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## **TOLEDO CITY COUNCIL MINUTES**

June 4, 2008

Mayor Jim Chambers called a regular meeting of the Toledo City Council to order at 7pm.  
Councilors present: Bob Emmett, Ron Beckham and Council President Rod Cross.

Absent: Councilor Wes Chadwick.

Excused: Councilors Sarah Cole and Mark Camara.

Staff present: City Manager Pro-Tem (CMPT) Pete Wall, City Manager (CM) Michelle Amberg, Library Director Peter Rayment, City Attorney (CA) Jim Ruggeri, Finance Director Polly Chavarria, Executive Secretary/City Recorder Teresa Jenkins, Public Works Director (PWD) Adam Denlinger, Police Chief (PC) Mark Fandrey, Fire Chief Will Ewing and Assistant City Recorder Nancy Bryant.

Visitors present: Teresa Methvin, Corey Methvin, Don Amberg, Teresa Denlinger, Kendall Cable, Stewart Strom, Howard Richards and Mary Young.

(CMPT)Wall introduced the new Toledo City Manager Michelle Amberg.

### **Proclamation:**

**In recognition of the extensive and dedicated services provided by Pete Wall as City Manager to the City of Toledo, Mayor Chambers proclaimed June 4<sup>th</sup> as “Pete Wall Day” in Toledo.**

### **Visitor Comments:**

There were none.

### **Consent Calendar:**

**Motion**-It was moved and seconded (Cross/Emmett) to approve the consent calendar consisting of the invoice list dated May 30, 2008, Budget Committee minutes dated May 19, 2008 and Council minutes dated May 21, 2008.

**Motion passed 4-0** noting the absence of Councilors Cole, Camara and Chadwick.

### **Discussion and Information Items:**

#### **Develop a timeline for filling Planning Commission vacancy.**

(CMPT) Wall explained that a vacancy has occurred on the Planning Commission by the resignation of Jimmie K. Cheney on May 15, 2008. This position carries a four year term (Toledo Municipal Code 2.04.010 B) which will expire on December 31, 2009. Due to the difficulty in filling the Planning Commission vacancies in the past, staff recommended Council leave the position open until filled.

**Council agreed by consensus to leave the Planning Commission vacant position open until filled.**

### **Decision Items:**

#### **Proposed contract for auditing services:**

(CMPT) Wall reported that the City's Audit Committee met on May 21<sup>st</sup> to review the information compiled by staff and voted unanimously to recommend hiring the firm of Koontz and Perdue as the City's auditors. The proposal from Koontz and Perdue is to perform the audit for the amount of \$10,900 per year for each of the three years. This was the lowest dollar amount of any of the five proposals received.

Staff recommended a motion to enter into a contract with the auditing firm of Koontz and Perdue for audit services for the fiscal years 2007-2008 through 2009-2010.

Mayor Chambers noted that staff has done an excellent job of recruiting for the audit proposals.

(CP) Cross noted that the Council of Governments also contracts the audit services of Koontz and Perdue. He believes they do good work.

#### **Public Comment**

There was none.

**Motion**-It was moved and seconded (Emmett/Beckham) to authorize the City Manager to enter into a contract with Koontz and Perdue for auditing services.

**Motion passed 4-0** noting the absence of Councilors Cole, Camara and Chadwick.

#### **Proposed contract for an insurance agent of record:**

(CMPT) Wall explained that City/County Insurances Services (CCIS) provides the City of Toledo with property and casualty insurance. In the future, CCIS pricing will base credits on an entity's commitment and progress towards established risk management objectives laid out in local risk management plans. With the increasing complex nature of insurance and rising costs, CCIS has encouraged its members to engage the services of insurance professionals to help reduce risks, control losses, evaluate policies and provide continuity.

The City of Toledo issued a Request for Proposals (RFP) for an insurance agent of record in April 2007. This project was put on hold when city manager Jim Minard was appointed and was revived when Pete Wall returned as city manager pro-tem. In April, 2008 city staff requested updates to the six proposals originally submitted. After reviewing the proposals conducting interviews, ranking the proposals and checking references on the top ranked agency, City staff recommends selecting the proposal received from Wilson-Heirgood Associates. The fee for the insurance agent of record will be 10% of our liability and property insurance premium paid to Wilson-Heirgood by CCIS. SAIF will arrange a commission directly with Wilson-Heirgood for our workers compensation insurance.

