

TOLEDO CITY COUNCIL MINUTES
REGULAR SESSION

Toledo City Council Chambers
August 15, 2018

1. Call To Order

Mayor Billie Jo Smith called the meeting to order at 7:00 p.m.

Councilors present: Joshua Smith, Council President (CP) Terri Strom, Jackie Kauffman, Bill Dalbey and Deanne Dunlap

Councilors absent: Michele Johnson

Staff present: City Manager (CM) Craig Martin, Police Chief (PC) Dave Enyeart, City Recorder (CR) Lisa Figueroa, Library Director (LD) Deborah Trusty and City Attorney (ACA) David Robinson

Visitors present: Tracy Mix, Heather Jukich, Stuart Strom, Bill Farley, Nancy Bryant

2. Visitors/Public Comment

Tracy Mix, resident, commented the city staff installed a larger culvert at the end of 7th Street and expressed appreciation for responding so quickly.

3. Consent Calendar

Motion-It was moved and seconded (**Strom/Kauffman**) to approve the consent calendar consisting of the City Council minutes of the work session held July 10, 2018 and the regular meeting held July 18, 2018. **Motion passed 6-0 with Councilor Johnson absent.**

4. Discussion and Information Items

Committee Updates

Mayor Smith reported on the Small Cities Regional Mayors meeting earlier today, where they discussed the bicycle and pedestrian trails. She said they are mapping areas along Highway 101 to install bicycle and pedestrian lanes and indicated a future meeting will include discussion with Oregon Department of Transportation. She encouraged the other Councilors to attend the meeting.

R.A.I.N. Program Status Update

David Youngentob, RAIN Venture Catalyst presented a status update. He said their program supports entrepreneurs in Lane, Linn, Benton and Lincoln County with support from the Ford Family Foundation, the cities of Newport, Toledo and Lincoln City. He indicated they have raised \$157,000 with funding from the City of Florence, the Lincoln County Board of Commissioners, and Foundations such as Oregon Community Foundation and the Ford Family Foundation. He said they have a ten week bootcamp for startup founders beginning September 5 with a Demo Day showing the startup businesses upon the completion of the program. He noted they received a \$300,000 Federal grant to launch a Seed Fund to be invested in equities in early stage companies and they will partner with Cascade Angels to raise a \$5 to \$10 million fund for under-represented entrepreneurs. He said they are accepting applications for the ten week

bootcamp. He provided a handout to the Council listing their accomplishments. The Council thanked Mr. Youngentob for his presentation and suggested he contact the Port of Toledo.

5. Decision Items

2018 Small Cities Allotment Grant Agreement

PWD Adams presented the report and indicated the City submitted a project application late last year for road improvements to apply asphalt, install sidewalks and a railing system to Arcadia Drive. He summarized the Council discussion from the July 10, 2018 work session, which indicated they wanted to revise the scope to remove the sidewalk and railing portion of the project. He said the agreement includes \$50,000 for the asphalt overlay. The Council reviewed the agreement and asked clarification questions regarding the funding of the project. It was noted the City has \$85,000 earmarked for the project if needed in the future. Councilor Smith clarified if the Council moves forward with the request, then the City is bound to complete the project within two years. PWD Adams affirmed the clarification.

Ms. Mix, asked if this grant will have to be submitted every year. PWD Adams said it does.

Motion-It was moved and seconded (**Smith/Dalbey**) to accept Small City Allotment Agreement number 32629 awarding \$50,000 in Grant funding for the asphalt overlay of Arcadia Drive and authorize the City Manager to execute said document. **Motion passed 6-0, with Councilor Johnson absent.**

Utility Account Deposit, Refund and Establishment Policy for Utilities

PWD Adams reviewed the report and indicated he made the changes recommended by the Council. He noted he received questions from the Mayor and provided the answer with a copy to the entire Council via e-mail. He indicated the process is already in practice and the resolution would memorialize the procedure. He referenced bullet point three on page 22:

“Account deposits may be applied to account holders who are PROPERTY OWNERS when they have established at least 12 consecutive months of regular & consistent payments to the City for water service with no more than two service disconnect fees within same 12 month period,”

PWD Adams said a door hanger with a \$10.00 past due fee applied to the account. The Council reviewed the information and asked questions in regards to the door hangers and PWD Adams reviewed the process.

Heather Jukich, resident, commented that she had asked to have her deposit applied to her account last month and indicated it was, but then this month she noted she received a check from the City.

