



BAKER CITY, OREGON CITY COUNCIL MEETING MINUTES

MAYOR:
Randy Daugherty
COUNCILORS
Loran Joseph
Roger Coles
Doni Bruland
Larry Pearson
INTERIM CITY MANAGER
Jon France

REGULAR MEETING
NOVEMBER 14, 2023 - 6:00 PM
CITY HALL COUNCIL CHAMBERS

Call to Order/Introduction

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| 1. Call to Order | The meeting was called to order at 6:00 p.m. by Mayor Daugherty in the Baker City Hall Council Chambers. |
| 2. Pledge of Allegiance and Invocation | Councilor Coles led the meeting in the Pledge of Allegiance and the Innvocation. |
| 3. Roll Call | Roll call was answered by Mayor Daugherty and Councilors Bruland, Joseph, Coles, and Pearson.
Also present were Interim City Manager Jon France, Public Works Director Joyce Bornstedt, Fire Chief Todd Jaynes, Police Chief Ty Duby, Administrative Services Manager Jennifer Spencer, Planning Director Holly Kerns, and Human Resources Manager Stacy Spriet. |
| 4. Agenda Additions, Deletions, Modifications | There were no changes to the agenda. |
| 5. Public Comment | There was one citizen who signed up for public comment.
Gaylon Scarbrough - Mr. Scarbrough wanted to bring up recommendations for the public safety fee due to the fixed income demographic. He suggested a marijuana tax to assist the police and fire departments. |

Old Business

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| 6. Consent Agenda | The consent agenda was to approve two previous meeting minutes from October 24th and 27th. Councilor Joseph made a motion to approve the consent agenda with the modification for the October 24th minutes to remove his name from roll call; Councilor Joseph was sworn in on the 27th meeting. |
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MOTION MADE BY: Councilor Joseph
MOTION: Approve the meeting minutes from October 24th and 27th with modifications.
SECONDED: Councilor Coles
IN FAVOR: Unanimous
OPPOSED: None
Motion Passed.

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| 7. 2023-10-24 Regular Session Meeting Minutes | Minutes were approved unanimously with a modification stated above. |
| 8. 2023-10-27 Special Call Meeting Minutes | Minutes were approved unanimously. |

9. Revenue Discussion

Mr. France started his brief with a recommendation to the Council to hold a meeting in January to discuss other revenue options. Councilor Bruland stated that she would still like to hold two public forums in order for the public voices to be heard. Discussion ensued between the councilors and it was decided to hold two public meetings the week after Thanksgiving. Mr. France led the conversation surrounding the Public Safety fee and the lack of business rules; in order to clearly define which funds the fee will be allocated to the police and fire department budget. Mr. France asked for guidance from the council. He suggested writing an ordinance to establish rules and guidelines for the Public Safety fee.

Councilor Bruland made a motion to suspend the Public Safety fee effective immediately until Council can get other options together or establish rules. The motion was seconded by Councilor Coles. Mayor Daugherty asked for a discussion. Councilor Joseph asked what the city's ending fund balance would be without the Public Safety fee money. Mayor Daugherty stated the fund looked fine based on the Finance Report, Administrative Services Manager, Jennifer Spencer gave to Council. However, the city audit has not been completed at this time. Ms. Spencer stated she believed the audit report will be completed in February or March of 2024. Discussion ensued about working rules for the fee. Mayor Daugherty stated an ordinance should have been written for the rules and a resolution sets the rates. Councilor Pearson added the storm the fee has created amongst city staff. He agreed that rules are needed, but to leave the fee in place while the rules being developed.

MOTION MADE BY: Councilor Bruland

MOTION: to suspend the Public Safety Fee effective immediately

SECONDED: Councilor Coles

IN FAVOR: Councilor Bruland, Councilor Coles, Mayor Daugherty

OPPOSED: Councilor Pearson and Councilor Joseph

Motion Passed.

