

BAY CITY COUNCIL WORKSHOP

July 11, 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, Fire Chief Darrell Griffith

Others present: Bob Miles, Greg Sweeney, Tyler Brogden, Rich Gitchlag

- A. Public Hearing #2 ORDINANCE 699 – AN ORDINANCE REPEALING ORDINANCE 689 RELATED TO PERSONNEL POLICIES, RULES, AND PROCEDURES FOR CITY EMPLOYEES.**

No questions or comments

- B. Tyler Brogden Letter of Intent for Development TL 900 and 801 – Moved ahead on the agenda.**

Director Markee explained that TL 900 and 801 will need to have a pump station built to develop the property. If the city installs a sewer lift station, then the properties will be buildable. Approximate cost to build the lift station \$500,000-\$600,000. Manager Welch explained that the lift station is included in our master plan.

Tyler Brogden presented his letter of intent to build approximately 30 houses on the proposed tax lots. He is in the process of purchasing the lots. Described his proposed layout for the homes on the lots.

Councilor Josi asked what staff is looking for from the council. Manager Welch explained that staff is looking for direction to move forward with the proposal.

- C. Presentation by TJ Fiorelli, Tillamook County Housing Coordinator presentation**

No presentation at the workshop, TJ Fiorelli will have a presentation at the council meeting.

- D. Committee, Department, and Staff Reports**

Manager Welch presented the staff reports, reports are attached.

- a. City Manager,
- b. Finance Director/City Recorder Report
- c. Fire Department
- d. Fire Committee Report
- e. Public Works
- f. Emergency Preparedness,

- i. Next meeting Monday July 18, 2022, 5:30 pm at Watt Family

Park emergency supply shelter

g. Planning Department,

- i. Next Planning Commission July 20, 2022, 6:00 pm at Ad
Montgomery Community Hall

E. Minutes

Need to include the attendance of Councilor Josi on both minutes, will be corrected for the council meeting.

- a. Council Workshop – June 13, 2022
b. Regular Council Meeting – June 14, 2022

F. Treasurers Report

No questions or comments

G. Bills against the City

No questions or comments

H. Unfinished Business

- a. Lemmon Property – Public Works Director Markee stated he has relisted the property on Zillow, waiting for it to post as for sale. Bids will be due by 7/28/2022.
- b. Mr. Ponder Request for additional time for RV living – Manager Welch explained that Mr. Ponder is asking for an extension to his RV living due to health and financial issues. There is no extension timeframe in the letter from Mr. Ponder, discussion was held on the length of time being requested for the extension and whether to extend.

I. New Business

- a. TLT Committee Recommendation and discussion – Greg Sweeney the TLT recommendation to the council. Bay City Arts is looking for an extension for the KAYN radio station improvement project until September 30, 2022. Committee supports the extension.

Bay City Arts is also requesting a new grant entitled “Expansion of Art Workshop”. This grant request is for \$17,120.00. The application is attached. Committee discussed how many grants the BCAC has, and currently, there is not a limit of grants in the program. The Committee supports this grant application. Sweeney also stated that the Bay City Arts Center was not in compliance with the guidelines on previous grants. Staff will contact the BCAC to ensure that they become compliant on all the past/current grants. Better tracking and oversight procedures have been put in place by staff.

Councilor Baker is in favor of the program and would like to make sure that staff is tracking and ensuring that grantees are following the guidelines for reporting.

Mayor McCall pointed out that a portion of the grant request is for operational costs, which according to the guidelines is not covered by the grant.

