



City Hall – Council Chambers  
206 N. Main Street  
Toledo, Oregon 97391  
6:00 p.m.

TOLEDO CITY COUNCIL  
**Work Session – also via Zoom Meeting Platform**  
June 22, 2022

**Virtual Meeting:** The City Council will hold the meeting for the City Council and staff in person as well as through the Zoom video meeting platform. The public is encouraged to attend the meeting electronically. Visit the meetings page on the city website for details including meeting login information.

**Public Comments:** The City Council may take limited verbal comments during the meeting. Written comments may be submitted by email to [lisa.figueroa@cityoftoledo.org](mailto:lisa.figueroa@cityoftoledo.org) 3:00 p.m. the day of the meeting to be included in the record. Comments received will be shared with the City Council and included in the record.

1. **Call to Order, Pledge of Allegiance and roll call**
2. **Presentations**  
Toledo Welcome Sign; Chamber of Commerce
3. **Joint meeting with the Planning Commission**
  - Comprehensive Plan Update
4. **Joint meeting with the Toledo Cemetery Association**
5. **Visitors/Public Comment**  
(The public comment period provides the public with an opportunity to address the City Council regarding items not on the agenda. Please limit your comments to three (3) minutes).
6. **Consent Agenda**
  - Minutes from the meeting held June 1, 2022
  - Resolution No. 1500, A resolution updating the Master Fee Schedule for services provided by the City of Toledo and repealing Resolution No. 1461A
7. **Discussion Items**  
There are no items for consideration
8. **Decision Items**
  - ~~\*Approve Master Salary Schedule for Toledo Employees Association effective July 1, 2022~~
  - Approval of adding Children's Library Specialist to the Toledo Employees' Association Master Salary Schedule
  - Resolution No. 1501, A resolution setting the Street Lighting Utility Fee for the 2022-2023 Fiscal Year and repealing Resolution No. 1470

- 9. Reports and Comments**
  - Committee updates
- 10. Adjournment**



City of Toledo  
206 N Main Street  
Toledo, Oregon 97391

June 13, 2022

Enclosed are the documents that the Toledo Chamber of Commerce would like to discuss regarding the "Toledo Welcomes You" signs at the East and West junction entering our city on Hwy 20, at the upcoming City Council Meeting on June 22, 2022. Thank you.

Best regards

Kathy Crane  
Executive Director, Toledo Chamber of Commerce

Toledo Chamber of Commerce 311 NE First Street Toledo, Oregon 97391, Mailing address PO Box 249  
Toledo, Oregon 97391 Phone: 541-336-3183 Email [director@toledooregon.org](mailto:director@toledooregon.org)

Issue: Ownership, control, and expense of "Toledo Welcomes You" signs.

Discussion: The history of the signs is described in the sections from Toledo City Council Minutes attached hereto (3/17/1999, 7/07/1999, 3/15/2000, and 7/05/2000). The signs were built and sited with the assistance of the Oregon Downtown Development Association, a local Hometown Project Committee and the Toledo Active Group. Toledo City Council voted to accept "donation" of the signs 7/07/1999 and apparently added the signs as an asset covered under the City's insurance.

3/15/2000: The Oregon Tourism Commission granted \$2000 towards sign construction and the city council voted to in favor to sponsor an ODOT permit for siting the signs. The signs are both situated in unincorporated Lincoln County. One is located on the east junction. One on the west. (See GIS maps attached hereto).

The 7/05/2000 City Council meeting minutes show that the city accepted "sponsorship and ownership" of the signs.

The chamber has paid for PUD for electricity service to the site since 2002 on the East Junction and 2017 on the West Junction (See PUB bill history attached hereto, and noting the unavailability of billing records prior to 2012).

As recently as 2017 the Toledo Downtown Association applied for and received a \$10,000 grant to refurbish the signs (See attached Downtown Association letter and news articles attached hereto).

August 2017: After the signs were refurbished, \$2092.50 left remaining was disbursed to the Toledo Chamber of Commerce to pay ongoing electric service.

The issue came up recently when the chamber and the city were negotiating how our respective summer events banners should be hung on the "Toledo Welcomes You" signs (See Downtown Association letter and photos that show space underneath the wooden section where banner can be attached).

The chamber is before Council tonight to get some guidance from the Council about how we can both use these signposts.

Questions for Council to consider:

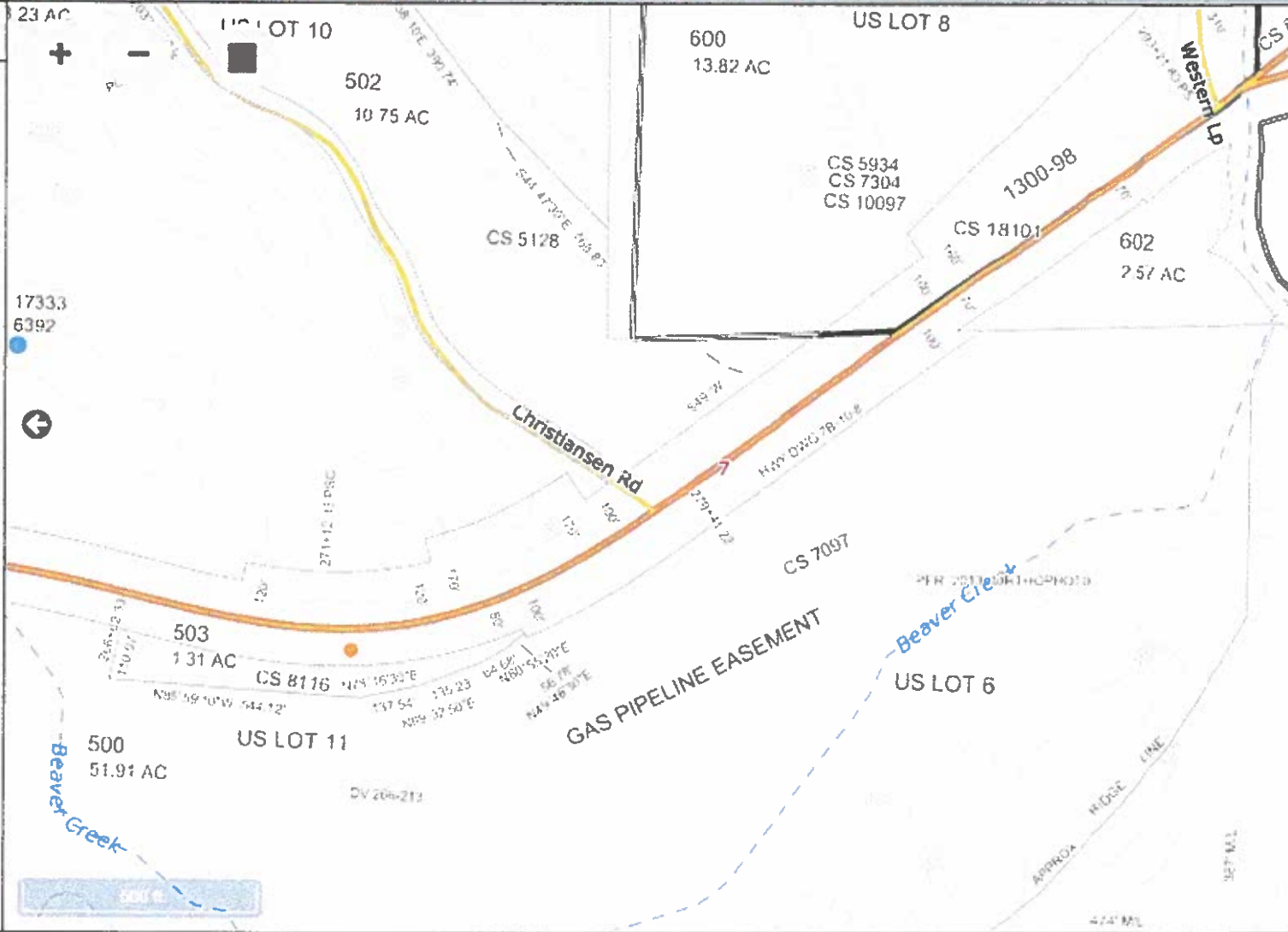
1. Does the city want to continue ownership of the signs?
2. If so, would the city reimburse the chamber for the years that it paid for electric service? Based on the available PUD records, the Chamber spent \$3,348 over the 2017 grant of \$2092.50.

The chamber wants to acknowledge that, as far as the signposts are concerned, the goals of the chamber and the goals of the city are 100% in alignment -- we both want to increase vacation and consumer traffic into the city. It stands to reason that if the city will continue to use the signposts, the city should take over the PUD account and pay the ongoing PUD bill.

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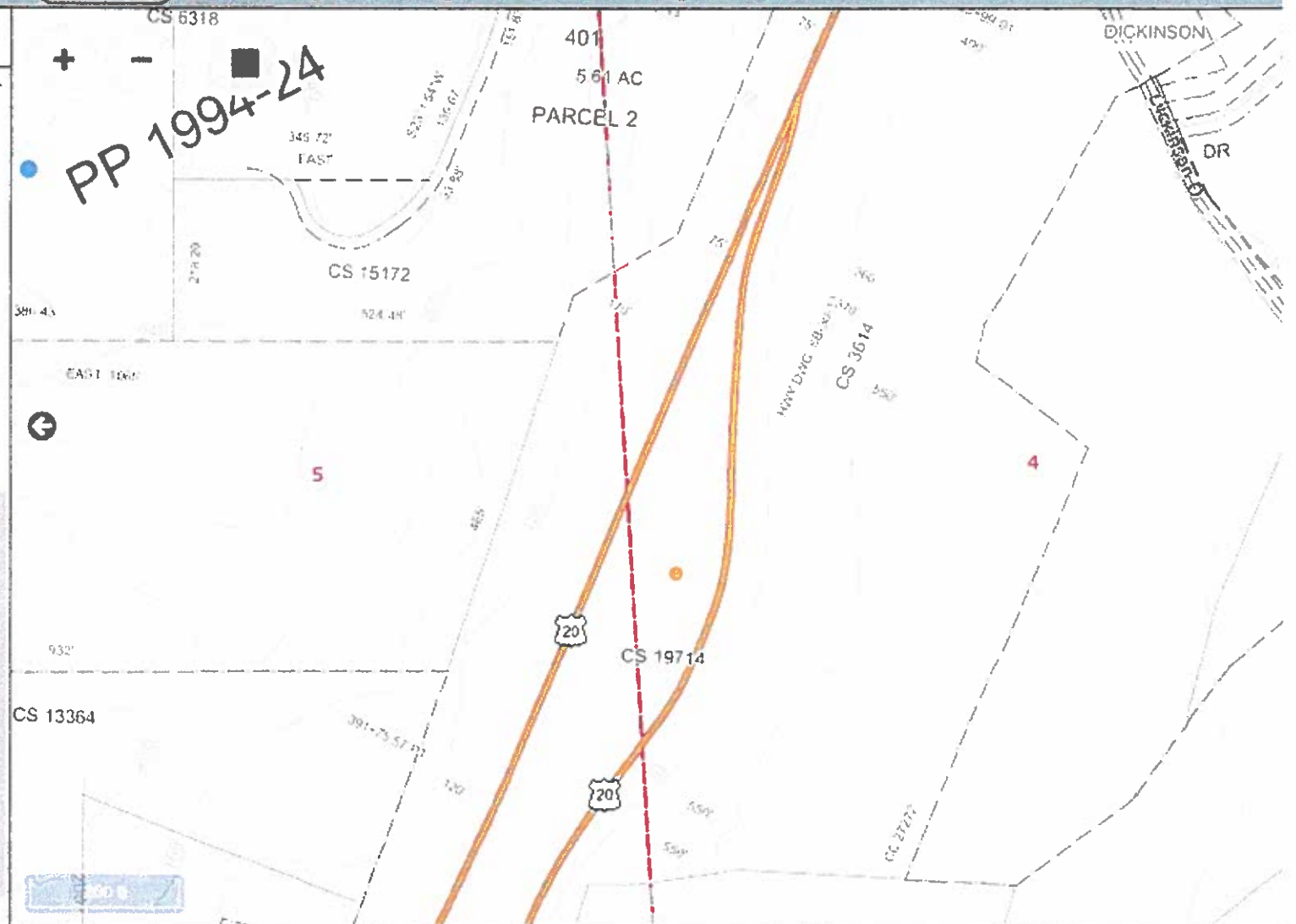
Survey  
 Division:  
 Keys  
 Key #: 03814  
 Date: 1998-03-25  
 Surveyor: MORGAN, FRANK D  
 Status: UNKNOWN  
 Type: Survey  
 Division:

Ship, Range, and Section: 11S10W04

## Places and Districts

Unincorporated Lincoln County  
 District: East Lincoln County F&R  
 Port of Toledo  
 District:  
 Hauler: Dahl Disposal  
 District:

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380 Tax Lot Data For Assessment Purposes Only

X,Y 7311548, 376589 Lat, Lon 44.6479, -123.9230

Zoom to

## CITY UPGRADE

# Welcome signs promote commerce

BY JOAN BROWN  
Of the News-Times

TOLEDO — Fresh, bright old signs made new now welcome people to Toledo in philosophy of community and growth.

Originally posted in spring 1999, the Welcome to Toledo signs placed at the east and west ends of the city had faded and become grimy over the years, and early this year they were removed.

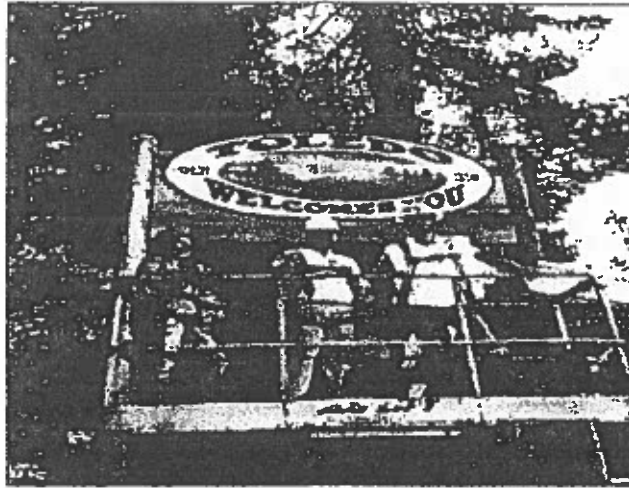
Thanks to many public and private entities especially Lincoln County, they have been refurbished. On July 26, in time for Summer Festival, they were reposted.

"They literally look brand new," said C.J. Drake, President of Toledo Chamber of Commerce. He reported that original co-designer and maker of the signs, Norm Halsey, also performed the refurbishment.

