

BAY CITY COUNCIL WORKSHOP

October 10, 2022

5:30 P.M.

Members Present: Mayor McCall, Councilor Kathy Baker, Councilor Tom Imhoff, Councilor Melissa Rondeau, Councilor Tim Josi

Members Absent: Councilor Helen Wright

Staff Present: City Manager Liane Welch, Public Works Director Roy Markee, City Recorder/Finance Director Lindsey Gann

Others present: Bob Miles, Pat Vining, Greg Sweeney

A. Visitor Propositions (Public Comment on Non-Agenda Items)

Prior to visitor propositions Manager Welch asked for a new business item to be added to the agenda. Item H to be added to the agenda – Drilling contract for well # 3. Council approves adding Item H to the agenda.

G. Sweeney announced quilt raffle drawing for the Bay City Fire Department after the council workshop. Invited the Mayor to the meeting to draw the winning ticket.

P. Vining announced that the Emergency Management Committee will match the booster's donation to the smoke detector program. He will also request participation from the Fire Fighters Association.

B. Committee, Department, and Staff Reports

a. City Manager,

City Manager Welch presented reports See attached. Bay City was awarded the Oregon Parks and Recreation Grant for \$318,000. Attended the LOC conference will be working on ways to communicate with the public better. Mural review team, looking for suggestions from council for review team participants to review ideas for the mural on the outside of city hall. Putting door hangers out for bills that are past due, water will be shut off for those that do not attempt to communicate and pay their past due bills.

Mayor McCall announced that the county commissioners will be approving Manager Welch as the voting member for the small cities NWACT for a two-year term.

b. Finance Director/City Recorder

Finance Director Gann presented the finance report. Draft audit was received after agenda was sent out. Will email draft audit to council so they can review before approving to finalize. Councilor Imhoff asked about the codification contract to codify the ordinances. Finance Director Gann explained the contract and process for moving forward. Councilor Imhoff

asked what the Civil Rights Compliance Review was for. Finance Director Gann explained that due to our USDA loans the review is required to show that we are following federal laws.

- c. Fire Department- City Manager Welch presented report, see attached. Councilor Imhoff asked about the new vehicle purchased by the fire department. Manager Welch explained the process to find a new vehicle for the Division Chief. Councilor Baker asked what the budget for equipping the new vehicle is, and is it currently being driven. Vehicle is being stored, will not be used until it is equipped to respond to calls. Division Chief Christensen stated current quote for lights, radio, light bar, stickers are around \$12,000-\$13,000. Timeframe to receive and install around 8-10 weeks.
- d. Fire Committee Report – P. Vining presented fire committee report. Waiting to see if Garibaldi Fire's levy passes, if it passes then the committee will start moving forward with creating a fire district. Request by Joy Simmons to rename the training hall the Kenneth Simmons Training Hall and was approved unanimously by the fire committee.
- e. Public Works – Public Works Director Markee presented public works report, see attached. Councilor Baker asked if fire hydrants are flow tested. Director Markee stated they are flow tested every five years. Councilor Rondeau asked for ditches to be cleared of debris. Councilor Baker asked about contracting out ditch maintenance.
- f. Emergency Preparedness,
Manager Welch presented the BCEV report, see attached
 - i. Next meeting Monday October 17, 2022, 5:30 pm at Ad
Montgomery Community Hall
- g. Planning Department,
Manager Welch presented the Planning Department report, see attached
 - i. Next Planning Commission October 19, 2022, 6:00 pm at Ad
Montgomery Community Hall

C. Minutes

No questions or comments

- a. Council Workshop – September 12, 2022
- b. Regular Council Meeting – September 13, 2022

D. Treasurers Report

No questions or comments

E. Bills against the City

Councilor Baker asked about the Advanced Excavation Payment, Manager Welch explained this was the paving at Hayes Oyster and 3rd, grant amount \$100,000 remaining balanced paid through street funds.

F. Unfinished Business

- a. Lemon Property – Property is sold
- b. CAT and Housing Rehabilitation Program – Finance Director Gann is communicating with CAT to establish a new contract. Waiting for response from CAT.
- c. Short Term Rental Discussion – STR Ordinance is at legal review

G. New Business

- a. Request by Joy Simmons to name the Fire Training Hall after Kenneth Simmons, Fire Chief for 40 years.
Kenneth Simmons was the fire chief for 40 years; his daughter Joy Simmons has requested to have the training hall named after him. Fire committee is in support of the naming of the training hall after Kenneth Simmons. Council will vote at the Council Meeting.
- b. Resolution 2022-23. A Resolution Providing for Budget Appropriation changes for Fiscal Year 2022-2023 and Repealing Resolution 2022-22
Manager Welch presented the resolution, will repeal resolution 2022-22 which was a change in allocations as the ARPA funds were already budgeted.
- c. Resolution 2022-24. A Resolution Establishing Residential, Commercial, and Industrial Sewer User Rates, System Development Fees, and Other Fees and Charges Effective October 12, 2022, and Repealing Bay City Resolution 2022-15.
Manager Welch presented the resolution which will now include a fee waiver for sewer fees during the summer months for irrigation. Discussion held on what months to include as the “Summer Irrigation Months”. Discussion also held on whether to be retroactive or starting in 2023. Adjustments will be made prior to Council Meeting to include four months during the summer and effective 2023.
- d. Resolution 2022-25. A Resolution Recognizing Unanticipated Revenue from the Sale of Real Property and Making Appropriations.
Resolution addressing the sale of the Lemon property. Manager Welch presented the resolution and the allocation of proceeds.
- e. Resolution 2022-26 – A Resolution Recognizing Unanticipated Revenue – Siletz Tribe Grant.
Manager Welch presented Resolution 2022-26
- f. Utility Service Application – Application will be used for new utility accounts, which will also track statistical information as requested from USDA.
Application clarifies the return of deposits after one year of on time payments. Deposit will be applied to the account if no late fees in one year.
- g. Handout with proposed City fees, discussion on November 8, 2022, meeting -

Manager Welch passed out chart of proposed city fees. Discussion was held regarding the comparison of fees with other cities. Will discuss further at the November Council meeting.

h. Contract for Well #3 Drilling.

Director Markee requesting approval to sign the contract for Well #3 drilling.

H. Mayor's Presentation

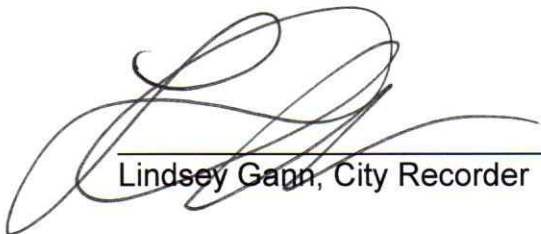
Mayor has been asked to accept a nomination to the EPA local government advisory committee and/or small communities advisory committee. Willing to accept if the city and his employer are in support of the nomination. Councilor Rondeau asked how often they meet. Mayor McCall stated four times per year.

I. Council Presentation

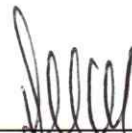
Councilor Imhoff asked when Manager Welch plans to retire. Manager Welch stated August 2023, Councilor Imhoff suggested the city begin looking for a replacement soon. Councilor Rondeau asked if Manager Welch would be willing to be an independent contractor after retirement. Manager Welch stated after a brief time off she would be willing to come back as a project manager / contractor.

J. Attorney Presentation

Meeting adjourned at 6:51pm



Lindsey Gann, City Recorder



David McCall, Mayor