

TOLEDO CITY COUNCIL MINUTES
Toledo City Council Chambers
Work Session
August 7, 2018

1. Call to Order

Mayor Billie Jo Smith called the meeting to order at 6:15pm. Councilors present: Jackie Kauffman, Joshua Smith, Bill Dalbey, Michele Johnson and Council President (CP) Terri Strom
Councilor absent: Deanne Dunlap

Staff present: City Manager (CM) Craig Martin, Public Works Director (PWD) Michael J. Adams, City Recorder (CR) Lisa Figueroa and City Attorney (CA) David Robinson

Visitors present: Nancy Bryant

2. Visitors/Public Comment

There were no visitor comments.

3. Discussion and Information Items

Committee Updates

Mayor Smith noted the Cascades West Council of Governments will host a dinner, on Saturday, September 13 from 6:00 p.m. to 9:00 p.m. with all the proceeds benefitting Meals on Wheels. CM Martin indicated the Small Cities Regional Forum Meeting will be held in Waldport on Wednesday, August 15, 2018.

4. Discussion and Information Items

Butler Bridge pump station project update

PWD Adams presented the report and said the Council received a copy of a recommended action plan from Aaron Beckman, P.E., of the Dyer Partnership Engineers and Planners, Inc. He said on January 3, 2018 the Council approved to conduct preliminary engineering on the Butler Bridge pump station. He said as there were flow issues that concerned the engineers enough to review the condition of the pump station itself. He said there were indications at the Treatment Plant that there were peak flows of 6.5 million gallons a day, but some records showed there were over 9 million gallons a day.

PWD Adams said the consultants provided a list of recommended actions which include to wait on the pump station improvements because they believe the issue is not urgent and to purchase some flow meters to gather data for the next couple of seasons, continue with inflow and infiltration (I&I) reduction projects and reprioritize the replacement of the force main from the pump main to the Wastewater Treatment Plant. He said currently, there is still approximately \$110,000 remaining of the \$131,000 engineering project the Council authorized and indicated staff will bring back a request to Council to redirect some of that money to purchase some flow meters and/or other materials and equipment. The Council questioned whether any of the remaining money would be needed in the future to investigate the pump station. PWD Adams replied the Council could wait to redirect the money until more data is collected. He indicated the consultants are very confident if the pump station were replaced at this time without gathering data, the station would be over-engineered. He said he has not priced flow meters but estimated it could cost approximately \$40,000 to purchase them, which could be used to collect data in several different locations. Mayor Smith indicated she believes the City should fix the

I&I first and then purchase the meters to collect data. PWD Adams indicated there is a list of items that need repair. The Council reviewed the information and there was discussion about potential projects. They asked whether the force main project would help the city with the Department of Environmental Quality (DEQ) agreement. PWD Adams said not directly for the I&I, but there will be an issue if the City is not able to take care of it. The Council discussed the need for funding assistance. PWD Adams said the money can be allocated however the Council chooses. He clarified even with the I&I reduction, the flows at the plant will need to be verified, which will require flow meters at some point. Mayor Smith said she would like to know the cost to purchase the flow meters before she consider a decision. PWD Adams said staff will bring back more information for the Council to consider and prioritize projects and funding strategies to move forward.

Discuss items to include on the Agenda for the Joint Work Session with the Lincoln County Board of Commissioners

CM Martin indicated the Council meets annually with the County Commissioners and asked them to consider topics they would like to forward to the Commissioners for discussion. The Council discussed priorities and selected the following items for discussion:

- Housing Task Force that considers real housing needs in Lincoln County and the outlining areas
- Organizing Housing Rehabilitation loans
- Biosolids

Mayor Smith indicated she, with the Mayors of Waldport and Depoe Bay, drafted a proposal to request transient room tax money from the Lincoln County Central Oregon Coast Association for a part time chamber/tourism person to service the cities. CM Martin suggested the Council get an update on the mental health services and the homeless population.

Consider amendments to Toledo Municipal Code; Chapter 8.08; Temporary Uses, Temporary Structures, and Recreational Vehicles

CM Martin indicated the Council recently considered a request to extend the temporary use for a Recreational Vehicle (RV) and summarized the Council discussion during the request, which included extending the time frame for someone living in an RV.

CA Robinson commented RVs should not be considered a long term housing option and Oregon Building Codes do not consider RVs as acceptable traditional housing. He acknowledged there are RVs within the city that are not permitted, the church in the previous request went through the process but it is not a solution to the shortage of housing. The Council asked what the City should do. CA Robinson said RVs belong in RV parks and noted the Council should not combine one issue with the other. The Council noted the Planning Commission would be the governing body to review the regulations and also review regulations for tiny homes. CM Martin said tiny homes are built to different building code regulations than RVs. CM Martin said the Planning Commission can develop those regulations which would include conditions for zoning, parking, plumbing, etc. After further discussion, CM Martin summarized the Council does not want to make any changes to the current ordinance but would like the PC to consider regulations for Tiny Homes and Accessory Dwelling Units.

Discuss format of City Council minutes

CM Martin noted Councilor Dalbey requested this discussion. He said Councilor Dalbey reviewed previous Executive Session minutes and found they did not include much information. He indicated the law allows the City to choose whether they could disclose exempt records such

as Executive Session minutes and/or recordings. CA Robinson said Executive Session minutes may be kept in a written, audio or video format and are allowed under specific reasons per Oregon Public Meetings Law. He gave an example that the contents of the Executive Session could be disclosed if Council or staff were to have a copy of the recording/minutes on a portable thumb drive and lost the drive; and then the City would inadvertently waive their attorney/client privilege. CM Martin indicated the Council may need to consider a policy regarding whether detailed Executive Session minutes are taken and the retention of those minutes. Councilor Dalbey said he requested the item for discussion because he wanted to review statements made in the June 27, 2018 Executive Session, but the minutes only contained the statement of the matter discussed. CM Martin clarified notes can be taken during an Executive Session, but the information is not to be shared outside of that meeting. Councilor Johnson expressed concern and did not support recording the Executive Sessions. The Council debated whether the City should maintain detailed minutes for the Executive Session, considered including them in the Council Rules and continued with the Agenda.

Review Council Rules

The Council discussed amendments to the Council rules and considered adding a section for addressing the retention of minutes. They also discussed whether they should share the Planning Commission minutes in the same manner.

5. Reports and Comments

PWD Adams said he will bring a request for revisions to the policy update in regards to utility accounts for consideration and action.

CM Martin provided an update in regards to the Swap Meet hosted by the Chamber of Commerce on August 5.

Councilor Johnson indicated she would like it stated within the Council rules that two staff have access to the Executive Session minutes.

Councilor Dalbey asked about the certified letter from the Secretary of State sent to the City Council regarding the City audit. CM Martin said the auditors, Accuity, Inc. are hoping to file the City's audit with the Secretary of State by the August 17, 2018 deadline. He said they have not been able to reconcile the transfer of funds for the bonds that were refinanced. He said the City's contract with Accuity continues for two more years and suggested they continue to use them through the end of the contract through the 2017-2018 audit.

Mayor Smith commented on the National Night Out event held by the Police department and said there were lots of people in attendance.

6. Adjournment

The work session adjourned at 8:54 p.m.

ATTEST:


City Recorder, Lisa Figueroa

APPROVE:


Mayor, Billie Jo Smith

