

**TOLEDO CITY COUNCIL
WORK SESSION
October 27, 2021
6:00 p.m.**

1. CALL TO ORDER

Mayor Rod Cross called the electronically to order at 6:20 p.m. electronically via Zoom in Toledo, Oregon.

Present	Absent	
<u>X</u>	<u> </u>	<u>Mayor Rod Cross</u>
<u>X</u>	<u> </u>	<u>Council President Betty Kamikawa</u>
<u>X</u>	<u> </u>	<u>Councilor Jackie Kauffman</u>
<u>X</u>	<u> </u>	<u>Councilor Rob Duprau</u>
<u>X</u>	<u> </u>	<u>Councilor Todd Michels</u>
<u>X</u>	<u> </u>	<u>Councilor Wade Carey</u>
<u> </u>	<u> </u>	<u>Vacant</u>

Staff present: City Manager (CM) Judy Richter, City Recorder (CR) Lisa Figueroa, Police Chief (PC) Michael Pace, Public Works Director (PWD) Bill Zuspan, Fire Chief (FC) Larry Robeson, Library Director Deborah Trusty, City Attorney (CA) David Robinson

2. VISITORS/PUBLIC COMMENT

There were no comments.

3. CONSENT AGENDA

Minutes from the work session held August 25, 2021, the Executive Sessions held September 22, 2021 and October 20, 2021 and the Town Hall held October 16, 2021

Motion – It was moved and seconded (Carey/Kauffman) to approve the Consent Agenda as presented and the motion carried unanimously.

4. DISCUSSION ITEMS

Yaquina Bay Hotel/Hotel Alma Zoning Code enforcement – November 1, 2021

CA Robinson provided background information on the hotel and summarized the council report. He said on August 18, 2021; the Council directed staff to notify the hotel they must comply with the Toledo Municipal Code by November 1, 2021. He said the hotel applied for a business license but that is the only thing they have complied with. He said staff has not received any response from the hotel owners/management until earlier today. He said the hotel had not paid their water bill and thus, the water turned off. He recommended on November 1, a notice should be posted on hotel door in relation to citing them to Municipal Court under several Toledo Municipal Code (TMC) violations including the Zoning Ordinance, failure to pay the Transient Lodging Tax and failure to operate as a hotel operator.

The Council inquired as to whether the hotel was sent notices about their water bill and CM Richter replied they were sent several notices. She noted a hotel representative came in earlier today and

paid \$1,650 in cash towards the bill but there is still approximately \$2,300 outstanding. She indicated if it is not paid on Monday, November 1, the water will be turned off again. Council questioned whether the City could provide the renters with information. CA Robinson indicated the City should not provide legal advice but he is aware of several renters who have been in contact with Legal Aid. The Council was in agreement with the notification to the hotel.

Review of Water/Sewer rate study

CM Richter said the rate study was reviewed by the Council approximately a year ago. She said the water fund has been in good shape but the sewer fund is challenging. She noted there are some water/sewer utility subsidies available in the future. She said the timing may be apropos to consider rate adjustments and included the possibility of long term financing with a General Obligation Bond (GO) . She said she believes Georgia-Pacific would be a large portion of the bond with no capability of voting against it. Mayor Cross noted originally Federal money funding the installation of facilities and cities everywhere have not set aside the funding to maintain and improve the facilities so cities now have to catch up in addition to the additional mandates and regulations that have been implemented, which then impact ratepayers. There was discussion in regards to the need to raise rates to maintain current and future infrastructure each year with consideration of the impact on ratepayers. There was consideration in finding a marketing company to provide information to the public about the infrastructure needs for the City including GO projects.

Draft Resolution, Setting city policy for the provision of providing city utility services to allow water hookups for properties outside of the City limits and within the Urban Growth Boundary

CM Richter noted there have been several inquiries in regards to properties wanting to connect to City services. There was discussion about several existing customers outside the City limits such as Seal Rock Water District and Right Creek Water District and the rates they are currently paying. It was suggested under Section 3 to strike “within the Urban Growth Boundary”. The Council considered omitting the language that identified South Bay water line. FC Robeson suggested language be included in regards to requiring fire hydrants on the line. It was noted CP Peterson would amend the resolution with the suggested language and it would be brought back for Council approval.