"Norm was so happy and eager to do this project," Drake.

Norm Halsey, sign maker and artist said, "I always enjoy doing my own work. They're part of me, I'm an artist, you see them forever, and you want people to take care of them."

In 1999, Halsey collaborated with a representative from City Hall. They worked out the basics then Halsey came



This west end sign, with expertise from the crew on the lift, now has electric lighting, which along with its clean look and new paint render it clearly visible at all times of day. (Photos courtesy of Toledo Chamber of Commerce)

up with the design.

"We tried to represent the history of Toledo," Halsey said, adding that a sign needs a focal point. They chose "I Spot," the historic workhorse train of Toledo's timber industry.

Wood for the signs came from the Siletz Cedar Mill, Halsey said.

"Very, very, very little of that wood is left around. I discovered a pile of 2" straight grain cedar. I had to pick it over."

To get enough to make two signs he had to glue and bond

small pieces together.

The artwork was sandblasted, not carved. It's a whole different process, Halsey said.

In repainting the signs he mixed paints to come as close to the original colors as possible, but said that it's not an exact process.

During their original placement, only the east end sign had lights because electricity did not extend to the west end sign. When they were reposted the east end lights were replaced, and the People's Utility



Newly refurbished Toledo Welcomes You signs were replaced on July 26. This sign, at the east end of the city, has an overhead light replacing the previous underside light.

District ran an underground electric line to the west end, so that sign now has lights.

"This project has been on the community to-do list for a couple years. People had expressed concerns that because they were faded they didn't reflect well on the community. It's important they're in good condition," Drake said. "The signs are able to project a positive, welcoming image of the city. It's possible they will attract others to do business here."

**DRAKE, C. J. (TOL)**

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**Subject:**

**RE: Toledo Welcomes You!**

**From: DRAKE, C. J. (TOL)**

**Sent: Wednesday, July 26, 2017 11:00 AM**

**Subject: Toledo Welcomes You!**

Good morning,

2017 On behalf of the Toledo Downtown Association and the Toledo Chamber of Commerce, we are pleased to announce that the welcome to Toledo signs restoration project is complete. The newly painted signs were reposted yesterday and the electrical work was completed this morning. The U.S. 20 west end sign will now be illuminated at night for the first time and overhead lights were installed to illuminate the dual east end signs. (Photos are below.)

With the Toledo Summer Festival starting tomorrow, the completion of this project will enhance the welcome we extend to everyone who considers our city a great place to live, work and play.

We especially are grateful to Lincoln County for providing a \$10,000 grant for this project. The following organizations also played significant supporting roles.

**Local governments, non-profits and service groups:**

- 1) City of Toledo
- 2) Port of Toledo
- 3) Lincoln County
- 4) Central Lincoln PUD
- 5) Toledo Community Foundation
- 6) Toledo Rotary Club
- 7) Toledo Elks Club
- 8) Toledo Summer Festival
- 9) Toledo Boomer Booster Club
- 10) Toledo History Center
- 11) Toledo Active Group
- 12) Toledo Street Market
- 13) Yaquina Pacific Railroad Historical Society
- 14) Beta Sigma Phi (Toledo chapter)

**Business, industry and the arts:**

- 1) Toledo Downtown Association
- 2) Toledo Chamber of Commerce
- 3) Economic Development Alliance of Lincoln County
- 4) Ebb Tide Arts
- 5) Travis Electric
- 6) Newport Rental Service
- 7) Toledo Ace Hardware
- 8) Toledo Feed & Seed
- 9) Dahl Disposal Service
- 10) Georgia-Pacific
- 11) Bank of the West

- 12) Oregon Coast Bank
- 13) JC Market (Toledo)
- 14) Yaquina River Museum of Art
- 15) Toledo Arts Guild
- 16) Toledo Clayworks
- 17) Sea Fern Studio
- 18) Gallery Michael Gibbons
- 19) Ivan Kelly Fine Art Studio & Gallery
- 20) Oregon Coast Children's Theatre

Sincerely,

Terri Strom on behalf of the Toledo Downtown Association

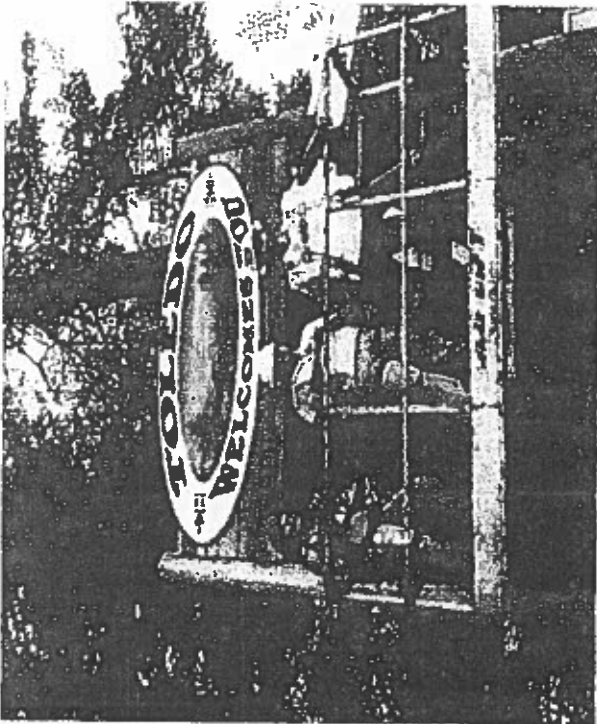
C. J. Drake on behalf of the Toledo Chamber of Commerce

Chamber office: 541-336-3183

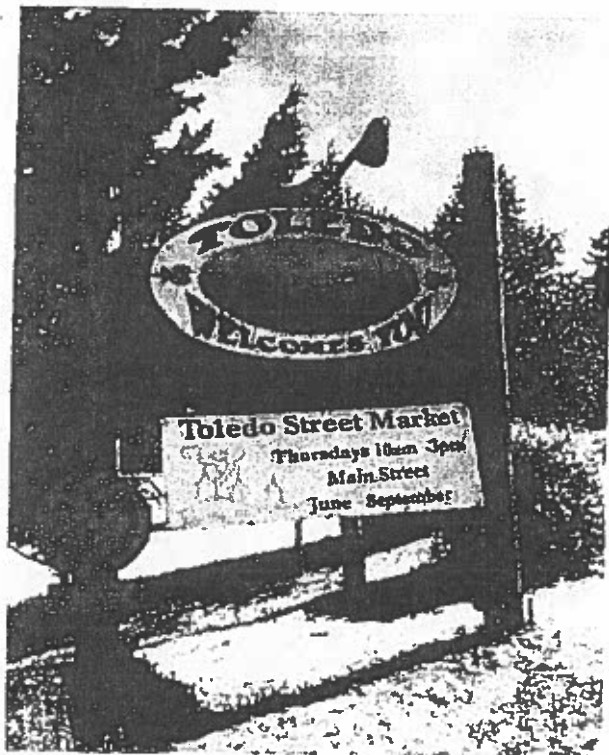
[www.ToledoOregon.org](http://www.ToledoOregon.org)

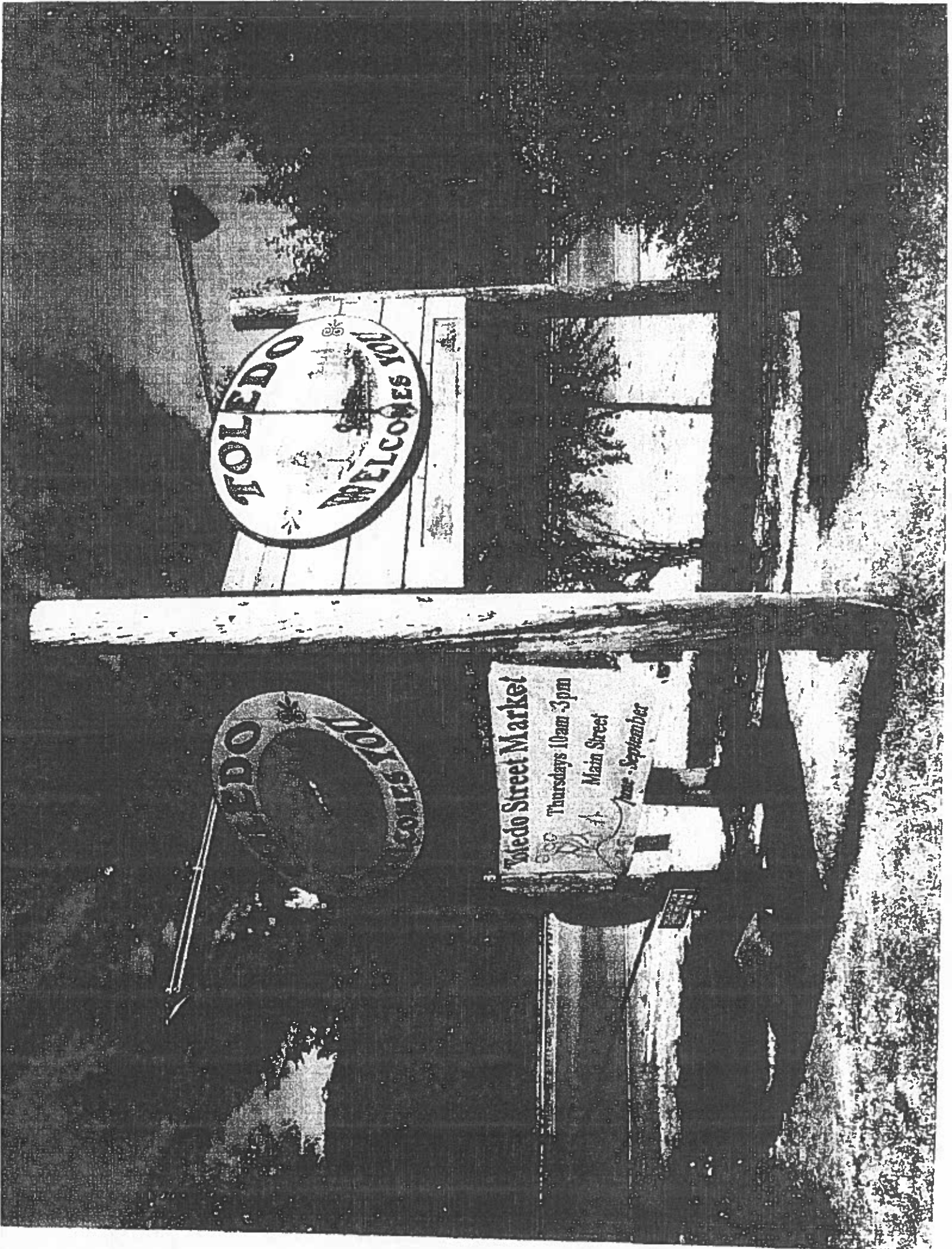
[Director@ToledoOregon.org](mailto:Director@ToledoOregon.org)

*West end sign*



*East end sign*







Toledo Downtown Association  
P.O. Box 32  
Toledo, OR 97391

August 29, 2017

The Honorable Members of the Lincoln County Commission  
225 West Olive Street  
Room 110  
Newport, OR 97365

Dear Commissioners,

I am writing to update you on how the recipient, Toledo Downtown Association, spent the \$10,000 grant to restore the welcome to Toledo signs on the western and eastern approaches to Toledo on U.S. 20.

The signs were thoroughly cleaned, repainted and resealed by their original creator, Norm Halsey (d/b/a Ebb Tide Arts) for a fee of \$2,532.21. (Port of Toledo maintenance employees volunteered many hours of their time – and saved the project much money – to remove and replace the signs, which was a cumbersome task due to their placement.)

Central Lincoln PUD charged a total of \$2,152 to establish new electrical service at the west end sign. 2017

Travis Turner (d/b/a Travis Electric) charged a total of \$3,128 to dig a trench to accommodate electrical wiring and to install an underground light fixture at the west end sign and two overhead fixtures at the east end sign.

The Toledo Community Foundation charged a total of \$100 to hold the county funds on behalf of the Toledo Downtown Association. Interest income on the account was \$4.71.

The balance of \$2,092.50 was disbursed to the Toledo Chamber of Commerce to pay ongoing electrical service on the signs, since the PUD accounts are in the chamber's name.

Lincoln County received appropriate recognition for the grant through enclosed copies of media coverage and community notifications. (Georgia-Pacific donated the enclosed professionally taken photos of the signs.)

On behalf of the Toledo Downtown Association and the entire community, please accept my profound thanks for your generosity. I can be reached at 541-336-2373 if you have any questions.