New Business

10. City Manager Recruitment Discussion

Human Resource Manager, Stacy Spriet, stated the City Manager Selection Committee, accompanied by Councilor Pearson and Mayor Daugherty, met to discuss options available to assist the City Manager recruitment. The consensus at the meeting was to outsource with a company to advertise, recruit, and screen applicants. The company, Lane Council of Governments, assisted the City of Union, Oregon with their recent recruitment, which led to 37 applicants. Ms. Spriet is asking the council for directions on whether to use the company to outsource or complete it in-house. Councilor Pearson stated he would like to use the head hunter option to gather as many qualified applicants as we can. Ms. Spriet stated that the discussion in the committee meeting was to look at recruiting for another month or two, however the Interim City Manager's contract expires on December 28, 2023. Councilor Pearson asked if we can do anything about the Interim contract. Mr. France stated he had the City Attorney look at the Charter and asked if council can extend another contract or if they have to hire him as the official city manager. The city attorney told Mr. France that Council would have to hire a city manager and not another pro tem.

Discussion continued and Mayor Daugherty questioned what would the city gain by outsourcing the recruitment. Councilor Bruland added that after budget discussions, we should be asking for \$5,000 more and we can handle it in-house. Ms. Spriet stated she can run the listing on several management sites for another month to increase the applicant pool. The motion from Councilor Pearson was not seconded by the Council, motion failed.

The direction council gave Ms. Spriet was to run the listing for another month.

11. Fire Engine

Fire Chief Todd Jaynes started his presentation with the issues the 32-year-old engine is having. Chief Jaynes presented cost options for new engine through a lease program. The options were zero down and five, seven, and ten years with \$150,000 down. Mayor Daugherty inquired about who does the pump testing for the department. Chief Jaynes responded with a company out of Idaho. The company told the Chief that the pump passed this time, but it wouldn't pass again. Questions ensued from the councilors asking Chief Jaynes about the type of motor and brand of truck. Mayor Daugherty asked about the progress on grant funding. The Chief said yes, they are applying with Leo Adler and other grants next year. Chief stated he is looking at surplus sites for engines as well.

Chief Jaynes began telling the council about the additional features this engine has, like space for the extraction tools and other tools. Mayor Daugherty was concerned if the city leased the engine and happened to be short one year and unable to make a payment. Mr. France added that he helped calculate the cost model using the Public Safety fee and now it is suspended. Mayor Daugherty was adamant that the city will have a revenue source for the upcoming budget. Councilor Pearson asked about the timeline of when the engine would be available. Chief Jaynes stated six months with the manufacture they're currently looking at.

Mayor Daugherty recommended getting an inspection completed on the 32-year old engine with the company from Richland, Oregon.

MOTION MADE BY: Mayor Daugherty

MOTION: to have the two Fire Department vehicles inspected

SECONDED: Councilor Bruland

IN FAVOR: Unanimous

OPPOSED: None

Motion Passed.

12. Downtown ADA Parking Modification

Public Works Director, Joyce Bornstedt was seeking approval to add an ADA parking spot on Main Street. She explained that during the ODOT ADA project, the city had the opportunity to build a sidewalk in front of Court Plaza and because of that the ADA parking spot was closed. Public Works received a request from a citizen to replace the closed ADA parking spot with another one in close proximity.

MOTION MADE BY: Councilor Joseph

MOTION: to approve the relocation of the ADA parking space on Main Street

SECONDED: Councilor Bruland

IN FAVOR: Unanimous

OPPOSED: None

Motion Passed.

13. Approval to Hire

Per City Charter under section 22.E, the manager pro tem shall have no authority to appoint or remove any city officer or employee except with the approval of five members of council. Ms. Spriet asked council for the approval to hire a Human Resource Manager and City Recorder. Mayor Daugherty asked if the two positions could be consolidated, in which Mr. France and Ms. Spriet said no. Both positions have more than enough work for one person, in addition to having a back up to cross-train.

MOTION MADE BY: Councilor Pearson

MOTION: to approve the hiring of a Human Resource Manager and City Recorder

SECONDED: Councilor Joseph

IN FAVOR: Unanimous

OPPOSED: None

Motion Passed.