Review/Discussion of Urban Renewal projects

CM Richter indicated it is possible the City could receive approximately \$400,000 in the first year of Urban Renewal District. She said the Urban Renewal Agency would need a budget for the next fiscal year and wanted to put this in front of the Council for consideration. She noted the money could be used to cover the debt service for the Public Safety Building along with the money received from the American Recovery Plan Act (ARPA) and there could be more money if the City were to sell the Toledo Industrial Property. There was discussion about infrastructure projects and the Council agreed to bring back this discussion at a future meeting for more deliberation.

5. DECISION ITEMS

There were no items for consideration.

6. REPORTS AND COMMENTS

Mayor Cross reported the Yaquina Bay Economic Foundation recently and they received an update on ART Toledo.

Information Systems Manager Justin Brown provided an update to the Council on the IT department. He said the biggest change is that he now works fulltime for the City, which has provided him the opportunity to focus on bigger projects and assist employees better. He said he will continue to upgrade computers for departments such as the Police and Library and add backup computers for both Water facilities. He said those facilities are not connected to the City's network and the systems are not backed up regularly. He indicated getting their own backups would provide them a means to restore the system in case there may be a problem. He noted he will be evaluating the e-mail system over the next year and replace the network server.

PWD Zuspan reported the water fund is currently under budget at this point in the year but the sewer fund is approximately \$16,000 over and will continue to be over budget due to all the recent breakdowns at Butler Bridge. He said the streets fund is healthy and under budget. He said there are some issues at Mill Creek with the pipe running under the river. He indicated next spring they anticipate to complete a bore across Mill Creek and go up to Mill Creek Road in Phase 2. He said he will begin on the permitting process. He said Phase 3 will have to be started as soon as Phase 2 is completed because of the numerous river crossings. He commended the Public Works crew for their hard work recently.

LD Trusty said the department has used about 12% of their materials budget this year. She said they had some challenges in regards to installing the ADA doors but are still working on it. They will move forward to get the inside of the library painted. She said they are in the process of setting up the downstairs meeting room for groups, which will provide them with A/V equipment for their meetings if needed. She said the department bought mobile hot spots in 2020, which were borrowed 12 times and in 2021 they were borrowed 113 times. She indicated the library recorded story times and posted them to the website during the pandemic to maintain an online presence. She said the department partnered with the Mid-Valley Literacy Center to combat illiteracy and they are now tutoring someone weekly. She indicated the Library is looking at a way to communicate with non-English speaking citizens in the community and they would like to consider an automated checkout system.

FC Robeson updated the Council on the department's progress over the last several months. He they are continuing their smoke alarm installation program. He indicated they made numerous contacts over the summer by participating at the Toledo Thursday Market. He said they are working with the Lincoln County School District to increase enrollment in the cadet program. He said they are approaching the number of calls they had last year. He said the department is working towards developing a mobile application (app) to issue and manage burn permits. He said it includes address location and notifications to existing applicants in the event of changes of weather. He said he hopes to activate the app by January. He reviewed the department's budget. He expressed appreciation for the volunteers and employees within his department.

CM Richter asked the Council if the City is at the point to prepare a supplemental budget. The Council responded the Letter of Interest has not been approved yet. CM Richter indicated she will

be meeting with the City of Siletz to consider a partnership for code enforcement services. She said the City is in contact with Travel Oregon to develop a marketing budget for Toledo.

CP Kamikawa reported she has several meeting lined up with different organization to discuss the SREUS project. She inquired whether the benches around town could be painted as public art displays.

Mayor Cross noted today was Tony Bour's last day as the Code Enforcement Officer and read a letter he prepared to the City Council before his departure. He commented on Mr. Bour's service and how his approach to citizens has benefited the city.

7. ADJOURNMENT

The work session adjourned at 8:43 p.m.

APPROVE:

ATTEST:

/s/Mayor Rod Cross

/s/City Recorder Lisa Figueroa