Sincerely,

Terri Strom  
President

West

Central Lincoln PUD

CUSTOMER PROFILE/BILLING HIST

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|         |            |        |        |        |         |         |        |            |
|---------|------------|--------|--------|--------|---------|---------|--------|------------|
| 07/2021 | 32.21      | .00    | .00    | .00    | .00     | .48     | .00    | 32.69      |
| 07/2021 | 32.44      | .00    | .00    | .00    | .00     | .49     | .00    | 32.93      |
| 04/2021 | 32.60      | .00    | .00    | .00    | .00     | .49     | .00    | 33.09      |
| 07/2021 | 32.52      | .00    | .00    | .00    | .00     | .49     | .00    | 33.01      |
| 06/2021 | 32.60      | .00    | .00    | .00    | .00     | .00     | .00    | 32.60      |
| 08/2021 | 32.60      | .00    | .00    | .00    | .00     | .00     | .00    | 32.60      |
| 06/2021 | 32.44      | .00    | .00    | .00    | .00     | .00     | .00    | 32.44      |
| 05/2021 | 32.68      | .00    | .00    | .00    | .00     | .00     | .00    | 32.68      |
| 08/2021 | 32.44      | .00    | .00    | .00    | .00     | .00     | .00    | 32.44      |
| 07/2022 | 32.68      | .00    | .00    | .00    | .00     | .00     | .00    | 32.68      |
| 04/2022 | 32.44      | .00    | .00    | .00    | .00     | .00     | .00    | 32.44      |
| 04/2022 | 32.44      | .00    | .00    | .00    | .00     | .00     | .00    | 32.44      |
| 06/2022 | 32.60      | .00    | .00    | .00    | .00     | .00     | .00    | 32.60      |
| 06/2022 | 32.52      | .00    | .00    | .00    | .00     | .00     | .00    | 32.52      |
| <hr/>   |            |        |        |        |         |         |        |            |
|         | \$1,836.66 | \$0.00 | \$0.00 | \$0.00 | \$15.00 | \$22.65 | \$0.00 | \$1,874.31 |
|         | \$31.67    | \$0.00 | \$0.00 | \$0.00 | \$0.26  | \$0.39  | \$0.00 | \$32.32    |

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## CUSTOMER PROFILE/BILLING HIST

| Dt      | Revenue | Demand | Device | PCA | Other | Tax | Adjust | Total |
|---------|---------|--------|--------|-----|-------|-----|--------|-------|
| 04/2017 | 13.00   | .00    | .00    | .00 | 15.00 | .20 | .00    | 28.20 |
| 08/2017 | 31.51   | .00    | .00    | .00 | .00   | .47 | .00    | 31.98 |
| 06/2017 | 31.58   | .00    | .00    | .00 | .00   | .47 | .00    | 32.05 |
| 08/2017 | 32.11   | .00    | .00    | .00 | .00   | .48 | .00    | 32.59 |
| 06/2017 | 32.18   | .00    | .00    | .00 | .00   | .48 | .00    | 32.66 |
| 05/2018 | 32.63   | .00    | .00    | .00 | .00   | .49 | .00    | 33.12 |
| 07/2018 | 32.56   | .00    | .00    | .00 | .00   | .49 | .00    | 33.05 |
| 07/2018 | 31.96   | .00    | .00    | .00 | .00   | .48 | .00    | 32.44 |
| 06/2018 | 31.88   | .00    | .00    | .00 | .00   | .48 | .00    | 32.36 |
| 04/2018 | 31.66   | .00    | .00    | .00 | .00   | .47 | .00    | 32.13 |
| 06/2018 | 31.36   | .00    | .00    | .00 | .00   | .47 | .00    | 31.83 |
| 06/2018 | 31.21   | .00    | .00    | .00 | .00   | .47 | .00    | 31.68 |
| 08/2018 | 31.28   | .00    | .00    | .00 | .00   | .47 | .00    | 31.75 |
| 07/2018 | 31.43   | .00    | .00    | .00 | .00   | .47 | .00    | 31.90 |
| 05/2018 | 31.51   | .00    | .00    | .00 | .00   | .47 | .00    | 31.98 |
| 07/2018 | 31.96   | .00    | .00    | .00 | .00   | .48 | .00    | 32.44 |
| 07/2018 | 32.18   | .00    | .00    | .00 | .00   | .48 | .00    | 32.66 |
| 09/2019 | 32.41   | .00    | .00    | .00 | .00   | .49 | .00    | 32.90 |
| 06/2019 | 32.26   | .00    | .00    | .00 | .00   | .48 | .00    | 32.74 |
| 06/2019 | 31.88   | .00    | .00    | .00 | .00   | .48 | .00    | 32.36 |
| 05/2019 | 31.73   | .00    | .00    | .00 | .00   | .48 | .00    | 32.21 |
| 08/2019 | 31.58   | .00    | .00    | .00 | .00   | .47 | .00    | 32.05 |
| 07/2019 | 31.43   | .00    | .00    | .00 | .00   | .47 | .00    | 31.90 |
| 10/2019 | 31.13   | .00    | .00    | .00 | .00   | .47 | .00    | 31.60 |
| 07/2019 | 31.43   | .00    | .00    | .00 | .00   | .47 | .00    | 31.90 |
| 06/2019 | 31.59   | .00    | .00    | .00 | .00   | .47 | .00    | 32.06 |
| 09/2019 | 31.82   | .00    | .00    | .00 | .00   | .48 | .00    | 32.30 |
| 06/2019 | 32.05   | .00    | .00    | .00 | .00   | .48 | .00    | 32.53 |
| 06/2019 | 32.37   | .00    | .00    | .00 | .00   | .49 | .00    | 32.86 |
| 08/2020 | 32.76   | .00    | .00    | .00 | .00   | .49 | .00    | 33.25 |
| 07/2020 | 32.83   | .00    | .00    | .00 | .00   | .49 | .00    | 33.32 |
| 06/2020 | 32.13   | .00    | .00    | .00 | .00   | .48 | .00    | 32.61 |
| 08/2020 | 31.98   | .00    | .00    | .00 | .00   | .48 | .00    | 32.46 |
| 08/2020 | 31.66   | .00    | .00    | .00 | .00   | .47 | .00    | 32.13 |
| 05/2020 | 31.51   | .00    | .00    | .00 | .00   | .47 | .00    | 31.98 |
| 08/2020 | 31.35   | .00    | .00    | .00 | .00   | .47 | .00    | 31.82 |
| 07/2020 | 31.51   | .00    | .00    | .00 | .00   | .47 | .00    | 31.98 |
| 09/2020 | 31.66   | .00    | .00    | .00 | .00   | .47 | .00    | 32.13 |
| 07/2020 | 32.05   | .00    | .00    | .00 | .00   | .48 | .00    | 32.53 |
| 06/2020 | 31.20   | .00    | .00    | .00 | .00   | .47 | .00    | 31.67 |
| 09/2020 | 31.59   | .00    | .00    | .00 | .00   | .47 | .00    | 32.06 |
| 08/2021 | 31.90   | .00    | .00    | .00 | .00   | .48 | .00    | 32.38 |
| 05/2021 | 31.90   | .00    | .00    | .00 | .00   | .48 | .00    | 32.38 |
| 05/2021 | 31.74   | .00    | .00    | .00 | .00   | .48 | .00    | 32.22 |

## CUSTOMER PROFILE/BILLING HIST

Page: 1

ne: TOLEDO CHAMBER OF COMMERCE  
ll Name:  
ress: PO BOX 249  
TOLEDO OR 97391-0249

Phone  
Home: 541-336-2177  
Mobl: 541-272-4781  
Busn: 541-336-3183  
Fax:

Ext  
Addl Phone  
Home:  
Mobl:  
Busn: 541-336-4043  
Fax:

le Code: 1 Invoice Group: 0  
IC SERVICE Service: ELEC - ELECTRIC SERVICE

|       |              |     |              |     |
|-------|--------------|-----|--------------|-----|
| 32.52 | Budget Due:  | .00 | Annual Due:  | .00 |
| 32.52 | Curr Budget: | .00 | Curr Annual: | .00 |
| .00   | Past Budget: | .00 | Past Annual: | .00 |
| .00   |              |     |              |     |
| .00   |              |     |              |     |

'2022 Payment Amt: -32.60

rv Map Loc:  
rv Desc: Welcome to Toledo Sign  
rv Address: 5238 HWY 20  
rim Rate Sched: 190

Emergency Addr:  
District Office: ND - Newport  
Board Dist: TOL - Toledo Board District  
Srv Area:

Summary:

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## CUSTOMER PROFILE/BILLING HIST

Page: 6

### PARAMETERS ENTERED

|                           |                     |
|---------------------------|---------------------|
| Method:                   | Single Account      |
| Customer:                 |                     |
| Account:                  | 277953003           |
| Service Location:         | 51665               |
| Provider:                 | All                 |
| Begin Revenue Year/Month: | May 2017            |
| End Revenue Year/Month:   | Jun 2022            |
| History Sort Code:        | Rev Yr/Mo Ascending |
| Print Provider Detail:    | Summary             |
| Print Location:           | Summary             |
| Print Billing History:    | Summary             |
| Register Modes:           | All                 |

West

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## CUSTOMER PROFILE/BILLING HIST

|         |            |        |        |        |        |        |        |            |
|---------|------------|--------|--------|--------|--------|--------|--------|------------|
| 13/2019 | 33.07      | .00    | .00    | .00    | .00    | .00    | .00    | 33.07      |
| 17/2019 | 33.54      | .00    | .00    | .00    | .00    | .00    | .00    | 33.54      |
| 13/2019 | 34.08      | .00    | .00    | .00    | .00    | .00    | .00    | 34.08      |
| 13/2019 | 34.39      | .00    | .00    | .00    | .00    | .00    | .00    | 34.39      |
| 15/2020 | 34.78      | .00    | .00    | .00    | .00    | .00    | .00    | 34.78      |
| 14/2020 | 34.63      | .00    | .00    | .00    | .00    | .00    | .00    | 34.63      |
| 13/2020 | 33.77      | .00    | .00    | .00    | .00    | .00    | .00    | 33.77      |
| 15/2020 | 33.54      | .00    | .00    | .00    | .00    | .00    | .00    | 33.54      |
| 15/2020 | 32.91      | .00    | .00    | .00    | .00    | .00    | .00    | 32.91      |
| 12/2020 | 32.60      | .00    | .00    | .00    | .00    | .00    | .00    | 32.60      |
| 15/2020 | 32.44      | .00    | .00    | .00    | .00    | .00    | .00    | 32.44      |
| 14/2020 | 32.60      | .00    | .00    | .00    | .00    | .00    | .00    | 32.60      |
| 16/2020 | 33.07      | .00    | .00    | .00    | .00    | .00    | .00    | 33.07      |
| 14/2020 | 33.54      | .00    | .00    | .00    | .00    | .00    | .00    | 33.54      |
| 13/2020 | 34.16      | .00    | .00    | .00    | .00    | .00    | .00    | 34.16      |
| 16/2020 | 34.39      | .00    | .00    | .00    | .00    | .00    | .00    | 34.39      |
| 15/2021 | 34.78      | .00    | .00    | .00    | .00    | .00    | .00    | 34.78      |
| 12/2021 | 34.55      | .00    | .00    | .00    | .00    | .00    | .00    | 34.55      |
| 12/2021 | 33.69      | .00    | .00    | .00    | .00    | .00    | .00    | 33.69      |
| 14/2021 | 33.54      | .00    | .00    | .00    | .00    | .00    | .00    | 33.54      |
| 14/2021 | 32.83      | .00    | .00    | .00    | .00    | .00    | .00    | 32.83      |
| 11/2021 | 32.68      | .00    | .00    | .00    | .00    | .00    | .00    | 32.68      |
| 14/2021 | 32.44      | .00    | .00    | .00    | .00    | .00    | .00    | 32.44      |
| 13/2021 | 31.82      | .00    | .00    | .00    | .00    | .00    | .00    | 31.82      |
| 15/2021 | 31.74      | .00    | .00    | .00    | .00    | .00    | .00    | 31.74      |
| 13/2021 | 33.61      | .00    | .00    | .00    | .00    | .00    | .00    | 33.61      |
| 12/2021 | 34.32      | .00    | .00    | .00    | .00    | .00    | .00    | 34.32      |
| 15/2021 | 34.16      | .00    | .00    | .00    | .00    | .00    | .00    | 34.16      |
| 14/2022 | 32.37      | .00    | .00    | .00    | .00    | .00    | .00    | 32.37      |
| 11/2022 | 32.13      | .00    | .00    | .00    | .00    | .00    | .00    | 32.13      |
| 11/2022 | 31.66      | .00    | .00    | .00    | .00    | .00    | .00    | 31.66      |
| 13/2022 | 31.66      | .00    | .00    | .00    | .00    | .00    | .00    | 31.66      |
| 13/2022 | 31.35      | .00    | .00    | .00    | .00    | .00    | .00    | 31.35      |
| <hr/>   |            |        |        |        |        |        |        |            |
|         | \$3,566.54 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,566.54 |
|         | \$29.23    | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$29.23    |

## CUSTOMER PROFILE/BILLING HIST

|         |       |     |     |     |     |     |     |       |
|---------|-------|-----|-----|-----|-----|-----|-----|-------|
| 10/2015 | 27.90 | .00 | .00 | .00 | .00 | .00 | .00 | 27.90 |
| 13/2016 | 28.10 | .00 | .00 | .00 | .00 | .00 | .00 | 28.10 |
| 10/2016 | 27.90 | .00 | .00 | .00 | .00 | .00 | .00 | 27.90 |
| 10/2016 | 27.83 | .00 | .00 | .00 | .00 | .00 | .00 | 27.83 |
| 12/2016 | 27.76 | .00 | .00 | .00 | .00 | .00 | .00 | 27.76 |
| 11/2016 | 27.76 | .00 | .00 | .00 | .00 | .00 | .00 | 27.76 |
| 10/2016 | 27.62 | .00 | .00 | .00 | .00 | .00 | .00 | 27.62 |
| 13/2016 | 27.62 | .00 | .00 | .00 | .00 | .00 | .00 | 27.62 |
| 10/2016 | 29.00 | .00 | .00 | .00 | .00 | .00 | .00 | 29.00 |
| 13/2016 | 29.15 | .00 | .00 | .00 | .00 | .00 | .00 | 29.15 |
| 13/2016 | 29.22 | .00 | .00 | .00 | .00 | .00 | .00 | 29.22 |
| 10/2016 | 29.22 | .00 | .00 | .00 | .00 | .00 | .00 | 29.22 |
| 12/2016 | 29.36 | .00 | .00 | .00 | .00 | .00 | .00 | 29.36 |
| 12/2017 | 29.43 | .00 | .00 | .00 | .00 | .00 | .00 | 29.43 |
| 10/2017 | 29.29 | .00 | .00 | .00 | .00 | .00 | .00 | 29.29 |
| 10/2017 | 29.22 | .00 | .00 | .00 | .00 | .00 | .00 | 29.22 |
| 12/2017 | 29.15 | .00 | .00 | .00 | .00 | .00 | .00 | 29.15 |
| 12/2017 | 29.07 | .00 | .00 | .00 | .00 | .00 | .00 | 29.07 |
| 14/2017 | 29.00 | .00 | .00 | .00 | .00 | .00 | .00 | 29.00 |
| 14/2017 | 29.00 | .00 | .00 | .00 | .00 | .00 | .00 | 29.00 |
| 11/2017 | 31.21 | .00 | .00 | .00 | .00 | .00 | .00 | 31.21 |
| 15/2017 | 33.24 | .00 | .00 | .00 | .00 | .00 | .00 | 33.24 |
| 13/2017 | 33.54 | .00 | .00 | .00 | .00 | .00 | .00 | 33.54 |
| 15/2017 | 34.21 | .00 | .00 | .00 | .00 | .00 | .00 | 34.21 |
| 13/2017 | 31.73 | .00 | .00 | .00 | .00 | .00 | .00 | 31.73 |
| 12/2018 | 34.74 | .00 | .00 | .00 | .00 | .00 | .00 | 34.74 |
| 14/2018 | 34.36 | .00 | .00 | .00 | .00 | .00 | .00 | 34.36 |
| 14/2018 | 33.54 | .00 | .00 | .00 | .00 | .00 | .00 | 33.54 |
| 13/2018 | 33.46 | .00 | .00 | .00 | .00 | .00 | .00 | 33.46 |
| 11/2018 | 32.78 | .00 | .00 | .00 | .00 | .00 | .00 | 32.78 |
| 13/2018 | 32.48 | .00 | .00 | .00 | .00 | .00 | .00 | 32.48 |
| 13/2018 | 32.26 | .00 | .00 | .00 | .00 | .00 | .00 | 32.26 |
| 15/2018 | 32.56 | .00 | .00 | .00 | .00 | .00 | .00 | 32.56 |
| 14/2018 | 32.93 | .00 | .00 | .00 | .00 | .00 | .00 | 32.93 |
| 12/2018 | 33.39 | .00 | .00 | .00 | .00 | .00 | .00 | 33.39 |
| 14/2018 | 33.99 | .00 | .00 | .00 | .00 | .00 | .00 | 33.99 |
| 14/2018 | 34.21 | .00 | .00 | .00 | .00 | .00 | .00 | 34.21 |
| 16/2019 | 34.66 | .00 | .00 | .00 | .00 | .00 | .00 | 34.66 |
| 13/2019 | 34.36 | .00 | .00 | .00 | .00 | .00 | .00 | 34.36 |
| 13/2019 | 33.54 | .00 | .00 | .00 | .00 | .00 | .00 | 33.54 |
| 12/2019 | 33.39 | .00 | .00 | .00 | .00 | .00 | .00 | 33.39 |
| 15/2019 | 32.78 | .00 | .00 | .00 | .00 | .00 | .00 | 32.78 |
| 14/2019 | 32.56 | .00 | .00 | .00 | .00 | .00 | .00 | 32.56 |
| 17/2019 | 32.26 | .00 | .00 | .00 | .00 | .00 | .00 | 32.26 |
| 14/2019 | 32.60 | .00 | .00 | .00 | .00 | .00 | .00 | 32.60 |