- b. Re-Appointment of Gary Frey to the Planning Commission – Not

discussed at Council Workshop


- c. LOC 2023 Legislative Policy Priorities Ballot – City Manager explained the ballot and that Council needs to select their top priorities.
- d. Tillamook Coast Wayfinding Draft Report – Report was presented to council for discussion. City Manager Welch suggested creating either a subcommittee or a council workshop to review the draft and make decisions. One suggestion by the draft report was to create a new logo. Need to select colors, types of signs, logo/new or old.
Council decided a subcommittee would be best. Councilor Baker, Councilor Rondeau, Mayor McCall, and Greg Sweeney volunteered for the committee. Manager Welch will look for additional members of the public to join the committee.
- e. CAT and Housing Rehabilitation Program – Staff is researching options, currently the options available are to have CAT continue the program or find another 3rd party subgrantee to take over the program. Staff will continue to research and discuss the options with Business Oregon.
- f. Memorandum of Agreement for the Coordinated Homeless Response System – Pulled from the agenda, will not be presented at the council meeting.

J. Mayor's Presentation – Mayor McCall will be out of town and asked if anyone would like to represent the City during Garibaldi Days in his absence.

K. Council Presentation – No presentations

L. Attorney Presentation – No presentations

Adjourn at 7:36 pm



Lindsey Gann, City Recorder



David McCall, Mayor



MEMORANDUM

Date: July 12, 2022
To: City Council
From: Liane Welch, City Manager
Subject: City Manager Report for June 2022

- I will be on vacation the week of July 18th
- One-Stop meeting with State Agencies July 11, 2022 to help finance for;
 - Alderbrook water transmission line
 - A portion of the Patterson Creek culvert replacement project (7th and 8th Streets)
- Working on the design of the Patterson Creek Restoration project
- Attended the Nehalem Bay Emergency Volunteer Fair, see attached pictures
- Submitted the Federal and State ARPA reports
- Developed OPRD Presentation for the Hiker/Biker and Patterson Creek project. Presentation is scheduled for July 13, 2022.
- Met with Gary and Hilde Frey on the Firewise Program, and then with ODF staff. There are grants we can apply for to assist with implementation of the program.
- Conducted the Fire Chief's performance evaluation
- Working with Debbie on the STR and TLT program
- Taking the Fire Department On-Boarding process for new volunteers
- Developed the hiring documents for a new Fire Division Chief. Interviews are scheduled for July 14th.
- We developed and sent out the Bay City Newsletter
- We have implemented the unwanted or expired medication send back envelopes for citizens to pick up at City Hall.
- Met with Brian Knight, WRK Engineers, and entered into an Agreement. The Agreement is for WRK to write a grant for a Seismic Rehabilitation Grant for the Fire Department to Business Oregon. The Agreement is for \$5,000 and is reimbursable by the grant. If we are not awarded the grant, we don't pay the \$5,000. This grant is up to \$2.5 million for seismic rehab.



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07/05/2022

Finance Report for June 2022
From: Finance Director, Lindsey Gann

- Budget for FY 2022-2023 has been finalized and sent to the Tillamook tax assessor and county clerk.
- The resolution approving the state shared revenue has been submitted to the SOS.
- Budget for FY 2022-2023 has been added/created in the accounting system.
- Currently working the 2022 audit.
- Salary rates for employees have been updated to the current salary schedule, effective 7/1/22.
- Rates for Sewer and Water have been updated.
- Quarterly newsletter was mailed out the end of June with a reminder to pay the year in advance for water/sewer and save 5%.



Fire Department Report, July 2022

June: 17 Calls for service; 8 Medical, 4 Mutual Aid (2 Structure Fires, 1 Motor Vehicle Accident, and 1 Medical) 1 Motor Vehicle Accident, 2 Citizen Assists, and 2 Law Enforcement Assists.

The Department completed a total of 476 hours in June. Our hours break down as follows: 254 training, 93 responding to calls for service, and 129 administrative.

Volunteer Activity and Status:

12 Volunteers responded to calls for service in June.

Lieutenant Jacob Griffith responded to 73% of our calls for service followed by Firefighter Evan Saindon with 60%. Great Job!

Lieutenant J. Griffith volunteered 51 hours in June, followed by Firefighter Holly Saindon with 36 hours for the month.

Acting Assistant Chief Kapiniak volunteered 21 hours and covered an additional 96 hours as on call Duty Officer.

Our current roster remains at 20.

