

## TOLEDO CITY COUNCIL MINUTES

January 16, 2008

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

Staff present: City Manager (CM) Pete Wall, City Attorney (CA) Jim Ruggeri, Public Works (PWD) Director Adam Denlinger, Police Chief (PC) Mark Fandrey, Treasurer Polly Chavarria, Library Director Peter Rayment and Utility/Recording Clerk Nancy Bryant.

Visitors present: Teresa Denlinger, Terry Dillman, Nick Price, Angela Hoak, Linda Brodeur and Don Larsen.

### **Visitor Comments:**

There were none.

### **Consent Calendar:**

**Motion**-It was moved and seconded (Emmett/Camara) to approve the Consent Calendar consisting of the invoice list dated January 11, 2008, Council Minutes dated December 19th and December 26, 2007. **Motion passed 7-0.**

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

#### **City Attorney evaluation process**

Council discussed scheduling the City Attorney performance evaluation. The evaluation will take place at the February 20, 2008 Council meeting during the executive session. Council asked staff to email the evaluation forms to them.

### **Decision Items:**

#### **Proposed Resolution Establishing an Audit Committee**

Treasurer Chavarria provided a proposed resolution to establish an audit committee. Council and staff discussed the proposed resolution as well as the process for appointing the committee members. Staff suggested soliciting someone from the local banking field of business as opposed to going through the interview process.

**Motion**-It was moved and seconded (Cross/Chadwick) to adopt Resolution No. 1227 "A Resolution Establishing an Audit Committee". **Motion passed 7-0.**

#### **City Manager Recruitment Process**

Staff provided Council with information and a timeline for the City Manager recruitment. Council and Staff discussed the recruitment process and contract requirements. (CM) Wall stated that City Staff could do all of the elements of recruitment in-house with the exception of the applicant reference checking. He suggested that two or three Councilors work with him to screen the applications and narrow the list down to the finals for Council selection. If the proposed schedule is approved, advertisements will be submitted the week of January 21<sup>st</sup>, the

application deadline will be February 29<sup>th</sup>, Council will formally approve an agreement by April 23<sup>rd</sup> and the successful candidate will begin as City Manager on June 1, 2008.

**Motion-**It was moved and seconded (Cross/Emmett) to approve the Profile and Schedule for City Manager Recruitment. **Motion passed 7-0.**

## **Reports and Comments:**

### **Department Reports**

#### **Public Works**

(PWD) Denlinger provided Council with the following department update.

1. He explained that SCADA is a supervisory control and data acquisition system that Public Works uses to manage the water and wastewater treatment facilities. The three completed budgeted SCATA improvement projects are as follows:
  - a. The radio transmission units at the water treatment facility have been updated and some transmission units at the reservoir have been added allowing the Operators to receive real time data. It has a cost savings of \$60.00 per month, as the department will no longer be using phone lines from the mill creek pumping station.
  - b. The same type of SCADA improvement was scheduled for the wastewater pumping stations. Staff has completed a path study and is going through the process of installing radio transmission units at those locations as well so that they can capture the data at a central location like the water treatment facility and make changes of operational control without having to visit the sites on a daily basis.
  - c. One of the 2-inch filter valves at the water treatment facility has been replaced. The department will budget for the other valve in the next budget.
2. On the 26<sup>th</sup> of December Public Works Crew responded to an alarm at the Ammon Road wastewater lift station. A pump was overheating and there was unusual vibration and noise on the lower end of pump #2. They quickly shut the pump off and brought in standby pumping. Due to the holidays the arrival of the parts needed was delayed so the department did incur costs for the pump rental. The department is taking inventory of the parts needed to possibly have on hand for future repairs.
3. There was recently an issue with the Mill Creek Pumping Station. There are four sensing valves that are sensitive to controlling flows to the treatment facility and on the mill creek transmission line. These valves began to fail, two of them immediately and our operators were able to clean some of the filters and sensing lines and calibrate them to get them operating. The department used an outside service to recalibrate all four sensing valves at the pumping station.
4. (PWD) Denlinger has been working with FEMA and City Department Heads to get the information required for cost recovery.
5. A local Boy Scout who is looking for an Eagle Scout project may be painting fire hydrants in Toledo this next spring.

## **Police**

(PC) Fandrey reported that the Police Department has purchased a 2008 Dodge Charger equipped with modern law enforcement features. The only feature that they are short on is radar. He is working on a grant through CTSI for radar systems to equip the entire fleet. (PC) Fandrey thanked the Council for their support in providing the Toledo Police Officers with quality and professional equipment.

(PC) Fandrey announced that Officer Mike Heinen was promoted to the position of Detective on January 1<sup>st</sup>. His priority of responsibilities will be crimes against children, major person crimes, major property crimes and narcotics in that order. The Detective position is a valuable addition to the Toledo Police Department.

(PC) Fandrey thanked City Staff and Council for supporting the Police Department goals over the past year.

## **City Manager's Report**

CM Wall reminded Council of the three meetings coming up for the evening of January 23<sup>rd</sup>. The meetings include ethics training, the joint City Council/Port of Toledo work session and a Council work session will follow. The agenda items for the joint meeting include an update and presentation on the Port Master Plan, an update on the joint City/County grant and a discussion on the Toledo Airport. Also the Council Goal Session will be held January 26<sup>th</sup> starting at 9am. CM Wall also provided Council with the budget calendars for 2008.

## **Council Comments**

Councilor Beckham spoke of the positive attitude of Administration and Staff at the Toledo High School. He believes the School is headed in the right direction and they have some very good teachers. Councilor Beckham announced that he would not be attending the meetings on January 23<sup>rd</sup> because he will be out of town.

Councilor Camara stated that the full day assessment by the Oregon Downtown Association and COG went well and the activities were well attended. He voiced his concern for the safety of people using the cross walk across Hwy 20 at the top of Main Street. He and his Wife use the crosswalk and have had incidents when they felt unsafe. He would like to see something done about that area.

(CP) Cross asked Staff about the LED lights planted into the pavement that shines at traffic when pedestrians are crossing. (PWD) Denlinger stated that staff can look into them but they are expensive to purchase as well as expensive to install.

(CP) Cross announced that the Booster Club has put in a new sound system at the Toledo High Gym. He encouraged all to attend the Boys and Girls Basketball games this weekend. The Wrestling team went to Taft and Toledo produced the outstanding wrestler of both the upper and lower weights. Toledo came home with 7 medals.

Councilor Emmett thanked Councilor Camara for his work on the Toledo Downtown Development Association project and the Public Works Crew for sanding the streets on the recent slippery mornings.

### **Mayor Comments**

Mayor Chambers attended the two TDA meetings. He thought it went well and complimented the TDA committee for their work on the project.

Council received a single letter that was signed by Jane Doe implying that a City of Toledo elected official is writing anonymous and disparaging notes regarding city staff and city functions. After speaking to all of the Councilors it is the Mayor's opinion that none of the Council members know what the letter is referring to. Mayor Chambers encouraged citizens to contact the Council, individually if needed, when they have concerns. Council will discuss an additional correspondence regarding formal background checks for city volunteers at the February 6<sup>th</sup> regular Council meeting.

Mayor Chambers called for a brief recess at 7:47pm before entering into an executive session according to ORS 192.660 (2) (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions and (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

### **Adjournment:**

The Council returned to a regular session and the meeting adjourned at 8:20pm.