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## CUSTOMER PROFILE/BILLING HIST

| Dt      | Revenue | Demand | Device | PCA | Other | Tax | Adjust | Total |
|---------|---------|--------|--------|-----|-------|-----|--------|-------|
| 12/2012 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 11/2012 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 13/2012 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 13/2012 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 14/2012 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 13/2012 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 12/2012 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 13/2012 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 12/2012 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 11/2013 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 12/2013 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 13/2013 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 10/2013 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 10/2013 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 12/2013 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 11/2013 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 12/2013 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 12/2013 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 10/2013 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 13/2013 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 11/2013 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 13/2014 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 12/2014 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 12/2014 | 23.00   | .00    | .00    | .00 | .00   | .00 | .00    | 23.00 |
| 10/2014 | 23.62   | .00    | .00    | .00 | .00   | .00 | .00    | 23.62 |
| 12/2014 | 23.62   | .00    | .00    | .00 | .00   | .00 | .00    | 23.62 |
| 11/2014 | 23.56   | .00    | .00    | .00 | .00   | .00 | .00    | 23.56 |
| 11/2014 | 23.56   | .00    | .00    | .00 | .00   | .00 | .00    | 23.56 |
| 12/2014 | 25.65   | .00    | .00    | .00 | .00   | .00 | .00    | 25.65 |
| 12/2014 | 25.71   | .00    | .00    | .00 | .00   | .00 | .00    | 25.71 |
| 10/2014 | 25.65   | .00    | .00    | .00 | .00   | .00 | .00    | 25.65 |
| 13/2014 | 25.90   | .00    | .00    | .00 | .00   | .00 | .00    | 25.90 |
| 10/2014 | 25.84   | .00    | .00    | .00 | .00   | .00 | .00    | 25.84 |
| 13/2015 | 25.97   | .00    | .00    | .00 | .00   | .00 | .00    | 25.97 |
| 11/2015 | 25.90   | .00    | .00    | .00 | .00   | .00 | .00    | 25.90 |
| 11/2015 | 25.71   | .00    | .00    | .00 | .00   | .00 | .00    | 25.71 |
| 10/2015 | 25.71   | .00    | .00    | .00 | .00   | .00 | .00    | 25.71 |
| 12/2015 | 25.65   | .00    | .00    | .00 | .00   | .00 | .00    | 25.65 |
| 10/2015 | 25.65   | .00    | .00    | .00 | .00   | .00 | .00    | 25.65 |
| 13/2015 | 25.58   | .00    | .00    | .00 | .00   | .00 | .00    | 25.58 |
| 12/2015 | 27.62   | .00    | .00    | .00 | .00   | .00 | .00    | 27.62 |
| 11/2015 | 27.76   | .00    | .00    | .00 | .00   | .00 | .00    | 27.76 |
| 13/2015 | 27.76   | .00    | .00    | .00 | .00   | .00 | .00    | 27.76 |
| 12/2015 | 27.90   | .00    | .00    | .00 | .00   | .00 | .00    | 27.90 |

## CUSTOMER PROFILE/BILLING HIST

Page: 1

ne: TOLEDO CHAMBER OF COMMERCE  
 il Name:  
 lress: PO BOX 249  
 TOLEDO OR 97391-0249

Phone  
 Home: 541-336-2177  
 Mobil: 541-272-4781  
 Busn: 541-336-3183  
 Fax:

Ext  
 Addl Phone  
 Home:  
 Mobil:  
 Busn: 541-336-4043  
 Fax:

le Code: 3 Invoice Group: 0  
 IC SERVICE Service: ELEC - ELECTRIC SERVICE

|       |              |     |              |     |
|-------|--------------|-----|--------------|-----|
| 31.35 | Budget Due:  | .00 | Annual Due:  | .00 |
| 31.35 | Curr Budget: | .00 | Curr Annual: | .00 |
| .00   | Past Budget: | .00 | Past Annual: | .00 |
| .00   |              |     |              |     |
| .00   |              |     |              |     |

'2022 Payment Amt: -31.66

rv Map Loc: 42646

rv Desc:

rv Address: EAST JUNCTION HIGHWAY 20 SIGN

rim Rate Sched: 190

Emergency Addr:

District Office:

Board Dist:

Srv Area:

ND - Newport

TOL - Toledo Board District

Summary:

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## CUSTOMER PROFILE/BILLING HIST

Page: 8

### PARAMETERS ENTERED

|                           |                     |
|---------------------------|---------------------|
| Method:                   | Single Account      |
| Customer:                 |                     |
| Account:                  | 277953000           |
| Service Location:         | 33312               |
| Provider:                 | All                 |
| Begin Revenue Year/Month: | Jan 2002            |
| End Revenue Year/Month:   | Jun 2022            |
| History Sort Code:        | Rev Yr/Mo Ascending |
| Print Provider Detail:    | Summary             |
| Print Location:           | Summary             |
| Print Billing History:    | Summary             |
| Register Modes:           | All                 |

*East Sign*

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Woolfolk and the abstention of Councilor Kearney.

CONTINUED PUBLIC HEARING: REZONE PROPERTY FROM INDUSTRIAL TO COMMERCIAL AT THE TOLEDO INDUSTRIAL PARK PHASE 1A, LOT 2. AS REQUESTED BY THE CITY OF TOLEDO:

CDC Bassingthwaite reviewed a written memo, previously distributed to City Council and on file at City Hall, in which the City has requested the deliberation and decision in the matter be continued until September 6, 2000, to allow additional time for a decision on the location of the proposed Cascades West Council of Governments (COG) building.

**Motion:** It was moved and seconded (Mackenroth/Cross), in consideration of the request by the applicant, the City of Toledo, to continue the deliberation and decision on the request to rezone TIP Phase 1A Lot 2 which had been submitted as part of file No. RZ-1-00, the City Council continues the deliberation and decision on TIP Phase 1A Lot 2 until the regularly scheduled City Council meeting on September 6, 2000, beginning at 7:00 pm at the City Council Chambers of the Toledo City Hall.

Discussion:

In answer to questions posed by Mayor Branstiter about the progress of the COG building, CA Ruggeri said that working plans are in progress to be completed by the end of July with the plans to go out for bid the first part of August, and before Council for approval the first Council meeting in September. Construction should begin shortly after the bid award is authorized.

The motion passed 6-0, noting the absence of Councilor Woolfolk.

SPONSOR THE PROJECT AND TAKE OWNERSHIP OF THE WEST ENTRANCE TOLEDO WELCOME SIGN:

HTC Mathews reviewed with Council a written memo, previously distributed to Council and on file at City Hall, in which she requested that the City accept sponsorship and ownership of the West entrance "Toledo Welcome" sign. A Certificate of Insurance is required by ODOT to accompany the permit application.

HTC Mathews pointed out that:

1. The proposed location for the sign is at mile point 5.16, west of Christiansen Road on the south side of Highway 20.
2. Major donors of the West entrance sign are Toledo Historical Society, The Timber Company, and a grant from the Oregon Tourism Council. Central Lincoln PUD is supplying the poles for the sign and Willow Creek Construction is donating materials

for the backing.

3. The sign will be 5' X 10' and will stand 30-40 feet high. There will be a challenge to hang upcoming events on the sign; however, it was very difficult to find a suitable place near the West entrance.

**Motion:** It was moved and seconded (Mackenroth/Cross) to accept the ownership of the Toledo West entrance welcome sign. The motion passed 6-0, noting the absence of Councilor Woolfolk.

SET TIME LINE TO APPOINT VACANCY ON PLANNING COMMISSION TO REPLACE HANK BURROUGHS WHO RESIGNED:

CR Ballinger reviewed a written memo, previously submitted to City Council and on file at City Hall, in which time lines were suggested for applications to be submitted and interviews held before Council. The term expires December 31, 2000.

CM Wall added that the City Council proposed rules call for changing the informal interviews of the applicants to agenda work sessions.

**Motion:** It was moved and seconded (Cross/Pryor) to set the deadline for applications to Wednesday, August 9, 2000, at 5:00 pm with informal interviews to be held on August 10, 2000, beginning at 5:15 pm. Appointment will be made at the regular City Council meeting to be held August 16, 2000. The motion passed 6-0, noting the absence of Councilor Woolfolk.

ADOPTION OF LINCOLN COUNTY ENTERPRISE ZONE ASSOCIATION INTERGOVERNMENTAL AGREEMENT (IGA):

CA Ruggeri reviewed a written memo and attached IGA, previously distributed to Council and on file at City Hall, which outlines the management process for the Lincoln County Enterprise Zone. The IGA was passed by the City of Newport at its last meeting, and after Toledo considers it, it will go forward to Waldport and then back to Lincoln County.

It was reported that there is already one application received, awaiting the formalization of the Lincoln County Enterprise Zone Association by all entities involved.

**Motion:** It was moved and seconded (Cross/Mackenroth) to approve and authorize the Mayor to sign the IGA creating the Lincoln County Enterprise Zone Association and zone manager. The motion passed 6-0, noting the absence of Councilor Woolfolk.

Chambers and Woolfolk volunteered to meet with PACT, along with staff members CDC Bassingthwaite, PC Denison and PWD Jennings. A report will be made at the next regular City Council meeting scheduled for April 5, 2000.

Mary Johnson, 760 Olalla Road, supported this idea and said that it would also be beneficial to include the young people who are interested in this project and to include in the discussions a land inventory and the needs for different age groups.

Mayor Branstiter reminded everyone that the West Coast Bank parking lot is not to be used for skateboarding.

Tommy Roeser, 176 SE Beech Street, reiterated the need for a skate board facility in Toledo, including a beginners course.

#### CONSENT CALENDAR:

**Motion:** It was moved and seconded (Cross/Kearney) to approve the Consent Calendar consisting of the invoice list dated March 10, 2000. The motion passed 6-0, noting the absence of Councilor Pryor.

#### HOMETOWN PROJECT - ARBOR DAY PROCLAMATION AND OREGON TOURISM COMMISSION GRANT FOR WEST ENTRANCE SIGN:

HC Celeste Mathews, requested that the Mayor proclaim April 8, 2000, as Arbor Day in Toledo. A grant for \$150 was received from the J. Frank Schmidt Family Charitable Foundation to be used for an Arbor Day celebration. The grant authorizes the purchase of trees, the promotion of the event and/or education materials. The grant requires a public tree planting ceremony, the maintenance of the new trees for three years, and a match of the grant amount.

HT Mathews outlined the activities planned for Arbor Day which include a public tree planting near the new Police Department, a "tree tour", a plant sale, and other activities.

Mayor Branstiter then proclaimed April 8, 2000, as Toledo Arbor Day.

HT Mathews reported that, with the help of CDC Bassingthwaite, a \$2,000 grant was received from the Oregon Tourism Commission to supplement the funds raised by the Toledo Hometown Committee to construct a "Welcome to Toledo" sign at the west entrance of Toledo. In order to site the sign, a request from the City Council to sponsor the permit application to ODOT was requested.

**Motion:** It was moved and seconded (Mackenroth/Woolfolk) to sponsor a permit

application to ODOT for the siting of a "Welcome to Toledo" and events sign for the west entrance. The motion passed 6-0, noting the absence of Councilor Pryor.

**POLICE CAR LEASE POLICY:**

PC Denison, reviewed a memo and flow chart, previously submitted to Council and on file at City Hall, which explained his recommendation to fund a revised police vehicle program, as follows:

1. An eventual fleet of six vehicles is proposed. This includes three marked Patrol Vehicles, one School Resource Officer (SRO), one multi-purpose 4wd, administration/patrol, with hauling capacity assigned to the Sergeant, and one multi-purpose administration/patrol vehicle with significant passenger carrying capacity, patrol capable assigned to the Chief.
2. Begin a leasing program, on a trial basis, with the State of Oregon which would entail leasing two used vehicles to replace the SRO vehicle and a patrol for the Sergeant.
3. The two recently-purchased patrol cars would theoretically be sold and replaced by leased vehicles in 2004 and 2005.
4. The State charges .14/mile for all maintenance, including fuel. Purchased City vehicles cost .217/mile, including fuel.
5. The City would have two to three years to decide if this program is the best one to follow.

Councilor Chambers said that he and Councilor Pryor met with PC Denison to compare lease and purchase programs. They came to the conclusion that the City might save money with a lease program and recommends that the City try this concept for two years. This would also allow for a cost-comparison between the two recently-purchased patrol vehicles and the leased vehicles.

Discussion followed about the need for a four-wheel drive vehicle or a larger multipurpose administrative vehicle, the cost reduction for older leased cars, and that lease costs are figured on a quarterly basis.

**Motion:** It was moved and seconded (Chambers/Cross) to enter into a lease agreement with the State of Oregon for two vehicles, for at least a one-year trial basis, and request staff to provide a status report to Council before the next budget season. The motion passed 6-0, noting the absence of Councilor Pryor.

**AWARD BID FOR TELEPHONE SYSTEM FOR NEW POLICE DEPARTMENT BUILDING:**

Councilor Mackenroth declared his abstention from the discussion and any vote on this

- After the withdrawal is final, Mr. Utiger would have to start the process completely over if he wanted to annex again.
- It would not be desirable from the applicant's point of view if the City would put the matter "on hold". The process should be finished, one way or another.
- The applicant is not present.

