

JOINT CITY COUNCIL/CITY PLANNING COMMISSION WORK SESSION

January 14, 2010

Mayor Cross called the meeting to order at 6:20pm. Councilors present: Mark Camara, Nancy Lynne, Monica Lyons, Mary Young, and Jack Dunaway. Councilor Young left the meeting at 6:49pm and returned at 7:48pm. Excused: Council President Bob Emmett

Planning Commission present: Anne Learned-Ellis and Dawn Grafe, both left the meeting at 7:41pm. Excused: Linda Brodeur

Absent: Stuart Miller, Terri Strom and Paul Schneidecker

Staff present: City Manager (CM) Michelle Amberg, Public Works Director (PWD) Adam Denlinger, Library Director (LD) Peter Rayment, Planning Secretary Arlene Inukai and City Recorder (CR) Nancy Bryant.

Visitors present: Garrett Pallo, Joe Squire, Chuck Willer, Teresa Denlinger and Don Amberg.

City Design Standards

PWD Denlinger and Toledo City Engineer of Record Garrett Pallo presented a brief orientation of why the city needs City Design Standards. Mr. Pallo explained that when a new development is undertaken, new streets, waterlines, sewer lines, and drainage facilities are added to the community systems. The City, ultimately must take over maintenance and ownership responsibility of these facilities. It is critically important that the new infrastructure meets the City's standards for material and workmanship. Therefore, the City must have a clear standard. A draft City Design Standards Manual, produced by Civil West Engineer Services, Inc. was presented for review.

PWD Denlinger noted that staff is requesting a recommendation from the Planning Commission to City Council for adoption of the design standards. Councilor Young suggested that the City Attorney have time to review the draft manual. Mayor Cross suggested that a special meeting of the Planning Commission can be scheduled and duly posted for this purpose.

Council and staff briefly discussed some of the design standards included in the manual.

PWD Denlinger noted that copies of the manual are available for review at City Hall and one will soon be delivered to the Public Library.

TOLEDO CITY COUNCIL WORK SESSION

Discussion and Information Items

Update on Lincoln County Library District

LD Rayment explained that a few years ago City Council was looking at revenue generating options for recreational purposes, possibly a Recreation District. At that time he suggested annexation to the Lincoln County Library District. Currently, the Lincoln County Library District contracts annually with Toledo to provide library service to district residents. Annexation into the

district would require an election that results in a “yes” vote of electors within Toledo as well as those within the district. The electors of Toledo would be voting to add an additional tax of \$0.34/\$1000 levied annually on their property; the district electors would be voting to add Toledo to the district. Should the issue pass in both the city and district, the monies generated would be used to augment the services currently being provided by the Toledo Public Library. This would result in additional funds to the library but no less expense to the City; the funds could not be used to decrease city spending at the library but those expenditures could be frozen at the current rate. The Toledo Public Library is currently doing well. For Oregon Public Libraries serving 5000 to 10,000, Toledo is fourth in the per capita spending (due to expenditures to expand the collection), tied for third in operational output per capita and eleventh place for FTE. At this time staff is not recommending the annexation.

Council and staff discussed the option of a levy for a recreation district.

Highway 20 Project Update

Joe Squire of Oregon Department of Transportation (ODOT) presented a video on the US Hwy 20 Pioneer Mountain to Eddyville Project. The estimated project completion date is July of 2011.

Highlights of the presentation were as follows:

- There will be traffic delays beginning in February when delivery of the new bridge beams begin.
- Excavation will begin at the eastern tie-in sometime in April and completed sometime in May of 2010. Travelers can also expect one lane traffic beginning sometime in June for paving.
- The Western construction area will tie-in near the railroad bridge with a four lane wide highway; a right hand turning lane to turn back onto the old highway, a pass through travel lane west bound, a center left turn refuge and east bound pass through. Traffic will temporarily turn onto the new highway and then back onto the old highway.
- Major excavation will be complete sometime near the end of July.
- There will be one 72 hour road closure at the Simpson Creek curve area in May or June of 2011 and the completed highway will open soon after.

Bundle 409 Bridge Project

Joe Squire explained that four bridges west of Toledo that cross Beaver Creek are scheduled to be strengthened by encasing the timber foundations at each bridge in steel sleeves and concrete. It is estimated that the improvements should add 25 years of life to those bridges. The project will require 20 non-sequential full roadway closures that are estimated at 12 to 14 hours per closure. Traffic will be detoured to the Bay Road but the detour will not include commercial vehicles.

