

BAY CITY COUNCIL WORKSHOP

December 12, 2022

5:30 P.M.

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

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

Others present: Pat Vining, Bob Mile, Greg Sweeney, Jody Daly, Becky Smith, Anthony Boatman, Cathy Manis, Mark Harguth

- A. 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.**

City Manager Welch presented changes to the Short-Term Rental Ordinance. Pat Papineau sent in comments by email, she will attend the council meeting to present her questions and comments.

Mayor McCall stated in Section 7A on page 9 – edits removed renter and replaced it with owner, in the minutes from previous meeting it was discussed to have both. Will edit to say renter and/or owner.

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

Jody Daly was present to return unused TLT money from the Pearl Festival which was cancelled due to covid. She will provide Finance Director Gann with all receipts, documentation, and refund amount.

Becky Smith was present to express concerns with changes to the Short-Term Rental Ordinance. Feels that the need for a go bag is financially an unfair expectation. Per the Red Cross a “Go Bag” for 2 people can cost upwards of \$75 and a 4-person bag can cost \$115. Difficult to check in between renters and does not give time to replace if go bag is stolen. Response from the Mayor that if items are stolen there should be a credit card on file to charge for theft.

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

- a. City Manager,**

Manager Welch presented the city manager report, which includes a report on artifacts found in the Al Griffin Park and will need to be curated.

Councilor Baker asked about if additional cost/funds are needed would tribes share in the cost. Manager Welch explained we do not have a cost estimate yet, unsure if the tribes would contribute but she will try to contact them.

Councilor Imhoff mentioned that if historical items were found, the area where the tennis courts are, was previously the Oddfellows building and was used for picnics over decades.

See attached report in meeting packet for additional information.

- b. Finance Director/City Recorder – No report
- c. Fire Department – Presented by City Manager Welch, see packet for additional information. Mayor McCall expressed his appreciation for the new striping to the fire vehicles which now includes both Bay City and Garibaldi, showing mutual department and city cooperation.
- d. Fire Committee Report – Pat Vining presented the report. Working to make a recommendation to the council regarding a fire district and will request direction from city council on how to proceed.
- e. Public Works – Presented by City Manager Welch, see packet for additional information. Discussion was held on opening / locking the park bathrooms due to vandalism. Suggestions include:
 - i. Locking Watt Family bathroom until summer and only have Al Griffin open.
 - ii. Lock all bathrooms for a few months.
 - iii. Additional cameras, there are no cameras currently at Watt. Cameras with sensors are available that sense the smell of spray paint but are extremely expensive.
 - iv. Remove porta-potty and lock / unlock one bathroom at a time during the day.
 - v. Suggestion from citizen Greg Sweeney to apply for a TLT grant to replace the bathroom essentials with steel items that are non-destructible.
- f. Emergency Preparedness,
 - i. Next meeting Monday December 19, 2022, 5:30 pm at Ad Montgomery Community Hall
City Manager Welch presented the report, see packet for additional information.
- g. Planning Department,
 - i. Next Planning Commission – December 2022 meeting canceled
City Manager Welch presented the report, see packet for additional information

D. Minutes

- a. Council Workshop – November 7, 2022
- b. Regular Council Meeting – November 8, 2022
Councilor Imhoff asked for a correction to be made to state section regarding his comments on the ethics situation. Needs to be corrected to “State Ethics Commission”.

E. Treasurers Report

F. Bills against the City - Mayor McCall asked about the AKS billing, there are currently 3 projects in process with AKS.

G. Unfinished Business

- a. Resolution 2022-29.** A Resolution of the City Council of the City of Bay City Setting Fees for all Permits and Applications Provided for in Bay City Development Ordinance, Public Works, and Administrative Services, and Repealing Bay City Resolution 08-14 and all Prior Resolutions setting Fees for Development Permits, Applications and Administrative Fees.

City Manager Welch presented the resolution with amended fees. She stated she attended the meeting at the County regarding business licensing, she is concerned with having that fee/process. Makes a recommendation to remove the fee / application requirement.

Councilor Rondeau stated her experience with the meeting was that the County was overreaching, and employers were upset.

Councilor Josi feels we should remove the fee from the resolution

Councilor Baker does not feel that we should remove the fee because of the reaction from the County meeting. Doesn't mind if we change it to a smaller fee and extend the licensing renewal time.

Mayor McCall was not in attendance at the meeting in person but was in attendance virtually and found that those in the City of Tillamook that were complaining already have a license through the City of Tillamook. The issue is more about how they presented it to the County and how they explained the registration/licensing would help the employers. The licensing would assist with making a list of available businesses in the City.

Councilor Josi would like to see a cost benefit analysis, does not want the citizens to think it is required just for the city to make money. City Manager Welch will provide a SWOT analysis to council.