Training Program:

Our training program is adjusting to wildland fire needs, and the incorporation of wildland urban interface hazards within our community.

The recruit academy will be completed with one remaining live extinguisher training and a few remaining online courses.

We are also going to adjust our special operations training needs by trying a Thursday evening Rope Rescue class.

Our department is moving toward a different training model with either our IGA Training Chief or new Division Chief at the helm. This is a work in progress, but should offer our volunteers a more flexible training environment.

We continue to participate in as many regional training offerings as possible.

July 10 will be a live field day for NWCG FF Type II and Type I students.

Administrative:

I completed 129 hours in June. Additionally, I covered 430.5 hours as on call duty officer.

I was able to take 6 days off in June.

Division Chief Paulsen is working toward the completion of our DPSST re accreditation.

City Manager Welch has completed the on boarding process for our newest volunteer, and we are working toward a model that will allow City Hall to maintain personnel files for the Departments Volunteers.

On July 18, I will have preliminary meeting with ISO as we begin our 5 year review.

We will have our first interviews for the Division Chief position on Thurs July 14.

Pre-Hospital EMS.

We will be conducting EMS training with our Medical Directors on Wed. July 6.

For the moment we are up to date on our consumable medications and medical devices. I am now working toward EMS inventory and a replacement procedure for EMS supplies. I am hoping to offer this position to a volunteer officer soon.

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:

We are beginning an in house chaplin program, and hope to be able to begin another volunteer outreach very soon.

If you know of anyone that may be interested in volunteering, please ask them to come by on drill night or contact me anytime. We are still in need of first responders and non-response volunteers.

Respectfully,

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

Water

- Radio read water meters continue to be installed
- Drawings complete and bid package nearly ready to go to bid for drilling Well #3 and installing the casing, screen and develop the well (test flows), and disinfect.
- Water meters have all been GPS located and should be on the GIS system soon.
- Bay City and Tillamook crews did a joint water inter-tie training on how to open the inter-tie should water be needed either direction.

Streets

- Work for the 2022 paving project should start soon, handicap ramps should occur in July and cement treatment of streets and paving are currently scheduled the first week of August.
- Potholes have been patched in the streets as time allows.

Wastewater

- Tillamook Country Smoker continues to operate within permit limits and are discharging about 300,000 gallons a month which is roughly 1/3 of water usage, the balance is being hauled to the digester.
- Screens have been ordered and released to production for the headworks building, it should ship in 16 weeks. Orr Inc should have the vault ready to accept the screen when it arrives.

Parks

- A dumpster and a porta potty was set up in the campground.
- Campground has seen some campers, both RV's and tents.

Misc.

- Power is complete to the sign shop, lights are installed.
- Lights were replaced in the main Public Works Shop. The new motion sensor LED lights were almost free with the PUD rebate, and PUD expects we will save about \$400 a year in electricity.
- 7895 18th Street (Lemon Property) has been listed for sale again. Bids due by 4 pm July 28.
- RV dumped on Warren Street has completed the 30 day claim period and is awaiting the asbestos testing results before it can be disposed.



MEMORANDUM

Date: July 12, 2022
To: City Council
From: Liane Welch, City Manager
Subject: BCEV Monthly report

- Good news, Don Backman has volunteered to be the President of BCEV.
- He is looking for other volunteers to round out the organization structure
- We have 5 handheld radio's out and they meet every Wednesday at 7 pm for a radio check
- Don is providing structure and good ideas to move BCEV forward
- Most of the buckets have been delivered. Public Works will finish the buckets



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

1. Zoning/Building Permits (3)

- 5200 Bay Circle – new Single-family Dwelling (SFD)
- 6940 Seattle Avenue – new Single-Family Dwelling (SFD) and garage
- 7820 19th Street – relocation of Accessory Structure (Shed) regarding City water line location

2. Public Works Permits (2)

- 5200 Bay Circle – Drive/Road Approach
- 6940 Seattle Avenue – Drive/Road Approach

3. Other Permit Development (1)

- Development of Annual Private Sales – including Garage Sale, Yard Sale, Patio Sale, Lawn Sale – Permit application as required by Ordinance #312.