PWD Denlinger noted that staff has provided the consultant who developed the traffic control plan with the blackout dates for Toledo events to avoid road closures during those time periods. Also ODOT will be scheduling stakeholder meetings before determining the actual closure days.

South Bay Road Bridge Project

PWD Denlinger noted that staff continues to work with the Lincoln County’s contract consultant who is providing engineering for the replacement of both, Babcock Creek Bridge and

Montgomery Creek Bridge, on the South Bay Road. The department currently maintains a 12 inch transmission waterline that is going to need relocation from the bay side of the road to the opposite side before work can begin. The line provides Seal Rock Water District's primary supply water. The in water work period for this project is March through November of this year. Relocation of the water line is scheduled for sometime in February. A new water line will be installed without connecting it and the final connection of the water line will happen in the summer. Staff is working with the engineers to phase in the connections with enough storage for Seal Rock's usage. Lincoln County will provide all notifications to the residents that will be impacted by the project. Both bridges will be constructed concurrently and the contractor is required to maintain one open lane throughout the entire project. Temporary traffic signals will be installed to provide a safe flow of traffic through that area and any periodic closures will take place at an estimated 20 minutes per closure.

In answer to Council questions PWD Denlinger stated the following:

- The project will be done with accelerated bridge replacement which means they will do half and half replacement.
- The City will be budgeting for the relocation of the pipeline.
- The total city expense for this project is not known until the design and engineering is complete.

PWD Denlinger noted that he went through the legal process with Lincoln County Counsel and the City is responsible for its utilities that are impacted by this project. The City did save expenses in the design portion of the project by utilizing the same engineer that the County is using for the project.

Create a working group for Central Coast Community Forestry Association

CM Amberg noted that this item should be called creating a working group for the Mill Creek property management. She presented Council with an outline for the Mill Creek Property and Forest Management Plan which included the following steps:

- City Council to develop management goals
- Create a workgroup
- Inventory of forest products including timber
- Identify top marketing options
- Provide guidance and make recommendations to City Council

She provided a list of staff and persons from other agencies to potentially serve on the workgroup. Other agencies include: Oregon Coast Community Forest Association (OCCFA), OSU Extension, Oregon State Forestry, Plum Creek, Oregon Business, Institute for Ecology & Culture, and Integrated Resource Management. She noted that the group's responsibility is to advise City Council in the land management of the Mill Creek property.

Councilor Dunaway noted that Plum Creek does not have processing facilities and they are not looking for an opportunity to gain value but a sincere effort in being a good neighbor.

Council and staff discussed possible opportunities and uses for the Mill Creek property, maintaining the City's watershed, logging of timber, possible revenue from long term

management and how any revenues might be expended. PWD Denlinger noted that the Master Plan will include the Mill Creek property as a revenue source for funding potential improvements to the Olalla Reservoir or the intake system on the Siletz River.

Visitor Chuck Willer of Oregon Coast Community Forest Association stated that there could be a relationship between the value added project and long term management plan for the city. The key is that every conversation brings up questions and issues that need to be researched and reporting brought back to council for informed decisions. The workgroup can clarify some of the specific issues.

CM Amberg stated that OCCFA has asked for a letter of intent from the City to allow them the ability to note that they are working with the City of Toledo when applying for grant opportunities. Chuck Willer stated that a letter of intent would suffice to show the city's relationship with OCCFA.

By consensus council directed the City Manager to compose a letter of intent to work with OCCFA on the Mill Creek Property Management with the following guidelines:

- Their contribution is in the development of citizen participation in whatever projects arise from the management plan.
- Not locking into specifics until more research and planning is complete.

Councilor Dunaway said the Mill Creek property is a gold mine with valuable timber and long range potential. He believes it will be easy to manage and the people listed in the workgroup proposal can provide advice on how to do this simply.

Councilor Dunaway agreed to write a procedural plan, for council to review, that would include a simple way to approach this project.

By consensus, council will create a working group for Mill Creek Property Management and directed staff to present the creation of such committee at the February 3, 2010 regular council meeting.

Mayor Cross called for a brief recess at 8:34, the meeting resumed at 8:38pm.

City Flood Insurance Update

CM Amberg stated that council previously requested quotes for flood insurance policies over a \$50,000 deductible. The insurance company doesn't write policies with deductibles over \$50,000. She provided council with a list of city properties within the flood zone. The Basketball and Tennis Courts, Head Start Center, City Shops, Equipment Storage and Restroom buildings, as well as the Memorial Field Scoreboard will not be covered against flood damage. The Police Station is insured with a \$10,000 deductible.