No one was present to give testimony.

Mayor Branstiter closed the public hearing.

**Motion:** It was moved and seconded (Mackenroth/Cross) to allow the applicant to withdraw his request to annex and rezone.

**Discussion:** CDC Gager ascertained that the \$900 is non-refundable and that the applicant was aware of that before he submitted his written withdrawal.

The motion passed 7-0.

Because of the applicant's withdrawal, there was no need for a public hearing to consider withdrawal of the property from the Rural Fire Protection and Library Districts or a subsequent ordinance to finalize the proposed matter.

**CONSIDER OWNERSHIP OF THE TOLEDO WELCOME AND EVENTS SIGN:**

CM Wall reviewed a memo and attachment, previously distributed to Council and on file at City Hall, which involved a request from the Hometown Project Committee for the City to accept the donation of the new Toledo Welcome and Events Sign at the East Highway 20 junction. CM Wall said that the purpose of the donation is to allow the sign to be insured under the City's insurance policy. He noted that there is a commitment from the Toledo Active Group to supervise the upkeep of the sign and grounds for three years and that there would be no significant cost to add the sign to the City's insurance policy and, therefore, recommended that the City accept the donation of the Toledo Welcome and Events sign from the Toledo Hometown Project Committee.

**Motion:** It was moved and seconded (Mackenroth/Cross) to accept the donation of the Toledo Welcome and Events sign from the Toledo Hometown Project Committee. The motion passed 7-0.

**CITY MANAGER'S REPORT:**

CM Wall reviewed the draft list and rating system of the proposed City Council goals. The Council will refine the draft at its next agenda work session for adoption at the regular City Council meeting scheduled for April 7, 1999.

**COUNCIL COMMENTS:**

1. Councilor Cross said that tonight's meeting was indicative of Toledo's community spirit and he was very pleased.

A community meeting to review the Downtown Revitalization Plan will be held tomorrow night, March 18, 1999, beginning at 6:00 pm.

2. Mayor Branstiter requested that a discussion item concerning the "One Spot" locomotive be placed on the agenda for the next Council meeting.

She has been invited to a meeting scheduled for Friday, April 2<sup>nd</sup>, concerning the Rocky Creek water impoundment issue and requested CM Wall to accompany her.

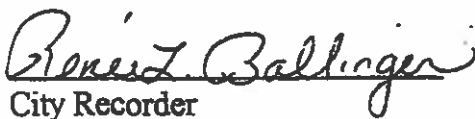
Public Works Director Herbert Jennings and CDC Kathy Gager will be on her radio talk show tomorrow morning.

Mayor Branstiter called for a short recess at 9:01 pm. The meeting resumed at 9:10 pm and the Executive Session which began at 6:00 pm was continued.

The meeting was adjourned at 9:35 pm.

ATTEST:

APPROVED:

  
City Recorder

  
Mayor

- a. sponsor the application permit required by Oregon Department of Transportation (ODOT) in order to work in the highway right-of-way;
- b. authorize the committee to use a stylized version of the City logo on the sign;
- c. apply to the County for a building permit for the installation of the sign;
- d. authorize the Public Works Department to provide the use of a backhoe & operator, a dump truck & operator, and shovels, rakes and vests for the actual construction phase;
- e. cover the volunteers working on the project with workers' compensation insurance.

**Motion:** After an extended discussion, it was moved and seconded (Mackenroth/Pryor) to honor the five requests as listed by the committee, amending "d" to include "no more than two days of work" and adding to "e" "at a cost not to exceed \$50". The motion passed 6-0, noting the absence of Councilor Woolfolk..

#### FIRE DEPARTMENT ANNUAL REPORT:

FC Simmons reviewed with City Council a written report, previously distributed to Council and on file at City Hall. Highlights are as follows:

1. Emergency medical services total 80% of all emergency calls.
2. The average response time of four (4) minutes is one of the best in the State for a volunteer fire department.
3. There is a drop in volunteer membership; however, eight more recruits are in the training process and will fill the gap.
4. The cadet program has proved invaluable for training and recruiting new volunteers.
5. Rural Fire District calls were up this year, up to 40% of total calls. A significant rural population gain has precipitated the increase.
6. Most of the vehicle accidents occur on Highway 20.
7. Fire prevention programs, fire inspections and burn permits are an important part of the program and take significant staff time.
8. Toledo's "Brush and Debris" program sponsored by the Forestry Department in cooperation with Georgia-Pacific and the Fire Department won a State recycling award.

Mayor Branstiter noted that we should show more appreciation for the employers who allow their employees to participate as a volunteer firefighter. She also noted the success of the high school cadet firefighter program.

Councilor Mackenroth expressed appreciation for the fire prevention programs offered throughout the community.

included the criteria to address, a draft of the Planning Commission minutes, and staff and Planning Commission recommended approval. CDC Gager said that the subject property is excellent for the purpose of a planned development.

Proponents: None present.

Opponents: None present.

Public Agencies: None present and no documentation submitted.

Mayor Branstiter closed the public hearing.

Deliberations:

**Motion:** It was moved and seconded (Cross/Pryor) to approve the rezone application No. RZ-1-99, based on the staff report and the minutes of the Planning Commission dated March 10, 1999, being used as Findings of Fact and under Sections 17.64.040(c) and 16.20.010 of the Toledo Municipal Code.

The motion passed 6-0, noting the absence of Councilor Woolfolk.

PROPOSED ORDINANCE NO. 1271, AMENDING THE ZONING MAP TO CHANGE THE ZONING OF A PARCEL OF LAND LOCATED AT 1575 NE ARCADIA DRIVE (LINCOLN COUNTY ASSESSOR'S MAP 11-10-8-23, TL 2600) FROM GENERAL RESIDENTIAL (R-G) TO GENERAL RESIDENTIAL WITH A PLANNED DEVELOPMENT OVERLAY (RG-PD):

CDC Gager said that Proposed Ordinance No. 1271, officially adopts the zone change as approved by Council.

It was noted that the proposed ordinance was advertised as required by Charter in order that it may be passed at a single meeting.

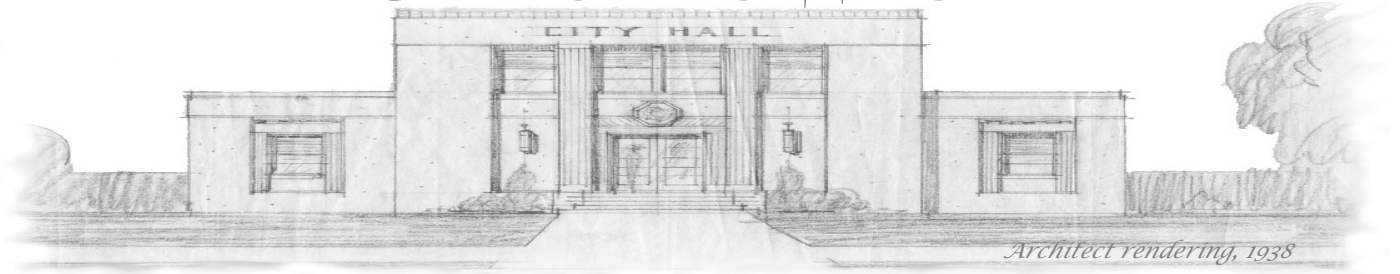
By consensus of the Council, Proposed Ordinance No. 1271 was read twice, by title only.

The motion passed 6-0, noting the absence of Councilor Woolfolk.

HOMETOWN PROJECT PERMIT APPLICATION REQUEST:

Celeste Mathews, Julia Fenton, and CDC Gager updated the Council on the Oregon Downtown Development Association sponsored Hometown Project in Toledo which entails signage and landscaping at the Highway 20-Business Highway 20 east entrance and requested several actions by the City:

# CITY OF TOLEDO



**To:** Toledo City Council and Planning Commission

**From:** Justin Peterson, Oregon Cascades West Contract Planner

**Date:** June 17, 2022

**Re:** Comprehensive Plan Update – June 22, 2022 Joint Work Session

## **Call for City Councilor or Planning Commissioner Member Volunteers**

Staff is asking for two volunteers to help draft the updated introduction, history, and vision for the City of Toledo. The current introduction, history and vision is attached (Attachment 1).

## **Background**

The 2020 Vision for Toledo, Oregon - 2000 Toledo Comprehensive Land Use Plan (Plan) was adopted on April 4, 2001. The current vision for the City needs to be updated to incorporate the current vision and goals for the City of Toledo. The last update was intended to plan for the next 20 years and we are now past 2020.

Many long range plans in the City of Toledo have been completed in the last 20 years. Certain chapters of the Comprehensive Plan were amended when supplemental studies were completed. Here is a list of some of the long range planning documents:

- Economic Opportunities Analysis (EOA) – Completed 2010 – Chapter 9 Economic Development was updated.
- Transportation System Plan – Adopted December 4, 2013 - Chapter 12 Transportation of the Comprehensive Plan was updated.
- Housing Needs Analysis (HNA) and Buildable Lands Inventory (BLI) – Adopted 2000
- Natural Hazards and Mitigation Plan (NHMP) – 2020
- Housing and Land Use Chapter Minor Update – 2021

Overall, it is clear that the old vision is outdated and needs to be updated to reflect the current goals of the city. The goal of this project is a multi-year effort to update the City's entire Plan. The current Plan was organized following the Oregon Statewide Planning Goals.

## **Coordination with other Projects**

Estuarine Resources and Article 17: Coastal Shorelands in coordination with the ongoing update process to the Yaquina Estuary Management Plan update. In addition, the City is in the process of updating the HNA and BLI, and hopes to incorporate that process into the Comprehensive Plan Update process. Last, the City has other ongoing projects that will be incorporated into the proposed update including the Urban Renewal District. The projects will be coordinated with the Comprehensive Plan update to ensure consistency.

## **Comprehensive Plan Chapters.**

In review of the Comprehensive Plan Chapters Staff believes the plan can be updated in coordination with other planning efforts. Some chapters will be a small update with a large update pending future planning efforts. In addition, many chapters may only need minor updates while other chapters will require major updates. Staff will work with the Planning Commission each month on a Comprehensive Plan Chapter or Chapters. For example, Article 1 Citizen involvement was discussed at the June Planning Commission meeting. The draft language for the updated Article 1 Citizen Involvement Chapter is attached.

1. Citizen Involvement (Attachments 2 and 3)
2. Land Use Planning
3. Agriculture
4. Forested Areas
5. Open Spaces, Scenic, and Historical Areas, and Natural Resources (ideally this is updated at the same time a Local Wetlands Inventory (LWI) is completed. Staff suggests a minor update and then revisiting this section when funding is obtained to compete an LWI.)
6. Air, Water, and Land Resources Quality
7. Natural Hazards (2020 NHMP)
8. Recreation Needs
9. Economic Development (2010 Economic Opportunities Analysis(EOA))
10. Housing (Expected Housing Needs Analysis)
11. Public Facilities and Services
12. Transportation (2013 Transportation System Plan (TSP))
13. Energy Conservation
14. Urbanization and Livability
15. Intentionally Left Open (Goal 15 is the Willamette Greenway)
16. Estuarine Resources
17. Coastal Shorelands

## **Goals and Objectives for the Comprehensive Plan Update**

The Goals and Objectives below are copied from the original memo which outlined the proposal to update the comprehensive plan. Staff proposes to revise this section to aspiration statements broken down into topic areas. The comprehensive plan will be organized by the statewide planning goals; however, the aspiration statements will be woven into each comprehensive plan

chapter. The aspirational statements will shape the goals and policies throughout the comprehensive plan (See Attachment 4 for an example).

**Goal: Update the Toledo Comprehensive Plan.** Prepare a hearings-ready comprehensive plan amendments to update the Vision for the City of Toledo.

**Objective 1: Inclusive Outreach.** The City intends to complete a broad outreach and engagement process to ensure that all Toledo Citizens are able to participate in the update process.

**Objective 2: Community Participation.** The City desires a robust public involvement process to consider the input for all Toledo citizens. Through the visioning process, residents and businesses will be able to reflect on current and potential opportunities and think creatively about the future.

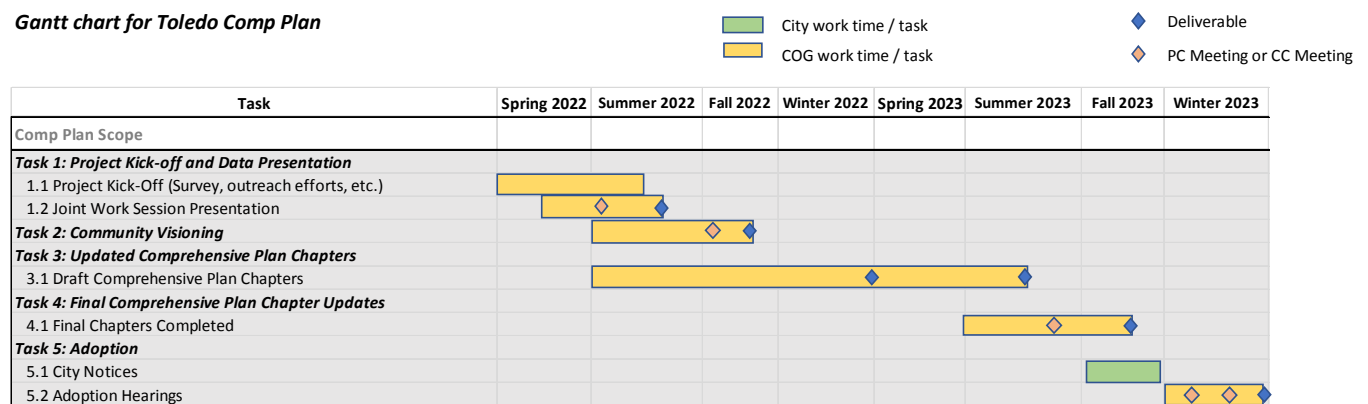
**Objective 3: Focus on Housing.** The City desires to focus on housing development. With the anticipated HNA and BLI update and the need for additional housing in the community housing will be a focus throughout the update.

**Objective 4: Education and Government Transparency.** The community will educate City staff and elected officials on their experiences living in Toledo and their aspirations and values for the future, and in turn, the City staff and elected officials will have opportunities to share how the government functions and why Comprehensive Planning is important.

**Objective 5: Comprehensive Plan Goals and Objectives.** Based on public input, develop goals and policies for the Comprehensive Plan.