Councilor Imhoff would like a discussion between it being a registration or a license. Suggests leaving the line item on the resolution and putting TBD which will allow the council to move forward.

- b. Letter to Secretary of State, Division of Audits, discussion, and approval for Mayor to sign. Attached final 2021-2022 Audit.**

Finance Director Gann presented the letter for the council which addresses the discrepancies from the audit and how the City will correct those issues. The letter will need to be signed by the mayor.

Need to add the acceptance of the audit to the unfinished business at the council meeting.

H. New Business

- a. Certification of Election Votes**

Will present a letter to the Council to certify the election results. Waiting on a decision from Greg Sweeney who won the tiebreaker for the Council position. Congratulations to all who were elected.

- b. Resolution 2022-30. A Resolution of the City Council of the City of Bay City Setting the Policy for Credits for Water Consumed via Unintentional Water Leaks and Breaks in the Line and Repealing Resolution 15-12.

City Manager Welch presented the resolution which will instruct employees on how water leaks and credits will be handled. Will allow employee to reimburse customer for up to 50% of the additional charge due to leaks based on past billing.

Questions regarding who decides what is "a reasonable time" for the customer to find and fix the leak.

Citizen Greg Sweeney expressed concern that since he pays annually, he does not receive a monthly bill and his only acknowledgement of a leak is if the City realizes he has a leak and calls.

- c. Oregon Parks and Recreation Department for the Local Government Grant Program Agreement for the Hiker/Biker project at Al Griffin Park for \$318,001.

City Manager Welch presented the grant to the council that was awarded, ready to move forward.

- d. Contract – Water Fund Technical Assistance Project for \$20,000 for Water Master Plan from Oregon Business Development Department (OBDD)

City Manager Welch applied for grant to update the water master plan. Contract needs to be signed if approved by council.

- e. Bay City Water System Contract with Water Districts

City will meet with the water districts on 12/14/22. Mayor McCall suggests a change to 1.7 which states the districts can renew for an additional 10 years. Looking for direction from council on who can sign the contract. Public Works Director Markee explained that previously each district had their own contract, changed to include all districts in one contract. Missed taking out section 1.7 with revisions.

- f. Destination Management Report by Nan Devlin with Tillamook Coast Visitors Association.

Visit Tillamook Coast sponsored the city's destination management plan. Items that scored highest hiker / biker campground, lodging experience being unique, arts and culture which includes mural, and public safety. Management plan is for council to review and discuss if any changes are needed.

- g. Draft Ordinance 701 Bay City Fiscal Policy discussion. Preliminary discussion prior to Public Hearings.

City Manager Welch presented the Ordinance to the Council, as part of the audit it was decided that the city should have a fiscal policy. This is for review

only and then the council can present any edits at the next council meeting. The stabilization policy states we should have 25% of our operating funds as contingency. This is not feasible for Bay City, changed language to state it is a goal for the city to meeting the stabilization policy. Discussion was held on what the stabilization policy percentage should be, as 25% seems unrealistic.

h. Proclamation 2022-003 – Support of US Postal Workers

Mayor McCall presented the proclamation to council. Had received several packages over the past couple weeks late at night, they have staffing issues, complaints from the community. Mayor McCall wants to express appreciation for the hard work from their staff and will read the proclamation at the council meeting.

i. Community Action Team – Low Income Household Water Assistance Program (LIHWA) Contract discussion and approval for City Manager to sign.

City Manager Welch explained that this is for citizens that are behind on their water bills and CAT will assist with paying the bill through CARE.

Pat Vining from the boosters explained that they donate \$500 to the city to apply towards water bills for citizens that are needing assistance. He would like to find a way for the boosters to assist with the LIHWA program with their donation. Since the LIHWA program would not cover street maintenance maybe the boosters could cover that cost if a person is covered by the LIHWA program for their water/wastewater cost.

I. Mayor's Presentation

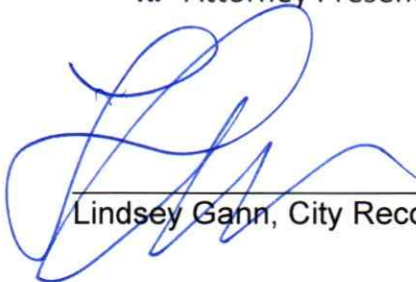
No presentation

J. Council Presentation


Councilor Imhoff would like council to consider the go bags for the Short-Term Rental Ordinance, and the concerns from the public. Possibly make it voluntary instead of required.

Councilor Rondeau had a suggestion regarding the bathroom locks, does know of a Bluetooth door lock program that might work. Also stated the Sheriff is advising to make sure all vehicles are locked and to park them in an area that blocks the gas tank as theft is increasing in the City.

K. Attorney Presentation - None



Lindsey Gann, City Recorder



David McCall, Mayor