Council and staff discussed the city's pumping facilities. Staff recommended not acquiring flood insurance for the pump and lift stations but focus on other buildings or just the Police Station.

Lyons Park

CM Amberg provided council with a copy of Lincoln County Assessors Map 11-10-20AA Tax Lot 4200 also known as Lyons Park, as well as a copy of City Council Minutes of December 5, 1988. Councilor Dunaway noted that if the city should decide to sell the upland part of the wetlands in that area this property should also be considered as part of the same discussion to determine whether it has revenue opportunities. Council discussed the need to clarify the tax lot location of Lyons Park because the current map does not reflect the same lot number as the 1988 council minutes.

Parks and recreation Advisory Board

CM Amberg presented council with a draft ordinance amending the Toledo Municipal Code by eliminating Chapter 2.12 (Parks and Recreation Advisory Board), Amending Chapter 2.16(City Tree Board) as well as a draft resolution establishing a Parks and Recreation Advisory Committee.

By consensus Council directed staff to present the proposed ordinance and resolution at the February 3, 2010 council meeting.

Rental Housing Business License Fee

CM Amberg presented council with a draft ordinance repealing subsection (G) of section 12 of Ordinance No. 1231 and subsection G of §5.04.120 of the Toledo Municipal Code relating to business licenses. She noted that the Ordinance Review Committee has looked at ways to increase revenue for the City. In their research of business license requirements they discovered that there is an exception for rentals where a land owner of fewer than 3 rental units within the city is exempt from paying a business license. Adoption of the draft ordinance would require a land owner of less than 3 rental units within the City of Toledo to acquire a business license.

Council and staff discussed the cost for a business license, the amount of revenue this change would create as well as compliance enforcement issues.

By consensus, council chose to postpone this issue and directed staff to include the discussion on a work session agenda in four months.

Strategic Reserve Fund

CM Amberg stated that the Strategic Reserve Fund was placed on the agenda at Council's request to discuss how the funds should be expended. She noted that the funds are restricted to only those expenditures authorized by the City Council.

Council and staff discussed whether or not specific guidelines on the types of expenditures should be placed on the funds. No final guidelines were established.

Video Production Update

CM Amberg explained that \$1,500 was budgeted in the FY 2009/10 for video production. To date \$1,052.39 has been expended. At the rate of approximately \$120 per meeting there will be a shortfall in that fund if the video production continues throughout the fiscal year.

Council and staff discussed the need for the video production of council meetings and options for providing funding for the remainder of the fiscal year. It was unclear if the School District will provide the service through the summer months.

By consensus Council directed the City Manager to prepare a council action request authorizing her to use enterprise funds for the cost of video production of council meetings beyond the budgeted amount of \$1,500 for the remainder of the fiscal year.

Fiber Installation Update

CM Amberg reported that the installation of fiber optic cable to City Hall is complete. Staff is now working with Steve Martinenko, Technology Services Manager of Oregon Cascades West Council of Governments who provided an update at a recent staff meeting. He will be meeting with staff from each department to determine the final details before providing a plan. The fiber optic service should be in operation at City Hall by the end of the fiscal year.

Other Discussion

Councilor Camara commented on the fact that goal setting sessions have been scheduled an hour at a time and is working well. He suggested the need for one longer meeting to finalize the process. Council discussed personal schedules and the possibility of meeting on a weekend day. No date was determined. CM Amberg stated that she plans to have the goal setting process wrapped up by the end of February.

Mayor Cross said that he would like council to consider a partnership with the Toledo Development Association, Chamber of Commerce and/or other local community groups to sponsor a promotional community video about Toledo. The video could be made available for people who are looking at relocating to this area. Councilor Camara questioned whether it would be better to invest money in the City's web site to develop something that would serve the same purpose. Councilor Young said she has seen NOAA employees and their families come through her business while looking at Toledo for relocation.

Mayor Cross announced that he will not be in attendance at the January 20th council meeting.

Councilor Lyons announced that she is organizing the annual Quilt Show. There have been changes made from previous shows; proceeds from the show will go to the Main Street Program, the event date has been changed to May 8th and will be one day only, and quilts will be displayed city-wide on both Hwy 20 and Main Street. The event will also include an "Amazing Race" scavenger hunt, a "High Noon Tea" and vendors.

Adjournment:

The meeting adjourned at 10:07 pm.

ATTEST:

APPROVE:

City Recorder

Mayor