

TOLEDO CITY COUNCIL MINUTES
REGULAR SESSION
November 15, 2017

Mayor Billie Jo Smith called the meeting to order at 7:02pm. Councilors present: Jackie Kauffman, Deanne Dunlap, Joshua Smith, Bill Dalbey and Council President (CP) Terri Strom. Councilors absent: Michele Johnson

Staff present: City Manager (CM) Craig Martin, Police Chief (PC) Dave Enyeart, Finance Director (FD) Polly Chavarria, Assistant City Recorder (ACR) Cindy Olivieri, Library Director (LD) Deborah Trusty and Assistant City Attorney (ACA) David Robinson.

Visitors present:

Annette Brooks, Daniel Ammons, Margaret Epperson, Forrest Epperson, Bill Farley, Jeff Doyle, Brenda Searle and Geoff Wilke.

Visitors/Public Comment

Jeff Doyle, elected board member for Toledo Rural Fire Protection District (TRFPD) addressed concerns he had previously brought before Council on November 1, 2017 regarding lack of communication to the TRFPD of the Fire Chief being put on administrative leave. He noted that the Fire Chief was back in the office last week, then put on leave again this week and that it was not communicated to TRFPD. Mr. Doyle expressed that he thought the City and TRFPD were in agreeance that there should be communication between both entities during the Fire Chief's absence.

CM Martin addressed Mr. Doyle and explained that the Fire Chief is an employee of the City and that this is an administrative and personnel matter that he is unable to disclose to Mr. Doyle or the general public.

Mayor Smith noted that she had told Doyle at the November 1, 2017 Council meeting to direct any of his concerns directly to the City Manager.

Mr. Doyle asked Council why they do not meet with the TRFPD Board like they do other boards.

Mayor Smith stated she has been invited but has not been able to attend. She suggested a joint meeting with both.

Consent Calendar

Motion-It was moved and seconded (Strom/JSmith) to approve the consent calendar consisting of the City Council minutes of November 1, 2017. **Motion passed 6-0**, noting the absence of Councilor Johnson.

Discussion and Information Items

Committee Updates

CM Martin reported that the City has received some applications of interest for the Budget Committee and the Contribution Committee vacancies.

Decision Items

City Planner Position

CM Martin reported that the current City Planner employee is absent on military duty and that he would like to secure an interim half-time City Planner in his absence. He noted that it has been some time since the City had a half time Planner position that was not a contract position, therefore, he felt it necessary to bring before Council for consideration and approval. CM Martin explained that this will be a half time position, approximately 20 hours per week and that the position will be for a limited duration, ending September 30, 2018. He also requested the salary begin at Grade 41 of the current non represented salary schedule for 2017-18.

Councilor Kaufmann asked if interim should be in title of the job description. CM Martin responded that he will add it if Council desires. He noted that the job posting will stipulate that it is for limited duration.

Councilor Dalbey asked if CM Martin has been in contact with the chair of the Planning Commission to discuss his intent of a half time City Planner. CM Martin replied affirmative.

Public Comment: There was none.

Motion-It was moved and seconded (JSmith/Kaufmann) to approve a .50 FTE City Planner Position and establish the salary range for the position as .50 of Grade 41 of the current non represented salary schedule for 2017-2018. **Motion passed 6-0**, noting the absence of Councilor Johnson.

Revision of the City Enhancement and In Kind Services Policy

CM Martin reported that last year when the City's Contribution Committee met, they had recommended to Council that some changes be made to the current City Enhancement and In Kind Services Policy. He explained that the Committee recommended making changes regarding the application deadline and whether a final expenditure report is due and when the deadline for such would be. He noted that the current policy deadlines make it difficult for some entities to use their awarded amount within the calendar year. CM Martin noted that the original policy was adopted in 1999 and amended at the administrative level in 2015, without Council approval. He explained that he feels since this is a Council policy, that Council should be the one to ratify the previous changes made, and also consider the current changes as recommended by the Contribution Committee.

Mayor Smith noted that she was in attendance when the Committee discussed the requested changes. She explained that previously, there was no final expenditure report requirement, and the concern was that there was no way to track how recipients could be spending the money they were awarded. She noted that the deadline for the final expenditure report was troublesome for some awardees and that she feels moving the deadline for this report to May 31 will be adequate.

Mayor Smith asked CM Martin what happens to any money that was not awarded due to a person becoming ineligible to receive their funds. She noted that the Contribution Committee wanted to see that money remain in that account so there would be more money to award the following year.

CM Martin responded by explaining there could be more applicants than money to award and that if someone was not awarded their money, due to reporting deadlines, the Committee could reconvene and possibly award the funds to another entity.

Councilor Dunlap asked if leftover funds would remain in the Contribution Committee account.

Mayor Smith reiterated that was what the Contribution Committee desired and asked if there was a way to create a reserve fund for the Committee.

CM Martin said he has not had a chance to discuss this option with the Finance Director. He noted that a reserve fund could possibly be established during budget season next year and the policy could be amended to reflect the change at a later date.

Mayor Smith noted that she did not want the issue of leftover funds to be forgotten, as she feels this is an important topic.

Public Comment: There was none.

Motion-It was moved and seconded (JSmith/Dalbey) to adopt a revised City Enhancement and In Kind Services Policy to establish February 28 of each year as the application deadline, and May 31 of each year as the final report deadline. **Motion passed 6-0**, noting the absence of Councilor Johnson.

Reports and Comments

Department Reports

Chief Enyeart reported that there will be a Neighborhood Watch meeting at 5:30pm Tuesday, November 28 in the basement area of the new Public Safety Building. He thanked Councilor Dunlap for assisting with putting the meeting together.

Councilor Dunlap noted that she went door to door on Main Street and everyone she reached out to was pleased to hear about the Neighborhood Watch meeting.

LD Trusty reported that there is a Youth Coalition that is under the Housing Authority that was designed to help 16-24 year olds that have fallen through the cracks. She explained that she recently made contact with the person who meets with these youth and she is now coming every Tuesday to the Library to meet with clients.

City Manager's Report

CM Martin reminded Council that the Economic Development Alliance of Lincoln County "Who's Who in Economic Development" meeting is Thursday, November 16 from 3:00 to 6:30pm at Salishan Resort.

Council Comments

Councilor Strom noted that she will not be attending the December 6, 2017 Council meeting.

Councilor Dunlap mentioned that a man was in town today looking for interested parties who would like to start a U-Haul business. Anyone interested can contact her.

Mayor Comments

Mayor Smith gave thanks to community volunteers. She noted that events and special things that happen in our City that build a sense of community are credited to volunteers and she feels that Council hasn't communicated how important they are and how much they are appreciated.

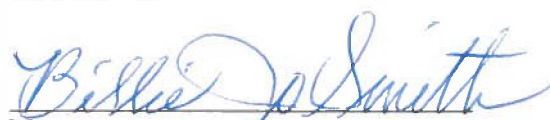
Adjournment:

Mayor Smith adjourned the meeting at 7:43pm.

ATTEST:


Assistant City Recorder

APPROVE:


Mayor