Motion-It was moved and seconded (**Smith/Kauffman**) to adopt Resolution No 1408 for 2018 – A Resolution Setting Utility Account Deposit, Refund, and Establishment Policy for Water and Wastewater Accounts. **Motion passed 6-0, with Councilor Johnson absent.**

Leak Adjustment Policy for Utilities

PWD Adams reviewed the amendments recommended by the Council listed in the bullet points on page 26 of the packet, which identifies who would make determinations and outlines an appeal process. He noted the third sub bullet point on page 25 which addresses an adjusted and excess consumption to the “Winter Average” calculation. The Council discussed amending the language in the current Municipal Code to match the language in the proposed resolution. After further discussion, a consensus of the Council determined they could adopt the resolution and then amend the Code at a later date.

Ms. Mix suggested the Code could have been drafted in a manner to address the negligence of a homeowner because a homeowner would notice a leak from a leaky faucet, for example, versus a leak beyond their control.

Ms. Jukich noted the Council consider renters in this equation because they cannot perform any maintenance on the property they rent and rely on their landlord.

Councilor Dalbey noted the appeal process is essential would be available for customers for any adjustments to their accounts.

Stuart Strom, resident, said it is his responsibility to maintain his property as a homeowner but there may be instances where a leak occurs and indicated there should be some relief for the homeowners.

Motion-It was moved and seconded (**Strom/Smith**) to adopt Resolution No. 1409 for 2018 – A Resolution adopting a leak adjustment policy for Water and Wastewater Utility Accounts.

Motion passed 6-0, with Councilor Johnson absent.

Motion-It was moved and seconded (**Smith/Kauffman**) to direct staff to review and propose amendments to Toledo Municipal Code 13.12.460(D) regarding a leak between the meter and the building. **Motion passed 6-0, with Councilor Johnson absent.**

Surplus Public Works Truck Vehicles #1103 and #0702

PWD Adams provided a report. He referenced the packet and said they would be used as a “trade-in” value to purchase two new vehicles. He said one vehicle would be disposed of as per the policy allows and the other would be repurposed to another department. Councilor Smith commented on whether having 4-wheel drive is a necessity and asked what the City anticipates to spend on the new vehicles. PWD Adams replied it would cost approximately \$42,000 for both. Councilor Smith asked if there is a possibility that the City can track how much money has been spent to repair or maintain the City’s current fleet. CM Martin noted Public Works is using a new work order module and tracking may be available in the future once data has been collected. Several Councilors noted 4-wheel drive is needed during inclement weather. Councilor Kauffman indicated she believes it is important that staff have the necessary equipment to handle emergency situations.

Ms. Mix questioned whether the price is contingent on purchasing the two vehicles and suggested the City surplus one vehicle and purchase one vehicle and then purchase another vehicle next year.

Mr. Strom indicated the City would want to keep the vehicles current in order to provide services to the community.

Motion-It was moved and seconded (**Smith/Strom**) to declare fleet vehicles surplus and dispose of them as allowed within the adopted City of Toledo Purchasing Manual. **Motion passed 6-0, with Councilor Johnson absent.**

6. Reports And Comments

Department Reports

PWD Adams reported he met with Port of Toledo Director Bud Shoemake regarding the building and waterline project.

LD Trusty invited the public to the flagpole plaza dedication on Monday, August 20 at 10:00 a.m. in front of the Library.

PD Enyeart said National Night Out was a success and they provided hamburgers and hot dogs for the public. He said Newport had their first event this year, which had over 500 attendees.

7. City Manager's Report

He said the City will receive the 2016-2017 financial audit, which will hopefully be filed it to the state before the deadline, August 17 to avoid any withholding of the state shared revenues. He said Accuity, Inc will provide a presentation to the Council at a future meeting. He announced the Wooden Boat Show this weekend would be hosted by the Port of Toledo. He said the Toledo Street Market will relocate to Memorial Field this week only to accommodate the Wooden Boat Show. There was some discussion about the audit and it was noted the current agreement does not include a review of practices.

Mayor Smith said she will not be able to have the chat with the Mayor tomorrow at the Toledo Market.

8. Adjournment

The meeting adjourned at 8:47 p.m.

ATTEST:

/s/City Recorder, Lisa Figueroa

APPROVE:

/s/Mayor, Billie Jo Smith