

**TOLEDO CITY COUNCIL  
REGULAR MEETING**

May 20, 2020

6:00 p.m.

**1. CALL TO ORDER**

Mayor Rod Cross called the meeting to order at 6:10 p.m.

Present	Absent	
<u>X</u>	<u>          </u>	<u>Mayor Rod Cross</u>
<u>X</u>	<u>          </u>	<u>Council President Joshua Smith</u>
<u>          </u>	<u>X</u>	<u>Councilor Jackie Kauffman</u>
<u>X</u>	<u>          </u>	<u>Councilor Heather Jukich</u>
<u>          </u>	<u>X</u>	<u>Councilor Bill Dalbey</u>
<u>X</u>	<u>          </u>	<u>Councilor Stu Strom</u>
<u>X</u>	<u>          </u>	<u>Councilor Betty Kamikawa</u>

Staff present: City Manager (CM) Judy Richter, Public Works Director (PWD) Bill Zuspan, City Recorder (CR) Lisa Figueroa, City Attorney (CA) David Robinson, Police Chief (PC) Mike Pace, LD Trusty, Co-Fire Chief (FC) Joe Ammons

Visitors present: Nancy Bryant, Kathy Crane, Craig Lash, Liza Newcomb, Brigetta Olson, Teresa Hanford

CP Smith arrived at 6:12 p.m.

**2. PRESENTATIONS**

**Proclamation – National Public Works Week**

Mayor read a proclamation and declared May 13-17, 2020 National Public Works Week.

**Fiscal Year 2018-2019 audit presentation**

Owner Teresa Hanford addressed the Council. She indicated CM Richter and the Staff were really easy to work with in handling the audit. She said the City has made good progress, the internal controls have improved and the City is in very good shape. She indicated there will be one finding, which noted it is issued in every audit because she prepared the financial statements. The Council thanked staff for improving the internal controls and asked clarification questions. Ms. Hanford said the City actually increased approximately \$350,000 in fund balances.

**Community Development Block Grant presentation**

Chief Operating Officer Brigetta Olson provided a presentation to the Council in regards to home repair services. She said the program was formerly known as NEDCO and it offers financial education and counseling in addition to the home repair program. Home Repair Manager Liza Newcomb explained the home repair program and provided pictures as examples of some of the repairs that have been made through the program. Ms. Olson indicated the home repair program currently offers zero interest loans up to \$35,000 to existing home owners to ensure the home is safe and healthy to live in. Ms. Newcomb indicated Lincoln County has over \$500,000 available

and there is approximately \$144,000 available in funding for Toledo. It was suggested that staff work with Code Enforcement to identify homes in need of assistance.

### **3. VISITORS/PUBLIC COMMENT**

Chamber of Commerce Executive Director Kathy Crane commented that the Port of Toledo denied the Chamber's request to hold the Waterfront Market on the Port property. Mayor Cross inquired whether she requests to use Memorial Field and added it to the agenda for consideration later in this meeting.

### **4. CONSENT AGENDA**

**Minutes from the Work Session held October 23, 2019 and Regular Meeting held February 5, 2020; Resolution No. 1439, A resolution to receive the 2018-2019 financial audit; Consideration of annual Liquor License renewals; Accept the Lincoln County Board of Commissioners Order 5-20-136**

**Motion** – It was moved and seconded (Smith/Strom) to approve the Consent Agenda as presented. Councilor Strom asked for clarification in regards to the businesses that have paid for their liquor license. Following discussion the motion carried four to zero and Councilor Jukich abstained.

### **5. DISCUSSION ITEMS**

There were no updates.

### **6. DECISION ITEMS**

**Approve Contract with Dyer Partnership for engineering services for Arcadia & Spruce Street Improvements**

CM Richter provided the Council report and said this decision item would approve a contract with Dyer Partnership who would prepare the bid paperwork for the Arcadia and Spruce Streets improvement projects. The Council asked clarification questions in regards to the timeline of the project.