In answer to council questions (CMPT) Wall stated the following;

The savings to the City by contracting with an agent of record will include freeing up staff time of duties that the agent will perform. He said Wilson-Heirgood Associates is a proactive group.

They have a very active training component included in the list of services that they will perform. This agency as a whole will benefit from this service.

**Public Comment**

There was none.

**Motion**-It was moved and seconded (Cross/Beckham) to authorize the City Manager to enter into a contract with Wilson-Heirgood Associates for the City's insurance agent of record.

**Motion passed 4-0** noting the absence of Councilors Cole, Camara and Chadwick.

**Proposed Resolution fixing the rates and charges to be paid by the users of the Water System of the City of Toledo:**

(CMPT) Wall stated that the water budget for 2008-2009 factored in a rate increase of 4%. This increase does not change the formula of the current rate structure and adds an additional \$40,000 in revenue to make a contribution to the water reserve fund.

Mayor Chambers stated that raising rates and fees is hard for a council to do. However, in this particular case our water system needs help and we do not have the funds to make the needed improvements without the increase.

(CP) Cross said that he hopes the public is aware that council has directed staff to look into a rate structure that will accommodate lower income customers. He noted that Toledo has the best water around and the price is lower in comparison to a lot of other places.

Mayor Chambers also noted that Toledo doesn't have to look for water rights because we have water rights on the Siletz River and the Mill Creek Reservoir, unfortunately there are lines in the city that need help and we need to move forward with those improvements.

**Public Comment**

Howard Richards stated that the City of Toledo is lucky to have good water on the coast in Oregon.

Mary Young asked what the 4% comes out to be in cost to the average consumer.

Treasurer Chavarria stated that the average bill will go up by approximately \$1.00 in water fees.

**Motion**-It was moved and seconded (Cross/Emmett) to adopt Resolution No. 1233 fixing the rates and charges to be paid by the users of the Water Systems of the City of Toledo.

**Motion passed 4-0** noting the absence of Councilors Cole, Camara and Chadwick.

**Proposed Resolution fixing the rates and charges to be paid by the users of the Sewerage system of the City of Toledo:**

(CMPT) Wall said that when preparing the budget for the 2008-2009 fiscal year it became apparent that an 8% rate increase would be necessary to balance the budget. As discussed in the budget meeting, the revenues from the rate increase last year did not match projections due to reduced industrial water usage. The increase does balance the budget but does not allow for funds to go into the sewer reserve fund.

Mayor Chambers asked if staff had a dollar figure on the average increased cost to the consumers.

Treasurer Chavarria stated that the increase for the average customer should be approximately \$4.00.

Mayor Chambers also noted that the City has been fortunate to be able to make improvements, in the past, to the sewer systems especially with the new sewer treatment plant which was supported by the voters. Unfortunately the city still has a lot of repairs to do on the sewer lines.

(CP) Cross stated that part of the project included raising the sewer rates to maintain the infrastructure.

### **Public Comment**

There was none.

**Motion**-It was moved and seconded (Emmett/Beckham) to adopt Resolution No. 1234 fixing the rates and charges to be paid by the users of the Sewerage system of the City of Toledo, Oregon.  
**Motion passed 4-0** noting the absence of Councilors Cole, Chadwick and Camara.

### **Proposed Resolution authorizing the City of Toledo to apply for the 2008-2009 Coastal Zone Management Grant:**

(CMPT) Wall explained that for many years, staff has successfully obtained funds from Oregon Department of Land Conservation and Development (DLCD) Coastal Zone Management Grant Program. The grant amount is \$4,000 with a City of Toledo grant match of \$4,000. Grant funds provide assistance to Community Development and Planning Department's day-to-day services, such as staff/consultant time used to prepare staff reports, notices, agency coordination, and pre-application meetings, just to name a few. A new requirement for the 08-09 application process is submittal of a City Council Resolution requesting the grant funds.

### **Public Comment**

There was none

**Motion**-It was moved and seconded (Cross/Emmett) to adopt Resolution No.1235 authorizing the City of Toledo to apply for the 2008-2009 Coastal Zone Management Grant.  
**Motion passed 4-0** noting the absence of Councilors Cole, Camara and Chadwick.

