

TOLEDO CITY COUNCIL MINUTES
REGULAR SESSION
February 17, 2016

Mayor Billie Jo Smith called the meeting to order at 7:00pm. Councilors present: Julie Rockwell, Jackie Kauffman, Michele Johnson, Terri Strom and Council President (CP) Jill Lyon. Councilors absent: Alma Baxter.

Staff present: City Manager (CM) Jay Baughman, City Attorney/Planner (CA) Michael Adams, Police Chief (PC) Dave Enyeart, Public Works Director (PWD) Lee Ritzman, Finance Director (FD) Polly Chavarria, Library Director (LD) Deborah Trusty, Assistant Fire Chief/Facilities Coordinator (AFCFC) Dave Inman, and Assistant City Recorder (ACR) Melodi McGee.

Visitors present: Sheila Fagan, Penny Ryerson, Dave Wilder, Kathy Wilder, Carol Boysun, Jerry Seth, Jodi Inman, Valerie Carkhuff, Dawn Marie Werder, Gail Wood, Joy Watson, Janice Watson, Deanne Dunlap, Luke Whittaker, Ralph Grutzmacher, Rodney Lehrbass, Bill Farley and Eric Erickson.

Mayor Smith proposed amending the agenda to add a discussion item regarding a request for partial closure of Main Street for the Toledo Street Market. After some discussion, Council agreed to add the item to the agenda.

Visitors/Public Comment

Valerie Carkhuff of the Smoke N Shop on Main Street expressed her concern regarding a request to close a portion of Main Street for the Thursday Street Market. She said that there are delivery trucks that may have difficulty accessing businesses during the market dates.

Gail Wood from Timbers stated that she is a faithful supporter of the Street Market but has concerns including parking, truck deliveries, access for emergency vehicles and the flow of traffic. She proposed using east side of Main Street for the Market.

Rodney Lehrbass of Impressions Pacific expressed support of the street closure during the Thursday Street Market. He noted that the market is very beneficial to Main Street businesses in terms of patronage and profits. He supports increasing the visibility of the Market.

Dawn Marie Werder of the Smoke N Shop also noted her concern regarding truck deliveries on market dates. She stated that all businesses should benefit equally from the Street Market.

Kathy Wilder stated that the only reason she has visited Toledo is because she was enticed by the yellow street market sign. She explained that the street market brings traffic to Toledo and helps support businesses. She noted that at other times that she has visited Toledo the Main Street businesses were closed. Councilor Johnson noted that the City has no control over business times.

Carol Boyson, Street Market Manager noted that 200-300 people visit the Street Market each Thursday, of which 60-70% are tourists. She stated that she encourages tourists to visit Main Street businesses and local attractions. She noted that the Toledo Street Market is a Certified Farmers Market in the State of Oregon and that the vendors offer matching SNAP benefits, a

program which the market committee fundraises to support. She stated that the Street Market operates under the umbrella of the Toledo Downtown Association. She said the committee is willing to work with the city to address and mitigate any potential issues. Ms. Boysun reported that for the 2015 season, there were 39 vendors including 26 local businesses. She explained that the committee is working with Belinda Goody of the Toledo Chamber of Commerce to coordinate tour buses to bring more visitors to Toledo from Newport and surrounding areas.

Ralph Grutzmacher informed Council that the Yaquina Pacific Railroad Historical Society (YPRHS) would be hosting a dedication of the 45-ton yellow locomotive that was recently donated by Georgia Pacific Toledo. The event will be held at on Saturday, February 20, 2016 at 2pm. He also noted that YPRHS has published a book about the history of the Oregon Pacific Railroad. The book will be available for purchase at the locomotive dedication event.

Consent Calendar

Motion- It was moved and seconded (Strom/Kauffman) to approve the consent calendar consisting of the City Council minutes of January 19, 2016 and February 3, 2016.

Motion passed 6-0, noting the absence of Councilor Baxter.

Discussion and Information Items

Committee Updates

CM Baughman reported that Josh Smith has applied to fill a vacancy on the Budget Committee. He explained that the application will be in the next Council packet. Staff will schedule the interview with Mr. Smith for 6:45pm on March 2, 2016.

Mayor Smith reported that the Pro Tem Municipal Court Judge, Joan Demarest, will not be available for the February 25, 2016 or March 10, 2016 sessions. She noted that Staff has mitigated this issue and will not be scheduling court appearances for those dates. She stated that Council would like to meet with Judge Demarest prior to her first court date. After some discussion, Council agreed that Councilor Rockwell, CP Lyon and Mayor Smith will meet with Municipal Court Judge Demarest on March 15th or 16th.

