open for public hearing at the council meeting on 5/12/22.

- E. Public Hearing – Supplemental Budget – The supplemental budget was not discussed at the workshop and will be postponed until the June council meeting.
- F. Visitor Propositions (Public Comment on Non-Agenda Items)
No visitor propositions
- G. Committee, Department, and Staff Reports
 - a. City Manager – Manager Welch presented the City Staff report. Staff held a meeting with the Water Districts to discuss the next FY budget. Working with Habitat Concepts to develop a scope and budget for the Patterson Creek Project, stream restoration. Initiated phase two of the development ordinance update with DLCDC. Working to complete the ARPA funds state and federal reporting.
 - b. Finance Director/City Recorder Report – Manager Welch presented the Finance Directors report. The Audit for 2021 Fiscal Year is complete, copies were provided to council. All Budget transfers are complete, and all bank accounts have been reconciled to date. Continuing to work on the FY 22-23 budget and it is on track for the May 2nd, 2022, budget meeting. Reminder to council to complete their SEI filing by April 15, 2022. Direct deposit is working well.

Finance Director Gann presented information regarding setting up a QR credit card processing for both the campground and in office and setup costs for an in-office terminal. Concern with taking credit cards for larger payments such as SDC fees. Discussion was held regarding whether to take card payments in the office, or just at the campground along with what fees will be charged or who will pay the processing fees. Melissa suggested researching the use of Converge/Elavon. Council will provide staff with direction at the council meeting.
 - c. Fire Department – Manager Welch presented the Fire Department report. There were 21 calls for service including 10 medical, 6 mutual aid, 1 hazardous material, and 1 MVA. 15 volunteers responded to the calls for service in March, and the current roster is 20 including trainees and applicants. Chief Griffith has started a recruit academy and will be training each Saturday and Tuesday evenings.

- d. Fire Committee Report – Pat Vining presented the Fire Committee report. Provided information regarding new system for calls that allows responders to see who is responding to a call and who is not available. Still working on the upcoming election/levy for the fire department. Town Hall meeting on April 23rd at 2:00pm.

- e. Public Works – Manager Welch presented the Public Works report. Staff continues to install meters. Well #3 site has been cleared of brush and debris. TV truck continues to record footage of the sewer collection system. Tillamook Smoker has begun sending sewer discharge and independent lab results have not been provided on the discharge, but according to TCS internal testing it shows them within limits. Two employees have acquired their CDL.

- f. Emergency Preparedness,
 - i. Next meeting Monday April 18, 2022, 5:30 pm at Ad Montgomery Community Hall
City Manager Welch presented the BCEV report. All on the 850 one-gallon emergency supply buckets have been filled and are 95% complete. Will start distributing the buckets at the May 7th, 2022, BBQ at the Fire Department.

- g. Planning Department,
 - i. Next Planning Commission meeting April 20, 2022, 6:00 pm at Ad Montgomery Community Hall
Manager Welch presented the planning report. Planning is currently working on 2 zoning and building permits, and a public works permit. The planning commission hearing on March 16th regarding a height variance request for Tasson Custom Homes was tabled until the April 20th scheduled hearing date. A temporary use request has been made by the Twin Ranch Rail Riders, discussion was held, manager Welch will request additional information from Planning Tech Mattison.

H. Minutes

- a. Council Workshop – March 7, 2022
No discussion at council workshop
- b. Regular Council Meeting – March 8, 2022
No discussion at council workshop

I. Treasurers Report

No discussion at council workshop

J. Bills against the City

No discussion at council workshop

K. Unfinished Business

None

L. New Business

- a. Letter to Oregon Secretary of State regarding the 2020-21 Fiscal year Audit
No discussion at council workshop
- b. Franchise Agreement with Tillamook People's Utility District. Franchise fee increased from 4-5% and TPUD notices City when spraying in the city. Discussion was held regarding how to receive a notification from TPUD regarding spraying within the City rights of way and how to inform the citizens. Suggestions from council that the city is not placed in the middle and to leave it up to PUD to inform the public of spraying due to the possibility of office closures. A system for notification would need to be made so notice is not missed by the city and responsibility should be that of PUD. Manager Welch will discuss the notification further with PUD and revise the franchise agreement.
- c. Resolution 2022-09 – A Resolution Exempting the Wastewater Treatment Plant Headworks Screen Contract from Competitive Bidding Requirements of ORS 279 and Awarding Contract.
Public works director Markee explained that to save money and shorten the wait time, he is requesting an exemption for the Wastewater Treatment Plant screen from competitive bidding as he would like to sole source the item that has already been quoted and has the most competitive price. The rest of the project will go through a competitive bid process.
- d. Resolution 2022-10 Supplement Budget – Postponed
- e. Resolution 2022-11 – A Resolution of the City council of the City of Bay City providing an increase of employee wages to keep up with inflation.
Manager Welch presented the CPI report suggesting an increase of employee wages of 4.9%. Other organizations have increased 5.9%, however in the past the city has used the CPI report to calculate the increase.
Councilor Josi asked if staff receive a step increase. Manager Welch explained that we currently have a 10-step salary level for employees, they receive a step increase if they have a review and are approved by their supervisor for the step increase and have not reached the top step.

- f. Resolution 2022-12 – A Resolution of the Nation of Ukraine, The Ukrainian Diaspora, and Cities around the world in condemning the Vicious and Unprovoked Russian Attack on Ukraine.
Manager Welch explained that the city is donating items to the Nazarene Compassionate Ministries with Convoy of Hope to ship, store and distribute crisis care kits. Discussion was held on whether to send a \$1,000 for assistance.
- g. Resolution 2022-13 – A Resolution Recognizing the Unanticipated Revenue for the City of Bay City from the State of Oregon Acting by and through the Department of Administration Services for the Coronavirus State and Local Recovery Fund (CSLFRF) Making Appropriations and Repeal 2022-04 in its Entirety.
Manager Welch presented Resolution 22-13 to the council regarding unanticipated revenue. After realizing errors in the previous resolution 22-04, resolution 22-13 will correct the errors and repeal resolution 22-04.
- h. Resolution 2022-14 – A Resolution of the City Council of Bay City setting Rates for all Fees and Charges relating to Water Service Effective July 1, 2022, and Repealing Resolution 21-02.
Manager Welch presented the resolution for an increase in fees relating to water service effective July 1, 2022 to reflect the current inflation rate.
- i. Resolution 2022-15 – A Resolution Establishing Residential, Commercial, and Industrial Sewer User Rates, System Development Charges Effective July 1, 2022, and Repealing Bay City Resolution 2022-02.
Manager Welch presented the resolution for an increase in fees relating to Sewer user rates and SDC charges effective July 1, 2022 to reflect the current inflation rate.
- j. Resolution 2022-16 – A Resolution Setting Street Maintenance Fees, Effective July 1, 2022, and Repealing Bay City Resolution No. 21-04.
Manager Welch presented the resolution for an increase in fees relating to street maintenance fees as effective July 1, 2022 to reflect the current inflation rate.
- k. Wayfinding Draft Locations discussion
Manager Welch presented a map with location of suggested wayfinding signs for review by the city council.
- l. City Fee Schedule Discussion
Manager Welch presented a spreadsheet regarding fees that need to be adjusted or updated. Listed on the spreadsheet are the current fees, suggested

fees, and those of our cities. Council will review this and address the fees at the council meeting in May.

M. Mayor's Presentation


No presentation

N. Council Presentation

No presentation

O. Attorney Presentation

No presentation



Lindsey Gann, City Recorder



David McCall, Mayor