## Timeline

**Gantt chart for Toledo Comp Plan**



\*PC Meetings once a month

\*Draft Chapters will be sent to DLCD Staff throughout the update

## Budget

### City of Toledo Comp Plan Budget

| Task Name                                            | Task Total<br>(Cost) | Task<br>Total<br>(hours) | Hours Broken out by Staff         |                            |                                      |                               |
|------------------------------------------------------|----------------------|--------------------------|-----------------------------------|----------------------------|--------------------------------------|-------------------------------|
|                                                      |                      |                          | Justin<br>Peterson                | Mary<br>Bach-<br>Jackson   | Ana and<br>Emma<br>Chavez            | Jenny<br>Glass                |
|                                                      |                      |                          | Land Use<br>Planner:<br>\$90/hour | GIS Planner:<br>\$100/hour | Spanish<br>Translation<br>\$100/hour | CED<br>Director<br>\$120/hour |
| <b>Task 1: Project Kick-off and Data Presentatio</b> | \$3,700              | 40                       | 30                                |                            | 10                                   |                               |
| <b>Task 2: Community Visioning</b>                   | \$3,700              | 40                       | 30                                |                            | 10                                   |                               |
| <b>Task 3: Updated Comp Plan Chapters</b>            | \$20,700             | 220                      | 150                               | 50                         | 10                                   | 10                            |
| <b>Task 4: Final Comp Plan Chapters</b>              | \$3,600              | 40                       | 40                                |                            |                                      |                               |
| <b>Task 5: Adoption</b>                              | \$1,800              | 20                       | 20                                |                            |                                      |                               |
| <i>Summary of Hours</i>                              | \$31,700             | <b>360</b>               | 250                               | 50                         | 30                                   | 10                            |

|                            |          |
|----------------------------|----------|
| <b>Sub-total Personnel</b> | \$31,700 |
| <b>10% Contingency</b>     | \$3,170  |
| <b>Total Amount</b>        | \$34,870 |

### Attachments:

1. Current Comprehensive Plan Introduction, Purpose, and Vision
2. Current Article 1 Citizen Involvement
3. Draft Article 1 Citizen Involvement Revisions
4. Monroe Aspirational Statements

# 2020 Vision for Toledo, Oregon

## The 2000 Toledo Comprehensive Land Use Plan

Adopted in compliance with Oregon Revised Statutes  
Chapter 197 and implementing administrative rules by  
Ordinance # 1285 on April 4, 2001.

Acknowledged:\_\_\_\_\_

ATTEST: \_\_\_\_\_  
City Recorder

APPROVED: \_\_\_\_\_  
Mayor

Prepared by the Toledo Planning Commission and the Toledo Community Development  
Department. Reviewed and adopted by the Toledo City Council.

Funding for this document was provided by the  
Oregon Department of Land Conservation and Development  
and the City of Toledo.

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# INTRODUCTION TO TOLEDO

The City of Toledo, situated seven miles inland from the Pacific Ocean on the scenic Yaquina Bay is conveniently located between the Coast Range and the Pacific Coast. Toledo's inland location combines proximity to the ocean with weather that is frequently warmer and sunnier than that of its coastal neighbors.

As a rural community with a 1999 population of 3,605, Toledo expresses a "small town" feeling to the people who live here. With its quaint downtown, steep hillsides, narrow streets, forested neighborhoods, and scenic waterways, Toledo is a charming community. The community offers a wide variety of housing types and styles. Toledo is a popular area because of accessibility to a variety of sports and recreational activities including fishing, canoeing, sailing, hunting, hiking, and scenic drives. The area also offers an indoor swimming pool, tennis courts, golf course, bowling alley, historic museum, well-kept parks and a library. Many churches of various denominations provide opportunities for worship and community events. Many of Toledo's citizens are active in community organizations and enjoy school functions and community festivals. Toledo attracts many visitors to the local antique stores and art galleries.

Transportation routes to Toledo include rail, air, marine, and U.S. Highway 20. Many communities including Toledo suffered economic declines as resource based industries declined in Oregon. Fortunately, Toledo retains an industrial base with the largest industrial employer in Lincoln County.

By the year 2020, it is projected that between 5,000 to 5,600 people will live in Toledo. These people will live, work, shop, and recreate in the Toledo area. What do people want Toledo to be like in five years? or in twenty years? How will the community respond to the changes and challenges Toledo faces? How can the community shape and guide the development of Toledo in a positive and productive manner? Toledo's Comprehensive Plan, 2020 Vision for Toledo, has been written to help Toledo's citizens and leaders envision and achieve the community's desired future.

# PURPOSE OF THE PLAN

The Toledo Comprehensive Plan provides a framework for making better decisions regarding the use of land and community resources. The plan is a means of controlling the urban environment, conserving Toledo's existing values and guiding growth in the desired directions. The plan is a policy statement based upon the existing assets, problems and needs within the community. It predicts future conditions and sets forth City policies in an effort to guide the development of Toledo in a positive and productive manner. The plan is designed to help Toledo to know its past and present and to develop a future which reflects the community's values and goals. The plan is a guideline for both short and long term development and is written to assure a comprehensive view of how individual projects can contribute to the community as a whole.

Change is an inherent part of the community. The purpose of the Comprehensive Plan is to help the community adjust to changing circumstances in a manner which reflects the community's desires. It is a tool designed to:

- be comprehensive,
- be long range,
- be general,
- focus on physical development,
- be related to the social and economic forces that the plan proposes to accommodate, and
- to be adopted and used by the City of Toledo to guide land development and use.

The plan is intended for use by local officials, persons with development interests, neighborhood and community groups, state and federal agencies, special districts and citizens of all interests. It provides information about the community and how future land use development should be balanced to meet the overall needs of the community. The Plan is comprehensive and should not be viewed in parts without consideration of the interrelationships with other aspects of the Plan.

The Toledo Comprehensive Plan was also written in compliance with the Oregon Planning Act and addresses the Oregon Statewide Planning Goals. The framework of the plan is based upon the Oregon goals with adjustments to assure a comprehensive review of Toledo's specific characteristics and needs. This comprehensive policy plan is the central, but not only, document for directing Toledo's future. Other planning documents are equally important. Many of these have been used as background reports or inventory documents providing specific and detailed information on each of the statewide land use planning goals applicable to Toledo. Others include the specific facts regarding Toledo from which the Comprehensive Plan statements, policies and objectives are derived. Summaries and references to the relevant background materials are found in the 2020 Vision for Toledo, Oregon – The 2000 Toledo Comprehensive Land Use Plan Inventory.

Planning is a continuous, not a static, process. Over time, the Comprehensive Plan must incorporate new values, concerns and opportunities. Periodically (approximately every 5 to 7 years) the plan should be revised to reflect the needs, goals and desires of Toledo's residents.

## 2020 VISION FOR TOLEDO\*

Toledo, "the jewel" on the gateway to the scenic Yaquina River, is a community of 5,500 nestled in the forested mountains next to the Oregon Coast. Just 7 miles from Newport, off Scenic Highway 20, Toledo offers all the modern-day amenities while preserving the charm and feel of a 1900-era Timber Town. With its forested hillsides, narrow winding streets, historic neighborhoods and waterways, Toledo has much to offer its residents and visitors alike.

Toledo residents have maintained their small town identity while benefitting from the growth in both the retail and industrial sectors. Through persistence and community sponsored, multi-pronged approach to economic development, Toledo has benefitted from the development of:

- the Toledo Industrial Park, a mixed-use industrial and commercial center,
- an active waterfront with shipbuilding and dockside repair facilities and marinas,
- and a strong retail segment in downtown and along Business Loop Highway 20.

As the community has grown, the Georgia-Pacific paper mill and the timber industry have continued to play important roles in sustaining the local and regional economy. Toledo has been discovered by tourists as a thriving arts, antiques and eco-tourism center. Toledo remains a community which supports cottage industries and home based businesses. All of this has created a stable and diversified economic base while maintaining Toledo's safe and friendly hometown feel.

Toledo is a family-oriented community with a strong commitment to the success of its people. This has been achieved through maintenance of a quality education and life-long learning system. Together, businesses, the community and the schools have worked to ensure the future of the youth, the workforce and the community. Toledo provides the support systems necessary to educate and train individuals enriching their lives and enabling them to become contributing community members and skilled workers. School activities such as sports, drama and the arts are supported by the families and businesses in Toledo.

Toledo has developed programs and policies to support safe and attractive neighborhoods. Community pride is exhibited in the nicely painted homes, clean yards, and friendly, caring people greeting one another on the streets. Residents and businesses take great pride in their buildings and grounds. The two entrances to the City are adorned with landscaping and signage that communicates Toledo's identity. Businesses along the highway through town have been expanded and improved. Main Street has been beautified and has capitalized on the "old town" feeling. 1900-era store fronts are nicely painted. Trees and planters border the sidewalk promenade. The commercial areas are fully occupied with antique and curio shops, boutiques, floral shops, eateries (restaurants, ice cream parlors, etc.), art galleries, professional offices, a hotel, grocery stores, entertainment centers, and personal and retail services. Main Street is also a thriving residential neighborhood with apartments on the upper stories and adjacent streets. The quality and variety of services available in Toledo have increased.

Toledo has honored its history with many of the properties and neighborhoods preserved to their early and mid-1900's style. The One Spot, a steam locomotive, is on display. The Toledo Historic Museum continues to attract visitors. These visitors also enjoy viewing the Georgia-Pacific Paper Mill, and driving through neighborhoods with restored mill cottages lined up in a

row, bungalows and craftsman style homes.

Toledo offers a wide variety of homes which families can afford to rent or purchase and maintain. Along with the historic homes which have been renovated and preserved, there are manufactured homes, ranch style and more modern homes and apartments. Multi-family units are in various neighborhoods and designed to blend into the single-family areas. Many small homes are available as starter homes and for the increased number of retired persons in Toledo. Yet there are also several streets which contain estate type homes with larger hillside lots. Many of the homes have beautiful views over the mountain and waterway vistas. There are a few remaining areas with small family farms and forest lots primarily at the edges of the city within the urban growth boundary.

One of Toledo's main attractions continues to be its natural setting which has been preserved and enhanced with a strong orientation to the forests, wetlands and waterways. Recreation programs and public parks abound. Much of the city is developed with natural landscaping and open spaces linked with greenways and urban parks. The park system includes sport complexes at the schools, a skateboard park, neighborhood pocket parks, community parks, a Main Street plaza, waterfront parks with boating activities, and nature parks and trails. The parks vary greatly in size and the types of facilities. They are easily accessible by Toledo's residents and visitors. Regular community events are held throughout the year bringing people together and providing entertainment.

Additionally, Toledo's community members have formed effective networks to meet human and family needs ranging from child care to transportation. Volunteers are active and enthusiastic as they continue to support community improvement projects, social services programs, and school projects. People are proud and appreciative that Toledo is a quiet and safe town where they know their neighbors and feel they can walk throughout town at night.

Supporting this charming small town is a City government (elected officials and staff) which remains responsive to its citizens' needs and priorities. City government continues to support Toledo's vision of the future by facilitating citizen-initiated projects. Through careful planning and financing, Toledo City government maintains the community's modern, efficient and high quality infrastructure and services: police, fire, land use planning, streets, water, wastewater, stormwater, library, parks, and recreation. Overall, community members take a pro-active role in city, county and school decisions, as well as state and federal issues dealing with forests, environment, and transportation. Toledo's governmental agencies and citizens strive to achieve the community's vision. The town's people continue to work together to solve problems, make improvements and build on a history of community mindedness, neighborhood pride and individual caring.

Toledo is a small town with a unique identity. We are known for our small town hospitality, our climate, and our picturesque location. Toledo is an appealing place to live, work, play, raise a family and retire because of its friendly and caring people, community spirit, business and employment opportunities, quality schools, clean and beautiful environment and social amenities. Our future continues to look bright because of our continued commitment to make Toledo's vision a reality.

\* (Adapted from the Toledo Community Action Plan based upon work completed by Sylvia Rose of Sylvia Rose Communications and input from a March 1993 *Community Strategic Planning Work Session: Creating a Vision for Toledo's Future* and the Vision Statement written by Terry M. Lewis of TCL Planning Consultants with input through the Toledo Community Action Plan drafting process.)

## OREGON STATEWIDE PLANNING GOALS

The following is complete list of the Oregon Statewide Planning Goals (“Oregon Goals”). The highlighted goals are goals applicable to Toledo and addressed within the Comprehensive Plan. The Comprehensive Plan follows the general outline of the goals but also includes changes to the format of the goals.

- GOAL 1: CITIZEN INVOLVEMENT**
- GOAL 2: LAND-USE PLANNING**
- GOAL 3: AGRICULTURAL LANDS
- GOAL 4: FOREST LANDS
- GOAL 5: NATURAL RESOURCES, SCENIC AND HISTORIC AREAS, AND OPEN SPACES**
- GOAL 6: AIR, WATER, AND LAND RESOURCES QUALITY**
- GOAL 7: AREAS SUBJECT TO NATURAL DISASTERS AND HAZARDS**
- GOAL 8: RECREATIONAL NEEDS**
- GOAL 9: ECONOMIC DEVELOPMENT**
- GOAL 10: HOUSING**
- GOAL 11: PUBLIC FACILITIES AND SERVICES**
- GOAL 12: TRANSPORTATION**
- GOAL 13: ENERGY CONSERVATION**
- GOAL 14: URBANIZATION**
- GOAL 15: WILLAMETTE RIVER GREENWAY
- GOAL 16: ESTUARINE RESOURCES**
- GOAL 17: COASTAL SHORELANDS**
- GOAL 18: BEACHES AND DUNES
- GOAL 19: OCEAN RESOURCES

# ATTACHMENT 2

## Current Article 1 Citizen Involvement

### **ARTICLE 1: CITIZEN INVOLVEMENT**

#### GOAL:

1. Provide a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process so as to provide useful guidance to and an understanding of the overall planning process.