Mayor Smith reported that the Municipal Judge Recruitment sub-committee will be meeting to establish the Municipal Court Judge job description and Toledo Municipal Court rules.

Quarterly Report (October 2015-December 2015)

CM Baughman and department directors presented the following second quarter progress report on the 2015-2016 Action Plan:

Infrastructure

1. Develop a Capital Improvement Plan (CIP): A form was created for Staff to report capital projects anticipated in the next five years that exceed \$10,000. Staff will be completing the form and submitting them by the end of February.
2. Identify various means to fund the items in the CIP: This item is dependent of the first goal and will begin upon completion of the CIP.
3. Develop and implement a pavement management program: Three proposed lists for streets projects have been posted to the City's website. The first list included streets for overlay and will be advertised for bid in March. Additional lists for slurry seal and late-summer overlays is also on the website. A Street near the Post Office will be repaired in May and the schedule will be added to the website.

Financial Security

1. Review wastewater system budget and operations for possible savings: Staff has completed a study of 14 other cities with similar populations to determine sewer rates to assist in allocate funds. Most of the funding available are low interest loans and in order for the City to pursue this funding, existing funding must be assessed. The study has indicated that many cities have much lower sewer rates, but have the same issues that the Toledo is facing and many of these cities rely heavily on the tourist industry to compensate the sewer costs. Staff will continue to work on this study.
2. Meet with grantors/lenders re: funding of wastewater and other projects: This item is related to items 1 and 2 of the Infrastructure section and efforts to meet this objective will resume upon completion of the CIP.
3. Obtain a grant for new breathing apparatus for the Fire Department: The grant application for this item was prepared during the second quarter and was prepared for submission in January 2016.

Public Safety

1. City department will work on a disaster simulation: Staff participated in an Emergency Operations drill in November. The group reacted to a hypothetical incident which allowed staff to identify deficiencies in their emergency response knowledge and take appropriate ICS trainings. A second drill will be held in conjunction with the Cascadia Rising statewide earthquake event in June 2016.
2. Implement the initial phase of a city-wide camera plan: PC Enyeart presented Council with a map with the six cameras that have been installed to date: four cameras at City Hall; one camera at the pool; and one camera at the library. He explained that the initial investment to the cameras was large because of the server requirements for 24-hour surveillance and recording. He said the next phase of the plan includes cameras at the Fire Department, Wastewater Treatment Plant, Main Street and additional surveillance at Arcadia Park. He acknowledged that the new surveillance system has already been beneficial in solving three automobile thefts.
3. Develop the City's dispatch capabilities re: dispatch services to neighbors: The Computer Aided Dispatch/Report Management System has been bid and purchased for the Dispatch Center. Staff is in the process of pulling the Toledo's records from the Willamette Valley Communications. The new system is owned and will be operated by the City of Toledo and will allow the opportunity for expansion for other agencies to be added in the future.

City Services and Departments

1. Implement a monthly Employee Training Program: Staff has completed the following trainings: Government Ethics (October); Workplace Harassment for Employees (November); and Customer Service Confrontation and Conflict (December).
2. Develop continuity of operations and succession planning: Staff has been working to develop succession and continuity of operations plans on an ongoing basis to prepare for departure of city staff members. Due to a lack of available time for cross training of employees, staff has been developing written reference manuals that detail their job tasks and how to complete them in their absence.
3. Hold a Health/Benefit Fair this year: The Employee Safety and Wellness Benefit fair was held on October 19, 2015 with 89% employee participation. During the second quarter, staff sent thank you notes to the vendors and received positive feedback from all

participants. Follow-up reports and documentation for the grants received to support the fair were also submitted.

Community Collaboration

1. Establish a "Friends of the Library" Foundation: The City decided not to pursue a "Friends of the Library" organization, but has instead expanded the responsibilities of the Library Advisory Board. The Library Advisory Board is providing the desired functions of a "Friends of the Library" organization and thus far it is has been very successful and beneficial.
2. Rehabilitate the front of the Library: The Library Advisory Board has been planning various funding opportunities to facilitate the renovation of the front of the Library. A December fundraiser garnered a total of \$750 dollars. The Board plans to hold additional fundraisers and is currently operating "The Little Garage Sale That Could" on an on-going basis at the Library. The community is supporting the fund raising efforts and that she will be continuing to seek grants to help finish this project.
3. Recruit for City's Board and Commissions: Staff has been actively recruiting applicants for the City's boards and commissions by handing out applications. At the end of December, terms expired for three board members on the various boards and committees. Since then, one vacancy has been filled and staff has received another application for a vacancy on the Budget Committee.