4. Land Use Application (1)

- Continuation (PC Tabling) of Request for amended Conditional Use Permit at 8140 Bewley Street (1S1002CA00500).

5. TGM Code Evaluation and Update Project Management Team (PMT) June 9th Meeting

- Continued review of TGM Code Evaluation and Code Update.

6. Planning Commission June 15th Hearing and Meeting

- Conditional Use Permit #CU--2022-02 for Ralph and Lisa McRae at vacant property at 8140 Bewley Street (1S1002CA00500) – **tabled** unanimously until July 20th Hearing date with request to review easement ownership and rights.
- Review of Amended Ordinance # 685 Short Term Rentals – consensus to send Draft to Council for review and approval.

7. Specific Tax Lot Questions/Inquiries/and Other Correspondences (counter, phone or email)

- Review of Driveway and Fire requirements and plan review for property at 8504 Bay Front Lane (9 correspondences);
- Review of plan requirements, fire requirements and payments for new SFD on property at 5200 Bay Circle (5 questions/correspondences);
- Site Analysis for property at 6735 Tillamook Avenue - Flood Zone A on property and identification of past residence onsite (5 questions/inquiries);
- Pre-App Meetings for property at Hobsonville Point Road and Discussed extension of sewer, water and road fees and permits (4 meetings/inquiries);
- SDC Payments, garage requirement plan review and submittal of required garage plans for property at Lots 1 and 12 on Seattle (4 questios/correspondences);
- Demolition and garage requirements for property at 6780 McCoy (4 inquiries);
- Review of engineering for breakaway walls required for property at 4555 Clam Street from Hayden Engineering (4 correspondences);
- Development Requirements and Geo Haz Review requirements for property at Bay Ridge Subdivision (3 questions/inquiries);
- Review of Easement Usage, Cottage industry and housing at McRae's 8140 Bewley Street (3 questions/inquiries);
- Additional deck requirements for property at

- 5815 Ocean (*2 correspondences*);
- Refund on SDC fees for withdrawn application for property at Bay Ridge Subdivision;
- Plans review and pick-up Zoning Permit Receipt for property at 5395 High;
- Manufactured Home Requirements for property at 13th Street;
- Property dimensions and Driveway permit requirements for property at 5525 Ocean and 5510 Pacific;
- Driveways and drainage and sign location requirements for property at 6500 Williams with proposal in ODOT ROW;
- Address Question for property at 9155 7th Street – counter – with request to change address to a D Street Address
- Sign Permit #S-2022-01 approval and pick-up for property at 9120 5th Street:
- Tree Removal request for 9970 7th;
- Development Requirements for 2nd and 101 zoned HI with wetlands;
- Lot Location review for 9900 8th Place;
- Water Payment for Doughty and Lucy Lane Outside City Limits with water available;
- SDC Payment and Development Requirements for 10th and Tillamook;
- Sewer and Water location and requirements for property at 11th and Main;
- Development Requirements for property at Hendricks and Bay;
- Beach Access at Salmon;
- Development Requirements for properties In City;
- Road Development requirements for property at McCoy and 16th;
- Development requirements for property at 6880 Baseline Road;
- Property line locations for property at 6th and A Street;
- Setback requirements for property at 6850 Seattle;
- Temp use conditions review for Twins Ranch Rail Riders;
- Review of uses allowed in the MI Zone In City and Multi-family structures allowed CUP;
- Dumpster requirements on property on Seattle;
- Variance Questions for property at Spruce and Elliot
- Development Requirements for property at 16th and Wood Avenue
- Questions on property at Willowbrook Lane outside City Limits with City water;
- Signature for County reimbursement
- request for property at 5000 Spruce Street;
- Review of items on City waterline at 5415 Pacific Ave;
- Development requirements for new storage building at 6755 Spruce Street and reconstruction of Bay City Boys Storage;
- Review of Placing an ADU and property lines locations in City - ADU's not allowed in City;
- Campsite Use at Al Griffin Memorial Park Campsite for Camp site patron;
- Tree Removal In City for property on McCoy;
- Hearing Tests arrangement with County health Rachel Koljesky for all City Staff;
- Development Requirements for property at 6795 McCoy Street;
- Ordinance Motion by request sent to City of Rockaway Beach - Sent Legislative Ord motion process Development Requirements for property at 4th and A Street In NHI - req mixed use res-com
- Reviewing further plans for Lots 2 and 15 Block 13 Goose Point at 4550 Clam Street;
- Development requirements for property at 8979 Doughty Road;
- Water Hook-up for TCCA Forwarded to Public Works;
- Permit requirements for relocation of Shed over water line at 19th;
- Partition requirements for property at 1S1002BD00600;
- Lot requirements in MI and Flood requirements;
- Required Process and Required Survey and Variance and Partition application review for property at 6740 Baseline;
- Required survey for application for property at Spruce and Elliot;
- Property Location Review for property on Hobsonville Point Road Outside of City Limits/UGB zoned RR-2 LLA for properties at 6560 Tillamook Ave/6600 Union Ave;
- Tree Removal Request for property between 9th and 11th/Portland and Seattle;
- Development Requirements for property at 9th and D and 8th Place for Habitat for Humanity;
- Correspondence on amended Short Term Rental Ordinance;
- Placement of Tiny Home as ADU on property in City – not allowed;
- Review and Approval of shed relocation for water line at 19th;
- FEMA CAV Research and Review with former City Planner;

