

## **BAY CITY COUNCIL WORKSHOP**

November 7, 2022

5:30 P.M.

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

Staff Present: City Manager Liane Welch, Public Works Director Roy Markee, City Recorder/Finance Director Lindsey Gann, City Planner David Mattison, Deputy City Recorder Debbie Pohs

Others present: Pat Vining, Bob Mile, Greg Sweeney

- A.** Call to Order
- B.** Public Hearing – Ordinance 700, An Ordinance Regulating Short-Term Rental Units to Provide for Short-Term Rental License Requirements; and Providing for Repeal of Bay City Ordinance 685.  
Overview of changes to Ordinance 700 were presented by Manager Welch. Discussion was held regarding who would be enforcing the ordinance if citations are needed, and who is to be held responsible if a problem occurs. Is it the renter or the owner who is responsible? Manager Welch will review the verbiage in the Ordinance for clarification on enforcement prior to the council meeting. Councilor Baker expressed that both property owners and renters should be held accountable.
- C.** Visitor Propositions (Public Comment on Non-Agenda Items)  
Resident Bob Miles stated he would like to thank the city for the Veterans Day card he received.
- D.** Presentation – Renaming the Fire Department Training Hall after Kenneth Simmons, Fire Chief for 40 years.  
No discussion, presentation of bell and plaque will be done at the Council Meeting.
- E.** Committee, Department, and Staff Reports
  - a.** City Manager  
Manager Welch presented the City Manager report (see attached)  
Item not listed on the report – There has been a report of bullying in the Fire Department and a 3<sup>rd</sup> party investigation has been initiated. Based on advice from the city attorney and CIS, the Fire Chief is on Administrative Leave until the investigation is finalized.
  - b.** Finance Director/City Recorder – No report, but stated Audit is not finalized for review yet.

- c. Fire Department – No report
- d. Fire Committee Report –
- e. Public Works - Public Works Director Markee presented the report. (See attached) Discussion was held regarding the park bathrooms and how to control vandalism, locking doors, replacing toilets, etc.
- f. Emergency Preparedness - Manager Welch presented the report (see attached)
  - i. Next meeting Monday November 21, 2022, 5:30 pm at Ad Montgomery Community Hall
- g. Planning Department – Planner Mattison presented the report (see attached)
  - i. Next Planning Commission November 16, 2022, 6:00 pm at Ad Montgomery Community Hall

**F. Minutes**

- a. Council Workshop – October 10, 2022
- b. Regular Council Meeting – October 11, 2022  
Correction to minutes requested by Mayor McCall – need to change Mayor presentation info from requesting “him to join the homeless task force”, to “requesting the city to support the homeless task force”.

**G. Treasurers Report – No questions or concerns**

**H. Bills against the City – Councilor Baker asked what the bill from 24/7 Auto was for. Public Works Director Markee explained it is for repairs to the TV truck engine, blown head gasket.**

**I. Unfinished Business**

- a. Discussion of proposed Fees for city services – Manager Welch explained that the last fee increase / review was in 2008. Comparison chart was provided showing current fees, proposed fees, and fees from other jurisdictions. Discussion was held regarding fees and adjustment to the proposed fee for the Geo Hazard review and what is the minimum requirement to obtain a dry rot repair permit. What constitutes maintenance versus what requires a permit? Is it required to have a \$150 permit to replace a single board? Planner Mattison and Manager Welch will discuss for clarification.  
Mayor McCall asked for clarification on the impound fee listed. Is the fee for dogs or for vehicles? Public Works Director Markee stated the impound and tow fee for vehicles would be based on the tow charge and a daily impound fee. The impound fee listed on the sheet is for pets, if an impound of a dog happens. Will add a listing for abandoned / impounded vehicles, tow bill plus 10% and a daily impound fee. Councilor Imhoff suggested the tree cutting



permit be at no charge, public works director Markee agreed. Manager Welch also suggested the burn permit remain at no charge.

**J. New Business**

- a. Discussion on General Fund Beginning Balance Fund – Manager Welch explained that during the budgeting process an error was made, and a grant was counted twice as revenue. It was included in the estimated beginning fund balance and as a line item for revenue, causing a shortfall of approximately \$148,000. Manager Welch and Finance Director Gann reviewed the budget and discussed adjustments to both revenue and expenditures that will be made to the budget to cover the shortfall.  
(See attached)
- b. Resolution 2022-27 – A Resolution Providing for Budget Appropriation changes for Fiscal Year 2022-2023 and Repealing Resolution 2022-23. – Finance Director Gann explained that the revenue needed to be corrected on the resolution as a decrease in revenue. Correction of administrative error.
- c. Resolution 2022-28. A Resolution acknowledging an Interfund Loan from the Street Reserve Fund to the General Fund – Fire Department and Establishing Terms of Repayment, Adopting a Supplemental Budget and Making Appropriations for the Fiscal Year 2022-2023 – Manager Welch presented the resolution to the council. Fire Department will be taking an interfund loan from the street reserve fund for the purchase of the new fire truck and will repay with 0% interest in the next fiscal year budget.
- d. 2022 Fire Service capacity Program Grant by Oregon State Fire Marshal discussion – Manager Welch presented the grant, looking for direction from council to proceed with applying for the grant. Grant would allow for one of the following options for a 3-year term - 2 full time firefighting positions, or a permanent fire prevention position, or take a part time position and turn it into a full-time position. Councilor Imhoff asked what will happen to the positions at the end of the 3-year term. Manager Welch stated we would either continue the positions if funding is available or the positions would be laid off.
- e. Proclamation 2022-002 – Veterans Day November 2022 - No comments or questions

**K. Mayor's Presentation – no presentation**

- L. Council Presentation – Councilor Imhoff stated he discuss an ethics question with the Oregon State Ethics Commission regarding his partition approval and participation in planning commission. Potential conflict of interest and will**

announce at public workshops his possible conflict of interest. Pat Vining with the planning commission stated that Councilor Imhoff will be treated just as any other resident and no special treatment will be given.

**M. Attorney Presentation – no presentation**

Meeting adjourned to go into executive session at 6:55pm as pertaining to ORS 192.660, subsection 1 & 2A.

Executive session called to order at 6:58pm

Executive session adjourned at 7:16pm and resumed regular council workshop at 7:16pm.

Council Workshop adjourned at 7:16pm.



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Lindsey Gann, City Recorder



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David McCall, Mayor