Quality of Life

1. Complete Dog Park at East Slope Park: Staff has been exploring various options for the placement of the dog park. Staff is considering a piece of city-owned property off of Sturdevant Road that may be a potential site. Staff will present Council with the findings including cost estimates for placing the dog park above the wastewater treatment plant, as well as the Sturdevant Road property at a future meeting.
2. Complete Heritage Plaza at the end of Main Street: The plan is currently at the drafter's office getting additional specifications added to make it bid-ready. The original plan called for pavers which can have the issue of weeds permeating through the cracks. Staff is considering the use of stamped concrete as an alternative. The cost of installation and maintenance of the property are also being considered. Mayor Smith asked if the site will have water and power. PWD Ritzman replied that the site will be equipped with power, however because there is no landscaping, staff is not planning to bring water in at this point in time.
3. Host a large event at the pool to observe the end of summer: This goal was met during the first quarter of fiscal year 2015-2016.

Economic Development

1. Resources & opportunities of ED and develop a five-year plan: Staff continues to seek opportunities for economic development in Toledo. The City's communication and cooperation with the Toledo Chamber of Commerce have increased and meetings with community stakeholders at the monthly Economic Development meeting continue to show promise.
2. Collaborate with regional partners on the RSIA: CM Baughman explained that RSIA stands for Regionally Significant Industrial Areas. The RSIA is a county-wide initiative that the city is working on with Waldport and Newport and it includes Toledo Industrial Park. The purpose of the RSIA is to confirm with the State of Oregon that a particular property is dedicated to industrial use. This allows the State add the property to its inventory of available industrial property and to assist the city by maneuvering businesses

into those areas. The application was submitted in the first quarter and the City has provided a letter of support. Staff is waiting to hear the status of the application.

3. TIP to State of Oregon certified "Shovel Ready" status: Staff has been working to bring a piece of city-owned property near Les Schwab to Business Oregon's "Shovel Ready" status, which will make the property more marketable. "Shovel Ready" status ensures potential buyers that all archeological, ecological and environmental studies have been completed and that the property is ready for development. During the second quarter, staff submitted a grant application for \$15,000 to Lincoln County Community & Economic Development to cover the cost of the studies require by the State of Oregon. CM Baughman stated that the City has been awarded the grant.

CP Lyon commented that upon the completion of the Capital Improvement Plan, the city will be faced with several difficult capital project. She noted that many city facilities need major renovation and there will be multimillion dollar infrastructure needs that the city must find ways to fund. She would like the community to know that staff and Council are aware of these issues, are taking the issues seriously and are focused on a good, sustainable future for Toledo.

Consider a Request for Partial Street Closure of Main Street for Toledo Street Market

Mayor Smith stated that the Toledo Street Market application has been reviewed by staff. Staff has recommended a meeting with the Street Market committee to develop a plan to address the logistics of the requested street closure, including placement of barricades, ADA compliance for handicap accessible parking, posting notice of closure signs, removal of vehicles in the closure area, as well as public safety and traffic concerns. She stated that many of staff's concerns are in line with the concerns expressed during the public comment section.

Councilor Storm stated that she has been involved with the Toledo Street Market for the past two years and has served as Assistant Manager to Carol Boysun in 2015. She acknowledged the concerns that were presented during the public comment section and stated that the market committee is taking them seriously. She stated that concerns regarding traffic and deliveries will be easily resolved. Councilor Strom stated that there is a misunderstanding in regards to the purpose of the Toledo Street Market. She said that the intention of the market was never to help the businesses on Main Street, but rather bring people to Toledo and make them aware of what was available on Main Street. She explained that it is the business' responsibility to attract patrons to their businesses. She encouraged businesses to take advantage of the free advertising provided by the Street Market and suggested placing sale fliers or coupons at the Toledo Chamber of Commerce booth. She thanked the visitors for coming to the meeting and commenting.

Mayor Smith stated that she will be returning to the Toledo Chamber of Commerce booth during the 2016 Street Market. She explained that during the 2015 Market, she met and spoke with several visitors who came to the market from out of town. She stated that the market is a good way to bring people to Toledo and she supports the street closure and market on Main Street.