- Zoning Permit Coordination for potential addition at 7915 Warren Street;
- Setback Requirements for property at 7845 Warren Street;
- Tree Removal at 6755 McCoy;
- Correspondence with County Building regarding final approval review for 8510 Bayfront Lane;

8. Land Use Applications

- Continued Conditional Use Permit Request for property located at 8140 Bewley Street (Planning Commission tabled the hearing on June 15th, to be further reviewed at July 20th hearing);
- Replat Request at 1S1002CC00700 (NE Corner of Spruce and Elliot) (handled administratively – currently incomplete – awaiting surveyed replat);
- Proposed Sign Placement Permit for 6500 Williams – incomplete – does not meet sign setbacks as is proposed to be located in the Hwy 101 ROW.

9. Meetings Involving Planning Department

- June 1st – Pre-Application Meeting regarding development at Tax Lots 800/901 Hobsonville Point Road;
- June 2nd – DLCD North Coast Forum;
- June 9th – Bay City PMT Meeting regarding TGM Code Updates,
 - LOC SDC Fee Workshop;
- June 13th – Phone Conference with Karen Shea regarding required improvements at 8504 Bay Front;
- June 14th – Bay City NHMP Mitigation Strategy Meeting;
- June 15th – Pre-Application Meeting regarding development at Tax Lots 800/901 Hobsonville Point Road,
 - Pre-application Meeting regarding development at 16th, McCoy and Wood 1S1002BD01301 south side,
 - Planning Commission Hearing;
- June 16th – Planning Commission Training-Great Planning Commission Meetings by Jurassic Parliament;
- June 17th – Correspondence with Curtis McFeron regarding Engineering documents for breakaway walls at 4555 Clam Street;
- June 22nd – Meeting with Tim Josi regarding partition and variance for property at 6740 Baseline;
 - Housing Discussion with Tillamook County Housing Coordinator;
- June 23rd – Meeting with City Manager regarding review of FEMA CAV submittals;
- June 27th – Smart Fire Management Webinar.

Upcoming July 20th Meetings

- Planning Commission Hearing: 7 pm, July 20th
 - Continued Conditional Use Permit Request CU-2022-02 – McRae 8140 Bewley Street;

10. Counterwork

- Permitting, Land Use and public facility questions at counter (11);
- Permit submittals and SDC payments at counter (6 – Sign Permits, Tree Removal Permits and Zoning Permit completions);
- Water Bill payment drop-offs