#### OBJECTIVES:

1. Provide for widespread citizen involvement.
  - a. The City shall involve a cross-section of citizens, citizen organizations and public agencies in all phases of the planning process.
  - b. The City shall establish the Planning Commission as the recognized citizen involvement committee for the planning process and programs.
  - c. The City shall select and appoint the Planning Commission members by an open, well-publicized public process.
  - d. The City shall prepare and maintain lists of recognized citizen organizations and public agencies and shall forward appropriate notices to those groups who have indicated interest in identified topics or geographic areas.
  - e. The Planning Commission and City Manager shall provide periodic reports to the City Council evaluating the process being used for citizen involvement.
2. Provide opportunities for citizens to be involved in all phases of the planning process.
  - a. Public involvement programs shall be designed and conducted to meet or exceed the legal requirements for each stage of the planning process.
  - b. Public involvement programs shall include opportunities for citizens to participate in the preparation of plans, implementation measures, plan components, plan adoptions, minor changes and major revisions to plans, ordinances, regulations and other implementation measures.
3. Maintain effective two-way communications between local officials and citizens.
  - a. Opportunities shall be provided to develop two-way communications between local officials and citizens.
  - b. Times shall be established to allow citizens and public officials to communicate at formal hearings and meetings to discuss planning issues.
  - c. Informal opportunities for two-way communications shall be encouraged in appropriate settings and at appropriate times for the topics of interest.
  - d. Information shall be provided to inform citizens about how, when, and where they may participate.
4. Make technical information available to citizens in an understandable form.
  - a. Information necessary to reach policy decisions shall be available in a simplified, understandable form.

- b. Assistance shall be provided to interpret and effectively use technical information.
  - c. A copy of all inventory and Comprehensive Plan materials shall be available for viewing at the Toledo City Library and at City Hall during regular business hours.
  - d. Staff reports and other technical information presented at public hearings shall be made available for review at City Hall and copies of staff reports shall be available at a reasonable cost.
- 5. Provide mechanisms for citizens to receive responses or feedback from policy makers.
  - a. Citizens participating or providing comments on planning issues shall be provided with notices of the results of the planning process relating to their submitted comments.
  - b. Rationales used to reach land-use policy decisions shall be available in the form of a written record and kept on file at City Hall.
  - c. Recommendations and plans resulting from the citizen involvement program shall be retained and made available for public review.
- 6. Provide funding for City sponsored citizen involvement programs. Citizen involvement programs shall be funded through the Planning Commission, Community Development and other program funds. Funds shall be provided for public notices, workshops, meetings and other City projects as needed to involve a cross-section of citizens and citizen organizations.

# Comprehensive Plan Chapters

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## Article 1: Citizen Involvement

Proactive and effective citizen involvement is a cornerstone of planning practice, and focused public engagement is crucial to achieve success in planning initiatives that often impact the entire community. Toledo residents expect the city to maintain transparency, provide access to information, and offer meaningful public participation in the planning process.

### Context

Public involvement is a required part of land use planning in Oregon. This requirement is one of the things that make Oregon's land use planning program unique. The requirement for public participation is written in the first goal of nineteen in the statewide land use planning system (DLCD Website).

Goal 1 calls for "the opportunity for citizens to be involved in all phases of the planning process." It requires each city and county to have a citizen involvement program that addresses:

1. Opportunities for widespread public involvement
2. Effective two-way communication with the public
3. The ability for the public to be involved in all phases of the planning process
4. Making technical information easy to understand
5. Feedback mechanisms for policy-makers to respond to public input, and
6. Adequate financial support for public involvement efforts

The goal also calls for local governments to have a committee for citizen involvement (CCI) to monitor and encourage public participation in planning. The Toledo Planning Commission acts as the CCI in the City of Toledo.

### Citizen Involvement Goals and Policies

Overarching goal: Provide a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process to provide useful guidance to and an understanding of the overall planning process.

The City's Citizen Involvement Program is organized to emphasize the necessity to achieve these four goals:

1. Inclusion
2. Engagement
3. Accessibility
4. Accountability

## **Inclusion – Goal 1**

The City of Toledo works to create an atmosphere that provides for widespread citizen involvement.

**Policy 1 – Engagement in all Phases:** The City shall involve a cross-section of citizens, citizen organizations and public agencies in all phases of the planning process.

**Policy 2 – A designated Committee for Citizen Involvement:** The City shall establish the Planning Commission as the recognized citizen involvement committee for the planning process and programs.

**Policy 3 – Planning Commission Member Appointment:** The City shall select and appoint the Planning Commission members by an open, well-publicized public process.

**Policy 4 – Engage Community Organizations and Public Agencies:** The City shall prepare and maintain lists of recognized citizen organizations and public agencies and shall forward appropriate notices to those groups who have indicated interest in identified topics or geographic areas.

**Policy 5 – Accommodate for Diverse Participation:** The City shall utilize community involvement best practices that accommodate for the diverse needs of citizens such as physical ability limitations, language barriers, and time constraints when appropriate and financially reasonable.

## **Engagement – Goal 2**

The City of Toledo maintains a comprehensive citizen involvement program to provide opportunities for citizens to be involved in all phases of the planning process.

**Policy 1 Citizen Awareness:** Public involvement programs shall be designed and conducted to meet or exceed the legal requirements for each stage of the planning process.

**Policy 2 Public Participation:** Public involvement programs shall include opportunities for citizens to participate in the preparation of plans, implementation measures, plan components, plan adoptions, minor changes and major revisions to plans, ordinances, regulations and other implementation measures.

**Policy 3: Two-Way Communications:** Opportunities shall be provided to develop two-way communications between local officials and citizens.

**Policy 4 Social Media:** The City shall develop and adopt a social media policy that utilizes social media platforms to enhance citizen involvement methods and techniques.

**Policy 5 Best Practices Engagement Methods:** The City shall utilize community engagement methods, tools, and technologies that are recognized as best practices.

## Accessibility – Goal 3

Ensure citizens are provided clear, user-friendly, and appropriate information and opportunities to participate in City planning initiatives, processes, and decision- making.

**Policy 1 Informed Citizenry:** The City shall take minutes of the City Council, Planning Commission, and Committee readily available for public use at City Hall and on the City website. All plans, studies, records of decisions, maps, and related ordinances will be made available for public use at City Hall. [Replaces 5 c. and 5 d. of existing comp plan]

**Policy 2 Formal and Informal Hearings:** Times shall be established to allow citizens and public officials to communicate at formal hearings and meetings to discuss planning issues. Informal opportunities for two-way communications shall be encouraged in appropriate settings and at appropriate times for the topics of interest. Information shall be provided to inform citizens about how, when, and where they may participate.

**Policy 3 Accessible Information:** The City shall A) Make information necessary to reach policy decisions shall be available in a simplified, understandable form. B) Assistance shall be provided to interpret and effectively use technical, and C) Provide information to the public in accessible and easy to understand formats, including multiple languages where appropriate.

**Policy 4 Develop Consistent Procedures:** The City shall develop and utilize a consistent set of procedures for notifying and soliciting input from the public as appropriate to the scale and type of the proposed action.

## Accountability – Goal 4

Ensure Accountability and clarity in City of Toledo planning processes and decisions.

**Policy 1 Rights and Responsibilities:** The City shall establish clear rights and responsibilities of applicants, decision-makers, staff, and other participants of planning projects, initiatives, and decision-making processes.

**Policy 2 Reporting and Program Evaluation:** The Planning Commission and City Manager shall provide periodic reports to the City Council evaluating the process being used for citizen involvement.

**Policy 3 Mechanism for feedback:** The City shall provide mechanisms for citizens to receive responses or feedback from policy makers. A) Citizens participating or providing comments on planning issues shall be provided with notices of the results of the planning process relating to their submitted comments, B) Rationales used to reach land-use policy decisions shall be available in the form of a written record and kept on file at City Hall, and C) Recommendations and plans resulting from the citizen involvement program shall be retained and made available for public review.

**Policy 4 Adequate Funding:** Provide funding for City sponsored citizen involvement programs. Citizen involvement programs shall be funded through the Planning Commission, Community Development and other program funds. Funds shall be provided for public notices, workshops,

meetings and other City projects as needed to involve a cross-section of citizens and citizen organizations.

**Policy 5 Implementation:** Once adopted, the policies stated above shall be recognized as Toledo's Citizen Involvement Program.

# Our Aspirations

The Monroe Comprehensive Plan includes eight guiding aspirational statements to recognize that implementation of this Plan must be balanced, integrated and multi-disciplinary. The influence of our aspirations is seen throughout the Plan as they shape many of the individual policies and projects.

## MONROE IS A PLACE THAT IS KNOWN FOR...

### Locational Advantage



We aspire to be a community maximizing the benefits of our location: nestled in the heart of the Willamette Valley, surrounded by a growing artisanal agriculture industry, just east of prime recreational park lands, a short distance from two major universities and employment centers, fronting an accessible and beautiful river, and well connected by highways, trails, and bike paths to other great places.

### Governance



We aspire to have our local governments, community organizations, and businesses collaborating to ensure our institutions support all community members; our emergency services protect us all from harm; and our systems of governance cooperate on planning, strategy, and action.

### Housing



We aspire to provide a wide range of economically, socially, and environmentally sustainable housing for all who value our community's wonderful quality of life and make Monroe home.

### Riverside District



We aspire to have vibrancy and vitality within the Riverside District enhancing it as an asset and source of pride for the whole community, as well as a significant attraction for visitors. This district will take advantage of visual and physical access to the Long Tom River, traffic on highway, and proximity to larger cities.

## Business Community



We aspire to have a thriving business community with retail, agricultural, and service businesses catering to the needs and desires of our residents and attracting visitors. Monroe supports small businesses, home-based businesses, and creative entrepreneurs.

## Ecosystems



We aspire to foster a healthy environment that sustains our neighborhoods and wildlife. Our City recognizes the intrinsic value of nature and sustaining the ecosystem services of Monroe's air, water, and land.

## Infrastructure



We aspire to build, maintain, and upgrade our transportation, parks, water, sewer, stormwater, and public safety systems to ensure residents receive high quality, reliable essential services.

## Quality of Life



We aspire to have our quality of life nourished by our City's strong economic, organizational, cultural, and transportation connections throughout the southern Willamette Valley. Our combination of physical and cultural advantages exemplify why Monroe is a wonderful place to settle down, raise a family, or start a business.

# Toledo Cemetery Association

## Settlement Counter Offer to City of Toledo's Offer of April 27, 2022.

The Toledo Cemetery Association (TCA) cannot accept the City of Toledo's offer as proposed.

We have enclosed for your review the following:

[ORS 97.660](#), Lands of cemetery or crematory corporation, exemption from execution, taxation and condemnation.

[ORS 97.670](#), Selling land unsuited for burials.

[ORS 97.680](#), Recording plan, power to improve and regulate grounds.

We, The Toledo Cemetery Association (TCA), have reviewed what can be offered by the above ORS's as per your offer to purchase 1.47 Acres of cemetery property located on the West side of Arcadia Road and adjoining City of Toledo property.

We, TCA, believe the "rock buttress" located on Toledo Cemetery property was placed without any authorization or compensation thus is a trespass on TCA property. TCA does recognize the burden on the City of Toledo to remove the "rock buttress". The impacted property is estimated to be 0.28 Acres in size.

We, TCA, will consider this 0.28 Acres, as is, not "suitable for burial purposes" per ORS 97.670. Our settlement price for the property described as the "rock buttress" is \$50,000. We, TCA, do not feel we have the authority to sell the remaining portion of the previously described 1.47 Acres and will retain the property for future needs.

The City entertained a proposal for an easement at the City Council meeting of April 27, 2022. TCA requests additional easement information as to location, width and need.

We, TCA, have reviewed the proposed "SETTLEMENT AGREEMENT AND RELEASE OF ALL CLAIMS". TCA will need to make some changes to the wording of the document as presented on April 27, 2022.

This offer, submitted on June 17, 2022, requests a response no later than 5:00 p.m. on July 20, 2022.

**TOLEDO CITY COUNCIL  
REGULAR MEETING**

June 1, 2022

6:00 p.m.

**1. CALL TO ORDER**

Mayor Rod Cross called the meeting to order at 6:00 p.m. also via Zoom in Toledo, Oregon.

| Present | Absent |                                  |
|---------|--------|----------------------------------|
| X       |        | Mayor Rod Cross                  |
| X       |        | Council President Betty Kamikawa |
|         | X      | Councilor Jackie Kauffman        |
| X       |        | Councilor Rob Duprau             |
|         | X      | Councilor Todd Michels           |
| X       |        | Councilor Wade Carey             |
| X       |        | Councilor Tracy Mix              |

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, City Attorney (CA) Mike Adams

**2. VISITORS/PUBLIC COMMENT**

There were no comments.

**3. CONSENT AGENDA**

**Minutes from the regular meetings held May 4, 2022 and May 18, 2022**

**Motion** – It was moved and seconded (Kamikawa/Carey) to approve the consent agenda as presented and the motion carried unanimously.

**4. DISCUSSION**

There were no items for discussion.

**5. DECISION ITEMS**

**Resolution No. 1492, a resolution closing the Forfeiture Fund and repealing Resolution No. 929**

There was discussion about a ruling from 2003 in regards to keeping the fund open for a certain amount of time before it could be closed.

**Motion** – It was moved and seconded (Carey/Mix) to approve Resolution No. 1492, a resolution closing the Forfeiture Fund and repealing Resolution No. 929 and the motion carried unanimously.

**Resolution No. 1493, a resolution of adopting a policy and reporting procedures for sales of Bulk Water**

The Council asked if the City has the resources to track the information.

1 CM Richter summarized the council report and indicated the only change the City needs to do in  
2 the process of selling bulk water is to collect the license plate number of each buyer.

3  
4 **Motion** – It was moved and seconded (Mix/Kamikawa) to adopt Resolution No. 1493, a resolution  
5 of the Toledo City Council adopting a policy and reporting procedures for sales of bulk water and  
6 the motion carried unanimously.

7  
8 **Consideration of Septic Tank Effluent Pump system addition to the City of Toledo Sewer**  
9 **system**

10 PWD Zuspan presented the council report. He said a Septic Tank Effluent Pump (STEP) system  
11 like this could be a financial burden to the City because of the callouts to residences and the  
12 requirement to maintain an inventory for the system. A couple of Council members expressed  
13 concern in regards to Staff going onto private property with this option and inquired whether there  
14 are any other options available. PWD Zuspan provided another option that could be a better  
15 solution for the City because it would be easier to maintain for the City. PWD Zuspan said with A  
16 STEP system the City is still responsible for the maintenance if the resident fails to their portion  
17 of upkeep.

18  
19 *Councilor Kauffman arrived at 6:20 p.m.*

20  
21 **Motion** – It was moved and seconded (Carey/Duprau) to deny the addition of a STEP system to  
22 the City of Toledo Sewer System and the motion carried unanimously.

23  
24 **6. REPORTS AND COMMENTS**

25 PC Pace updated the Council on the department moving to a 911 service similar to the City of  
26 Siletz via cell phones.

27  
28 FC Robeson reported the department is keeping a close eye on the weather to determine whether  
29 there will be any burn restrictions this summer.

30  
31 PWD Zuspan informed the Council on recent public works activities and said they will be creating  
32 some new sign poles for extra banner hanging locations.