Decision Items

Consider a Resolution Establishing the Responsibilities of the Toledo Library Board

CM Baughman reported that in 1976, City Council passed Resolution No. 464, establishing the annual organization of the Library Board, defining the Library Board's responsibilities, and approving commencement of terms of appointed members. He explained that the parameters set by Resolution 464 do not reflect the current operations or needs of the Library Board. He stated that the proposed Resolution No. 1373, reflects the current working practices and functions of the Library Board.

Public comment:

There was none.

Motion- It was moved and seconded (Lyon/Kauffman) to adopt Resolution No. 1373, A Resolution Concerning the Responsibilities of the Library Board Members and repealing Resolution No. 464.

Motion passed 6-0, noting the absence of Councilor Baxter.

Consider Appointment to the Toledo Library Board

CM Baughman explained that when the Council packet was prepared, there was once vacancy on the Toledo Library Board with two interested applicants. He provided Council with a letter of resignation, dated February 16, 2016 from Nita Rose, effective immediately. ACR McGee stated that the Council Action Request is for a four year term ending June 30, 2019 and the vacancy created by Ms. Rose's resignation leaves an unexpired term ending June 30, 2017.

After some discussion, Council agreed to appoint Eric Erickson to the four year term ending June 30, 2019 and Anne Hendrickson to the unexpired term ending June 20, 2017.

Public comment:

There was no public comment.

With consent of Council, Mayor Smith confirmed the appointment of Eric Erickson to the Toledo Library Board for a four year term ending June 30, 2019 and Anne Hendrickson to the Library Board to fill an unexpired term ending June 20, 2017.

Consider OLCC Temporary Use Application

CM Baughman explained that Doug Ryder, on behalf of Toledo Food Share, has applied to the Oregon Liquor Control Commission for a temporary sales permit to serve wine, cider, malt beverages and distilled spirits for an outdoor beer garden on April 9, 2016 from 11AM to 5PM. The outdoor beer garden is scheduled at part of the Toledo Food Share's "Strike Out Hunger 5K/10K event. Toledo Food Share has hosted this event for the past several years without incident. PC Enyeart has reviewed the application and has no objection to recommending approval of the application for temporary sales.

Public comment:

There was no public comment.

Motion- It was moved and seconded (Kauffman/Lyon) to recommend approval to the Oregon Liquor Control Commission for an application for temporary sales made by Toledo Food Share.

Motion passed 6-0, noting the absence of Councilor Baxter.

Reports and Comments

Department Reports

PC Enyeart reported that Officer Desmond Harpster has submitted his notice of retirement effective March 1st, 2016. He noted that Officer Harpster has served the City of Toledo for the past 12 years. The City is accepting applications for a Police Officer, with recruitment closing on February 26, 2016.

PWD Ritzman stated that two projects have been finished at the Water Treatment: the mixer has been assembled and the updates to the SCADA system have been completed.

CA Adams that the City's four logos have been registered as trademarks with the Oregon Secretary of State's office. The trademark is for 5 years and costs \$50.

LD Trusty commended the Toledo Police Department's rapid response to calls.

City Manager's Report

CM Baughman reported the following:

- He has contacted Seal Rock Water District to schedule their annual meeting.
- He, CR Bryant and CA Adams will be attending the Annual CIS Conference in Salem Oregon.

Council Comments

Councilor Storm noted that while hanging the Street Valentines, she discovered that the electrical outlets on some of the street lights in Toledo do not work and some of the lights are burned out. Mayor Smith stated that the numbers of the non-working posts should be reported to Central Lincoln PUD for repair.

Councilor Rockwell stated that she, PC Enyeart and FC Ewing recorded a radio show on emergency preparedness at the City level. She explained that the next segment will be on citizen emergency preparedness and response. Mayor Smith stated that the show will be aired again at 9 February 17, 2016 and again at 3pm Saturday, February 20, 2016.

Mayor Comments

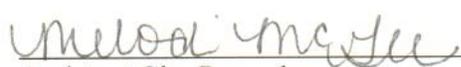
Mayor Smith reported the following:

- The Chamber of Commerce auction will be held on Saturday, February 20, 2016 at Olalla restaurant.
- PC Enyeart received the Golden Rule International Award recognizing 17 years in law enforcement and 37 years in the Oregon National Guard.

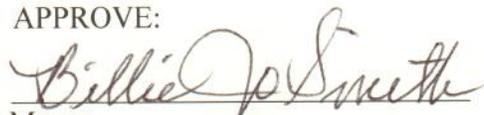
Adjournment:

The meeting adjourned the meeting at 8:38pm.

ATTEST:


Assistant City Recorder

APPROVE:


Mayor