## **Reports and Comments:**

### **Department Reports**

#### **Police Department**

(PC) Fandrey provided Council with a review of the Pedestrian Safety Operation. On May 23<sup>rd</sup> the department conducted the first operation from 4: PM to 8: PM at the crosswalk located on Business Highway 20 and the north end of Main Street. The operation was set up with the intent to give drivers every possible advantage to comply with state law. The purpose of the operations is to bring public attention to pedestrian safety and to educate the public regarding appropriate driver responses. He reported the operation resulted in 34 traffic stops issued; 23 for minor

violations, 9 for failure to yield to a pedestrian and 2 for minor pedestrian yield violations and driving uninsured there were also 2 additional warning stops that were made where the drivers were warned for the violation of yield to a pedestrian and both were cited for other violations including no insurance or drivers license.

(PC) Fandrey acknowledged that there is a problem in this location and hopes that public education will improve the compliance rate. The police department plans to repeat the operation in the same location.

Councilor Emmett said it sounds like this needs to be done again. The public doesn't seem to be aware of the operation.

Fandrey acknowledged that there does need to be more education for the public and the police department needs to continue to enforce the pedestrian laws. He said the department will continue to work that area until they get more compliance.

### **Public Works**

(PWD) Denlinger shared with council his report for the Local Government Grant Committee meeting scheduled for June 10, 2008 regarding the Memorial Field Project improvements Phase II.

The planned Phase II improvements include the following:

- New side walk installed around three sides of the park.
- New uniform fencing with roll gates access to accommodate special events.
- Reconstruct the ball field drainage which will protect the field as well as provide access shortly after a rain event.

(PWD) Denlinger said that staff will develop requests for proposals for each project using the same successful method used on past projects to complete the proposed tasks ahead of time and on schedule. It is anticipated that the project should be completed in one year.

In answer to Council questions (PWD) Denlinger responded as follows:

- The grant application requested amount is \$200,000 with an obligated 20% match.
- 40 foot sections of the fencing rolls back into itself to allow access to the field. It will allow for large trucks to approach as well as gate keepers for specific activities

Mayor Chambers noted there is a lot of little league football as well as baseball and softball usage at Memorial Field. It is an important youth facility and parents need to feel that their children are safe.

Councilor Beckham stated that he is looking forward to the improvements.

(CP) Cross agreed that the Phase II improvements are well anticipated.

Mary Young asked if the port-a-potties will be replaced with permanent restrooms.

(PWD) Denlinger said the restrooms are being looked at in Phase III of the proposed improvements. The infrastructure issues need to be addressed first.

### **City Manager's Report**

(CMPT)Wall thanked council for the opportunity to come back to work for the City as City Manager Pro-Tem. He said council and staff accomplished a lot with the council's best goal session ever. The city has fabulous department heads and a bright future ahead.

(CM) Amberg thanked council for the opportunity to work in Toledo. She is looking forward to the future in Toledo, serving the City Council and the citizens. She also thanked Pete Wall for the extra time spent mentoring her. She looks forward to working with council.

### **Council Comments**

Council welcomed Michelle and Don Amberg to Toledo and thanked Pete Wall for stepping in as City Manager Pro-Tem.

Councilor Emmett announced the Oregon League of Conservation Voters Education Fund will be hosting a Coastal Caucus on Tuesday, June 10<sup>th</sup> from 6 pm to 8 pm.

(CP) Cross announced an excise tax meeting held by the Lincoln County School District Superintendent tomorrow night at the Toledo High School to discuss what the excise revenue will be spent on. He also presented a gift to Pete Wall from Cross's family.

### **Mayor Comments**

Mayor Chambers commented as follows:

- He thanked Jim Ruggeri for donating the cost of the cement for the gazebo to be placed at the corner of "A" Street and Business Hwy 20.
- He thanked the Toledo Police Department for their work on the pedestrian safety project.
- He announced the candidacy filing date begins June 4<sup>th</sup>. Candidates can file no later than August 26, 2008.
- He will be attending the school excise tax meeting June 5<sup>th</sup>. He feels it is important to express the school needs for Toledo.
- The ceramic project at the corner of "A" Street and Business Hwy 20 is progressing. The project will soon include brick pavers.
- He thanked Pete Wall for his service. He said it was a relief to have him step forward and serve as City Manager Pro-Tem and Pete Wall is one of the best City Managers.
- He welcomed Michelle and Don Amberg to the community.

### **Adjournment:**

The meeting adjourned at 8:07 pm.

ATTEST:

APPROVE:

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Utility/Recording Clerk

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Mayor