

**TOLEDO CITY COUNCIL MINUTES
WORK SESSION
February 13, 2018**

Mayor Billie Jo Smith called the meeting to order at 6: 20 PM. Councilors present: Deanne Dunlap, Joshua Smith, Bill Dalbey, and Council President (CP) Terri Strom.

Staff present: City Manager (CM) Craig Martin, Police Chief (PC) Dave Enyeart

Visitors present: Stu Strom

Visitors/Public Comment

Stu Strom commented on the numerous Valentines decorations on display on Main Street and business 20. Council inquired regarding the process for getting a “Street Heart” placed through the Toledo Downtown Association and Mr. Strom explained same.

Discussion and Information Items

Committee Updates

CM Martin reported he had not received any inquiries regarding the current vacancies on the City Budget Committee. He will use some other forms of media including the local radio station (KYAQ) and the News Lincoln County online news service to inform the public of these volunteer opportunities.

CM Martin distributed a tentative 2018 – 2019 Budget Calendar to the Council and briefly discussed same. The first Budget Committee meeting is tentatively scheduled for May 2, 2018 at 6:30 PM, with three additional review meetings tentatively scheduled.

City Manager Evaluation Form and Process:

Mayor Smith reviewed proposed changes to the evaluation instrument used to evaluate the performance of the City Manager. The Council sub-committee (Dalbey, Dunlap and Mayor Smith) met and proposed changes to the form and process as follows:

- Reduce the number of performance indicators from a range of 1 -5 to a range of 1-4
- Provide the full evaluation form to Department Heads with the ability to complete anonymously if requested.
- Require the City Manager to complete a self-evaluation using the evaluation form and submit prior to the Council completing their evaluations.

CM Martin advised the Council of the process necessary to change the form as well as the conduct of the evaluation in executive session, and adoption of the evaluation results at a subsequent regular session.

Mayor Smith will revise the evaluation form as discussed and submit it the full Council for consideration of adoption at the February 22, 2018 regular Council Meeting. Council will also set the timeline for the evaluation process at that meeting.

ADDITIONAL COUNCIL COMMENTS:

Councilor Dunlap commented regarding the upcoming Neighborhood Watch meeting scheduled for Tuesday February 20, 2018 at the new Public Safety Building. Councilor Dunlap stated the public participation at the two previous meetings has been good and the Neighborhood Watch signs have been installed in the downtown area.

Mayor Smith reported on the status of the contract review for Municipal Court Judge Joan Demarest. She stated the Council sub-committee will be meeting to review the contract for renewal and encouraged Council members to attend a court session to observe the Judge and Court proceedings. The next scheduled Municipal Court session will be Thursday February 22, 2018. The Judge has asked for consideration of adjustment of the compensation portion of the contract.

Council members requested a copy of the current contract for review prior to the discussion at an upcoming meeting. CM Martin will provide a copy via e-mail.

City Manager Comments:

CM Martin confirmed the March 31, 2018 City Council Goal setting session with facilitator John Morgan. Tentative time frame will be from 9:00 AM – 3:00 PM. CM Martin will confirm time frame and agenda for the session and distribute at an upcoming Council meeting.

Adjournment

Mayor Smith adjourned the meeting at 7:40 PM

ATTEST:

APPROVE:

/s/City Recorder

/s/Mayor