

**TOLEDO CITY COUNCIL
REGULAR MEETING
March 6, 2024**

1. CALL TO ORDER

Mayor Rod Cross called the meeting to order at 6:00 p.m. also via Zoom in Toledo, Oregon.

Present	Absent	
X		Mayor Rod Cross
X		Council President Kim Bush
	X	Councilor Jackie Kauffman
X		Councilor Tracy Mix
X		Councilor Frank Silvia
X		Councilor Jackie Burns
X		Councilor Stu Strom

Staff present: City Manager (CM) Doug Wiggins, City Recorder (CR) Lisa Figueroa, Finance Director/Assistant City Manager (ACM) Amanda Carey, City Attorney (CA) Mike Adams, Police Chief (PC) Michael Pace, Fire Chief (FC) Larry Robeson, Interim Library Director (LD) Harrison Baker

Councilor Jackie Kauffman arrived at 6:05 p.m.

2. PROCLAMATIONS/PRESENTATIONS

Presentation – Veterans of Foreign Wars

Veterans of Foreign Wars Trustee Jim Buisman recognized Officer Conor Ringwald with an award for his commitment in the community. PC Pace commented on Officer Ringwald’s work and commended him.

(Topic added to the agenda) **Proclamation** – Mayor Cross read a proclamation and recognized the Toledo High School wrestling team for their 2A-1A team championship this year and declared the week of March 4 – March 10, 2024 as Champions Week.

3. VISITORS/PUBLIC COMMENT

There were no comments.

4. CONSENT AGENDA

Minutes from the meeting held on November 15, 2023 and the executive session held on December 20, 2023.

Motion – It was moved and seconded (Strom/Silvia) to approve the consent agenda as presented and the motion carried unanimously.

5. DISCUSSION ITEMS

Draft resolution creating a City Charter review committee

CR Figueroa provided the council report and reviewed the draft resolution. She highlighted the committee members and the timeline for when the committee would provide a recommendation to the Council. She implied the date for final approval would be at one of the July meetings. The Council recommended an amendment in regards to how the vacancies were filled and asked staff to clarify that statement in the final draft. They also preferred to have the final recommendation from the Committee by July 3.

Following discussion, there was a consensus of the Council to bring back the resolution for adoption on March 20 with the recommended changes.

6. DECISION ITEMS

Review the General Services Agreements for City Engineering Services (Engineer of Record) with The Dyer Partnership, Engineers & Planners, Inc., and Civil West Engineering Services, Inc.

CM Wiggins provided the council report and the agreements with both companies expired some time ago. He indicated there was an open call for bids and both companies submitted bids. He said PWD Lorimor is out for training, but stated he would like to retain both companies for a period of time as he becomes more familiar with processes and could consult between the two companies.

Motion – It was moved and seconded (Kauffman/Mix) to approve the General Services agreements for City Engineering Services (Engineer of Record) with The Dyer Partnership, Engineers & Planners, Inc., and Civil West Engineering Services, Inc. and the motion carried unanimously.

Approve an expenditure of up to \$1,000 to produce informational materials for the Ammon Tank replacement

CR Figueroa presented the council report. She indicated it would cost approximately \$900 based on research to prepare a mailer to residents within the City. The Council discussed the mailers and there was a consensus of the Council to increase the funds to \$1,500.

CR Figueroa noted there will be a page on the website with the mailer and the most recent inspection report of Ammon Tank. She said she could post frequently asked questions to the page. The Council inquired what would happen if the tank were to fail. CM Wiggins responded Ammon Tank would have an immediate effect on Georgia-Pacific Mill, the South side of town and Seal Rock Water District and there are several areas in town that would see a severe reduction of water pressure throughout the City.

Motion – It was moved and seconded (Mix/Silvia) to approve an expenditure of up to \$1,500 to produce informational materials for the Ammon Tank replacement and the motion carried unanimously.

Approve the Accounting Clerk position and salary range

CM Wiggins provided the council report. He said the job description has been re-evaluated to include payables, which was not included previously. He said because it was not included before, the position would often times have to be paid an out-of-classification pay. He said with the

addition of increased responsibilities, the proposed salary has increased. He noted the budget accounted for a Finance Director, an Accounting Supervisor, an Accounting Clerk and a Utility Billing clerk but they consolidated the position with the Utility Billing and Accounting Clerk.

Motion – It was moved and seconded (Silvia/Bush) to approve the position and salary range for the Accounting Clerk position and the motion carried unanimously.

7. REPORTS AND COMMENTS

PC Pace indicated to the Council there have been several difficult cases recently and he plans to open a recruitment for the detective position internally.

CA Adams said he plans to present a nepotism policy to the Council in a future meeting and he is reviewing other policies as well.

CM Wiggins reported there was a House Bill for improvements to Sturdevant Road, which would include a traffic survey. He said if approved it would help with the development of Olalla Meadows. He indicated there was also a request for funding for the Public Safety Building, but it has not been determined yet.

Councilor Strom said he went to the Solid Waste Advisory Committee, but did not have much to report. He said he attended a meeting in Waldport in regards to wells and referred to a website that inventories all wells within the state.

Councilor Silvia reported on the Cascades West Area Commission on Transportation meeting and said they have a carbon emissions program for cities, which he forwarded to CM Wiggins. He said he donated several seeds for the Library seed program.

Mayor Cross said he will be traveling to Washington D.C. soon to meet with Senators for funding requests. He commented on meetings he attended to address several key issues that affect smaller communities in regards to housing, buildable lands and urban growth boundaries.

8. ADJOURNMENT

The meeting adjourned at 7:20 p.m.

Approve:

Attest:

/s/Mayor Rod Cross

/s/City Recorder Lisa Figueroa