**14. Quarterly Financial Report For
Quarter 1 of Fiscal Year 2023-20024,
including July, August and
September**

Administrative Services Manager, Jennifer Spencer, provided the council with a financial report and another report that covers how staff are conforming to the budget that was passed. The report outlines the up-to-date numbers of how much is spent amongst each fund for the quarter. Ms. Spencer spoke on the carry over in the ending fund balance because of fire and police department vacancies contributing to the extra money. Ms. Spencer also included last year's income statement from the general fund. She noted that this is important because, in the new fiscal year the first three to four months the general fund is operating at a loss (such as payroll) because the property tax hasn't come in. The beginning working capital next year needs enough money in order to pay for the operating costs. The beginning working capital for the year was 2.158 million in the general fund (not audited, yet). The council, in general agreement, asked for monthly financial reports in January.

**15. Ordinance 3397- Ordinance to
Vacate Wells St. Alley**

Planning Director, Holly Kerns, stated to council that this was the first public hearing for Ordinance 3397 - Ordinance to Vacate Wells St. Alley. The planning department received an application to vacate the alley between Church Street and Broadway, west of Wells Street. The Planning Commission wrote a letter to council for a recommendation to approve. There were no objections from adjacent property owners, utilities, or city departments.

Mayor Daugherty opened the floor for public testimony. No one came forth and the public testimony was closed.

MOTION MADE BY: Councilor Joseph

MOTION: to read the first reading of Ordinance 3397

SECONDED: Councilor Coles

IN FAVOR: Unanimous

OPPOSED: None

Motion Passed.

Councilor Joseph read Ordinance 3397 in it's entirety.

MOTION MADE BY: Councilor Pearson

MOTION: to approve the first reading of Ordinance 3397 and read the second reading by title only

SECONDED: Councilor Joseph

IN FAVOR: Unanimous

OPPOSED: None

Motion Passed.

Councilor Joseph read Ordinance 3397 by title only.

MOTION MADE BY: Councilor Pearson

MOTION: to approve the second reading of Ordinance 3397

SECONDED: Councilor Joseph

IN FAVOR: Unanimous

OPPOSED: None

Motion Passed.

16. City Councilor Appointment

There were eight names entered for the two open vacancies on Council; Patti Burrows, Nic Carman, Sean Castle, Norman Kerr, Sandy Lewis, Helen Loennig, Tom Ryder, and Dan Garrick. The council decided to vote by blind ballot. Ms. Spriet handed paper to the councilors and gathered their votes and scored them. All councilor's unanimously appointed Nic Carman and Helen Loennig. Ms. Spriet sworn in Councilor Carman and Councilor Loennig. They both took their seat at the dias.

Updates and Future Items

17. City Manager / Director Updates

Mr. France asked for a council member to be added to the R3 program due to their bylaws; Councilor Joseph accepted.

Police Chief, Ty Duby presented to council about moving the patrol officers' schedule to 4/10's instead of 24 hour coverage. Chief Duby states it is primary due to three reasons. The first, may save money in overtime, compensatory time, and mandatory cash-outs. The second reason is because of call-backs on overtime shift. He said that it is much easier to get a call back on a shift if it isn't twelve hours. The last reason is because of short staffing. The department is currently two officers short and they are expecting another one to two to leave. Chief Duby stated they will not respond to anything other than a person or an in-progress crime.

Ms. Bornstedt mentioned a meeting with ODOT regarding the 10th Street project. ODOT plans to go to bid on that project in March 2024.

18. City Council Comments

There were no City Councilor comments.

19. Upcoming Agenda Items

Mayor Daughtery stated the second meeting of the month will no longer be work sessions; they will be regular meetings. The next meeting will be November 28th and only one meeting in December.

Adjourn

20. Adjourn

MOTION MADE BY: Councilor Coles

MOTION: Adjourn
SECONDED: Councilor Joseph
IN FAVOR: Unanimous
OPPOSED: None
Motion Passed.

Signed: _____
Mayor

Attest: _____
City Recorder

A link to this City Council meeting can be found www.bakercity.com or upon request to the City Recorder.