**Motion** – It was moved and seconded (Smith/Strom) to approve Amendment No. 2 to Task Order No.4 City of Toledo, Arcadia & Spruce Street Improvements Project and authorize the City Manager to execute the contract with Dyer Partnership for \$53,090 and the motion carried unanimously.

**Update on condition of stairway at 109-115 SE 1st Street. Decision regarding appropriate action moving forward**

CM Richter provided the Council report and indicated Council had a previous discussion about the deteriorated deck/stairway on this property and scheduled a Public hearing for June. She said since that discussion, Fire Department staff has been to the property, noticed several boards broken off and expressed concern for the safety of the residents. She said staff determined that a professional assessment was needed and Captain Musil was able to contact a structural engineer to review the deck/stairway. She said the engineer's report was included in the packet, which stated plywood needed to be laid down on the deck/stairway immediately. She noted CA Robinson and she determined the City could not do the work because it would become a liability

for the City. She noted two letters were received from the property owner after the packet was distributed.

CA Robinson referred to the Council packet and noted the Municipal Code abatement process is outlined in the Council report. There was discussion in regards to whether the residents must move out in order for the repairs to be completed. CA Robinson noted if the City Council authorizes the plywood be laid down; he suggested the Council also make a finding that due to the housing state of emergency declared statewide it is not an (summary)abatement that needs to be done to keep the residents housed. PWD Zuspan indicated there is a way to repair it so that the residents have access to their apartments.

**Motion** – It was moved and seconded (Cross/Smith) due to the current condition of the upper walkway on the property and the current state of the housing emergency within the state of Oregon, that the Council authorize a temporary surface be placed on the deck to facilitate some assemblance of safety for the residents. CM Richter clarified she would call CIS in the morning to determine whether the City should do the minor repair or hire a contractor if CIS does not recommend the City make the repairs. Following discussion, the motion carried unanimously.

#### **Chamber of Commerce request to use Memorial Field for the Waterfront Market**

Ms. Crane indicated the Port of Toledo has denied the Chamber's request to use the Port property for the Waterfront Market and requested to use Memorial Field for the first few market dates. She said she already advertised the Market and noted Farmers Markets have been considered essential and many continue to operate. She said they will offer masks at the manager's booth. The Council outlined criteria for the Chamber to submit with their application:

- Provide a plan to operate it the entire month of June
- Include the Governor's guidelines and the rules that have been discussed with the vendors
- Show ingress and egress

**Motion** – It was moved and seconded (Strom/Smith) to allow the use of Memorial Field for the Waterfront Market for the month of June and the motion carried unanimously.

### **7. REPORTS AND COMMENTS**

PWD Zuspan said Public Works continues to work on Inflow & Infiltration projects. He noted there will be a pipeline installed on Graham Street this week.

LD Trusty indicated she received \$5,000 from a grant, which will be used to renovate the downstairs community room. She noted the library has conducted limited deliveries and will offer curbside pickup. She indicated the catalog is available under the Library page of the City website. She said staff has been handing out fliers for the summer reading program.

CM Richter indicated the parks are open and signage has been posted in regards to the cleaning schedule. She noted Lincoln County Counsel Wayne Belmont will provide an update to the Council about the status of the Strategic Investment Program for Georgia Pacific. She announced there is a vacancy on the Planning Commission and encouraged the Council to recruit citizens for the Commission.

Councilor Strom commented on the new building at the Port of Toledo.

Councilor Kamikawa indicated Grace Wins Haven will receive \$1,000 for food and said she will approach the city to find a location for another community garden.

CP Smith thanked Public Works for the parking alignment along Graham Street.

Mayor Cross noted the bushes along the intersection of Main Street and Business 20 have overgrown and requested they be trimmed. He reported there may be some funding opportunities for small businesses and more information will be presented in a future meeting. He said there has been discussion about options for reopening school and sports in the fall.

**8. ADJOURNMENT**

The meeting adjourned at 8:16 p.m.

ATTEST:

APPROVE:

/s/City Recorder Lisa Figueroa

/s/Mayor Rod Cross