33  
34 CA Adams listed several projects he was working on for the City.

35  
36 CP Kamikawa asked for clarification about the speed limit along business 20 coming into town  
37 near Toledo High School. It was noted that stretch of business 20 is under the jurisdiction of  
38 Lincoln County.

39  
40 **7. ADJOURNMENT**

41 The meeting adjourned at 7:54 p.m.

42  
43 Approve:

Attest:

44  
45 \_\_\_\_\_  
46 Mayor Rod Cross

\_\_\_\_\_  
City Recorder Lisa Figueroa

**CITY OF TOLEDO  
REQUEST FOR COUNCIL ACTION**

|                                                                                   |                           |                                                                                                                                                   |
|-----------------------------------------------------------------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Meeting Date:</b>      | <b>Agenda Topic:</b>                                                                                                                              |
|                                                                                   | June 22, 2022             | Resolution No. 1500, A resolution updating the Master Fee Schedule for services provided by the City of Toledo and repealing Resolution No. 1461A |
| <b>Council Goal:</b>                                                              | <b>Agenda Type:</b>       |                                                                                                                                                   |
| Not Applicable                                                                    | Consent Agenda            |                                                                                                                                                   |
| <b>Prepared by:</b>                                                               | <b>Reviewed by:</b>       | <b>Approved by:</b>                                                                                                                               |
| City Recorder L. Figueroa                                                         | City Manager Judy Richter | City Manager Judy Richter                                                                                                                         |

**Recommendation:**

Move to adopt Resolution No. 1500, A resolution of the Toledo City Council updating the Master Fee Schedule for services provided by the City of Toledo and repealing Resolution No. 1461A.

**Background:**

The City of Toledo provides a variety of services to the residents and community of Toledo. With increasing expenses for services provided it is necessary for the City of Toledo to regularly review fees/assessments and amend or update them.

The Council reviewed proposed changes to the Master Fee Schedule on June 15, 2022 and made a couple of recommendations in addition to Staff's proposed amendments. One discussion in particular was in regards to whether there should be a charge for private events on Memorial Field and following discussion, the Council agreed to implement a fee of \$75 per day to private events for the use of Memorial Field. All the proposed amendments are included in the attached Master Fee Schedule (in a legislative format). The Master Fee Schedule will become effective July 1, 2022. Staff does not anticipate any further discussion and added the Resolution to the Consent Agenda for approval.

|                       |                     |                   |
|-----------------------|---------------------|-------------------|
| <b>Fiscal Impact:</b> | <b>Fiscal Year:</b> | <b>GL Number:</b> |
| Unknown               | 2021-2022           | N/A               |

**Attachment:**

1. Resolution No. 1500 with Exhibit A; Master Fee Schedule (legislative changes are identified with strikethroughs and underlining)

**CITY OF TOLEDO  
RESOLUTION NO. 1500**

**A RESOLUTION OF THE TOLEDO CITY COUNCIL UPDATING THE MASTER FEE SCHEDULE FOR SERVICES PROVIDED BY THE CITY OF TOLEDO AND REPEALING RESOLUTION NO. 1461A**

**WHEREAS**, the City of Toledo provides a variety of services to the public and has incurred increasing expenses for services provided to the residents of Toledo; and

**WHEREAS**, it is necessary to regularly review and update fees and assessments charged by the City of Toledo; and

**WHEREAS**, this resolution and Master Fee Schedule herein attached as ‘Exhibit A’ amends and/or updates fees and charges for all City Departments and supersede Resolution No. 1461A effective July 1, 2022; and

**WHEREAS**, The Toledo Municipal Code authorizes the City Council to adopt fees annually for said services.

**NOW, THEREFORE, THE CITY OF TOLEDO HEREBY RESOLVES AS FOLLOWS:**

Section 1. Resolution No. 1461A is hereby repealed in its entirety.

Section 2. This Resolution and Master Fee Schedule attached as ‘Exhibit A – Master Fee Schedule’ is hereby adopted and shall become effective on July 1, 2022.

That this Resolution shall be effective upon passage by the City Council this 22<sup>nd</sup> day of June, 2022.

APPROVED:

ATTEST:

---

Mayor Rod Cross

---

City Recorder Lisa Figueroa



## City of Toledo Master Fee Schedule

| ADMINISTRATION                                                              |                                       |
|-----------------------------------------------------------------------------|---------------------------------------|
| Administrative (Admin) Fee                                                  | 25% of cost                           |
| Public Records Request Fees                                                 | (set by Resolution No.1416)           |
| Photocopies                                                                 |                                       |
| 8.5 x 11, per side                                                          | \$0.50                                |
| 8.5 x 14 & 11 x 17, per side                                                | \$1.00                                |
| Lien Search                                                                 | \$20.00                               |
| City Documents (listed; all available on the city website)                  | \$20.00                               |
| Annual Audit Report                                                         | \$20.00                               |
| Budget Document                                                             | \$20.00                               |
| City Charter                                                                | \$20.00                               |
| Comprehensive Land Use Plan                                                 | \$20.00                               |
| Transportation System Plan                                                  | \$20.00                               |
| Water Master Plan                                                           | \$20.00                               |
| Water Management and Conservation Plan                                      | \$20.00                               |
| Facility Use                                                                |                                       |
| Meeting rooms                                                               | \$50.00/per day                       |
| <u>Memorial Field (private events)</u>                                      | <u>\$75/day</u>                       |
| Special & Outdoor Event Permit                                              |                                       |
| Memorial Field                                                              | \$150/per day                         |
| Returned Check                                                              | <del>\$25.00</del> <u>\$35.00</u>     |
| Business License Application Processing Fee (per TMC <sup>1</sup> 5.04.050) | \$25.00                               |
| Business license application                                                |                                       |
| 1-2 employees                                                               | \$60.00                               |
| 3-5 employees                                                               | \$85.00                               |
| 6-10 employees                                                              | \$110.00                              |
| 11-20 employees                                                             | \$160.00                              |
| 21-50 employees                                                             | \$260.00                              |
| Excess of 50 employees                                                      | \$410.00                              |
| Business License Late Fee (per TMC <sup>1</sup> 5.04.080)                   | 10% to 15%                            |
| Solicitor license (per TMC <sup>1</sup> Chapter 5.04.030)                   | Follows Business License Fee schedule |
| Collection Agency Charge                                                    | 25%                                   |
| Interest Charge (unless otherwise specified by TMC <sup>1</sup> )           | 9%                                    |
| Candidate filing fee                                                        | <del>\$10.00</del> <u>\$20.00</u>     |
| Liquor license Fees (set by ORS 471.166(7))                                 |                                       |
| New                                                                         | \$25.00                               |
| Renewal                                                                     | \$25.00                               |
| Ownership change                                                            | \$25.00                               |
| Application for temporary use                                               | \$25.00                               |
| Notary Services (per notarial act)                                          | \$10.00                               |
| Pinball Machine & Other Similar Devices License (Monthly license fee)       | \$10.00                               |
| Taxicab Operator Fee (annual; set per TMC <sup>1</sup> 5.16.090)            | \$60.00                               |



## City of Toledo Master Fee Schedule

| LIBRARY                                         |                  |
|-------------------------------------------------|------------------|
| Photocopies                                     |                  |
| Library materials ( <i>first 5 pages free</i> ) |                  |
| 8.5 x 11, per side                              | \$0.50           |
| 8.5 x 14 & 11 x 17, per side                    | \$1.00           |
| Microfilm printing 8.5 x 11                     | \$0.50           |
| Library Card Replacement                        | \$3.00           |
| Lost Materials                                  | Replacement Cost |
| Damaged Materials                               | Replacement Cost |

| PLANNING                                       |                                 |
|------------------------------------------------|---------------------------------|
| Photocopies                                    |                                 |
| 8.5 x 11, per side                             | \$0.50                          |
| 11 x 17, per side                              | \$1.00                          |
| 18 x 24                                        | \$8.00                          |
| 24 x 30                                        | \$10.00                         |
| 24 x 36                                        | \$15.00                         |
| 36 x 42                                        | \$20.00                         |
| Annexation & Rezone                            | \$1,500.00                      |
| Appeal, Land Use (misc.)                       | \$535.00                        |
| Appeal of Type II permit                       | \$260.00                        |
| Appeal of Type III permit                      | \$535.00                        |
| Code Amendment                                 | \$930.00                        |
| If permit requires Measure 56 public notice    | \$930.00 + notification costs   |
| Comprehensive Plan Amendment                   | \$930.00                        |
| If permit requires Measure 56 public notice    | \$930.00 + notification costs   |
| Conditional Use                                | \$535.00                        |
| Exception to Statewide Goal                    | \$2,660.00                      |
| Expedited Land Division                        | \$2,000.00                      |
| Interpretation, Code (official)                | \$170.00                        |
| <u>Land Use Compatibility Statement Review</u> | <u>\$20.00</u>                  |
| Lot Line Adjustment                            | \$135.00                        |
| Modification of approval                       | 75% of original application fee |
| Partition – Minor                              | \$535.00                        |
| Partition – Major                              | \$930.00                        |
| Planned Unit Development                       | \$930.00 + \$20 per lot         |
| Replat – Minor                                 | \$535.00                        |
| Replat – Major                                 | \$930.00                        |
| Riparian Modification Permit                   | \$200.00                        |
| Restrictive Lot Line Covenant                  | \$100.00 + Admin Fee            |
| Similar Use (Planning Commission)              | \$535.00                        |
| Subdivision                                    | \$930.00                        |
| Temporary Use Permit                           | \$100.00                        |
| Tree Permit                                    | \$20.00                         |



## City of Toledo Master Fee Schedule

|                                                                                                                               |                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Demolition Permit                                                                                                             | \$20.00                                                                                                                                |
| <b>PLANNING CONTINUED</b>                                                                                                     |                                                                                                                                        |
| Floodplain Development Permit                                                                                                 | \$20.00                                                                                                                                |
| Urban Growth Boundary Amendments                                                                                              | \$2,660.00                                                                                                                             |
| Vacation – Street & Plats                                                                                                     | \$2,000.00                                                                                                                             |
| Variances                                                                                                                     |                                                                                                                                        |
| Class A (Type I)                                                                                                              | \$65.00                                                                                                                                |
| Class B (Type II)                                                                                                             | \$260.00                                                                                                                               |
| Class C (Type III)                                                                                                            | \$535.00                                                                                                                               |
| Zone Change (Type IV)                                                                                                         | \$930.00                                                                                                                               |
| Multiple Land Use Applications                                                                                                | Highest tier + 75% of each additional land use application when submitted together                                                     |
| Multiple Type I Permits <i>(City may waive some fees where overlapping permits do not need significant additional review)</i> |                                                                                                                                        |
| Type I permit not specified                                                                                                   | \$65.00                                                                                                                                |
| Type II permit not specified                                                                                                  | \$270.00                                                                                                                               |
| Type III permit not specified                                                                                                 | \$535.00                                                                                                                               |
| Type IV permit not specified                                                                                                  | \$930.00                                                                                                                               |
| Grading/Excavation Permits                                                                                                    |                                                                                                                                        |
| 20 to 100 cubic yards                                                                                                         | \$65.00                                                                                                                                |
| 101 to 1,000 cubic yards                                                                                                      | <del>\$80</del> <sup>65</sup> for the first 100 cubic yards + \$15 for each additional 100 cubic yards or fraction thereof             |
| 1,001 to 10,000 cubic yards                                                                                                   | <del>\$213</del> <sup>200</sup> for the first 1,000 cubic yards plus \$13 for each additional 1,000 cubic yards or fraction thereof    |
| 10,001 to 100,000 cubic yards                                                                                                 | <del>\$365</del> <sup>317</sup> for the first 10,000 cubic yards plus \$50 for each additional 10,000 cubic yards or fraction thereof  |
| 100,001 cubic yards or more                                                                                                   | <del>\$797</del> <sup>767</sup> for the first 100,000 cubic yards plus \$30 for each additional 10,000 cubic yards or fraction thereof |



## City of Toledo Master Fee Schedule

| PUBLIC WORKS                                                                                                             |                                   |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Bid/Contract documents                                                                                                   | \$50.00                           |
| Specification/Procedure Manual/Standards Manual<br>(available on the city website)                                       | \$20.00                           |
| <b><u>NOTE: Utility Work requiring use of city vehicles and equipment is charged/per hour unless otherwise noted</u></b> |                                   |
| Mechanic Service Rig                                                                                                     | \$60.00                           |
| Flatbed Truck                                                                                                            | \$70.00                           |
| Dump Truck                                                                                                               | \$90.00                           |
| Backhoe                                                                                                                  | \$90.00                           |
| Vactor Truck                                                                                                             | \$150.00                          |
| <u>Sludge Truck</u>                                                                                                      | <u>\$100.00</u>                   |
| Air Compressor                                                                                                           | \$60.00                           |
| Sweeper                                                                                                                  | \$150.00                          |
| Personnel Costs                                                                                                          |                                   |
| Flagging                                                                                                                 | Personnel Cost + Admin fee        |
| Operator(s)/crew                                                                                                         | Actual Personnel cost             |
| Other Personnel                                                                                                          | Actual Personnel cost             |
| Overtime                                                                                                                 | Actual Personnel cost + Admin fee |
| Sewer Connection                                                                                                         | \$130.00                          |
| Right-of-Way Permit                                                                                                      | \$50.00                           |
| Curbs/Sidewalk Permit                                                                                                    | Cost + Admin fee                  |
| Engineering Review                                                                                                       | Cost + Admin Fee                  |
| Public Works Permit Fee                                                                                                  | \$140.00                          |
| Pavement Disturbance Fee                                                                                                 | Cost + Admin fee                  |
| Cutting & Trenching                                                                                                      | Cost + Admin fee                  |
| Haulable Water                                                                                                           | \$30 per 1,000 gallons            |
| <u>Use of barricades and/or cones</u>                                                                                    | <u>\$25/per day</u>               |
|                                                                                                                          |                                   |

| PUBLIC SAFETY (POLICE & FIRE SERVICES)                    |                                    |
|-----------------------------------------------------------|------------------------------------|
| Public Safety Reports                                     |                                    |
| Up to ten (10) pages                                      | \$10.00                            |
| More than 10 pages                                        | \$1.00 per side                    |
| 911 recordings                                            | \$25.00                            |
| Tow/impound fee                                           | \$100.00                           |
| Photographs                                               | \$5.00 per photo (electronic only) |
| Fingerprinting – per card                                 | \$15.00                            |
| Parking fines (Set by Toledo Municipal Code)              |                                    |
| False Alarm Response – after four calls per calendar year | \$50.00 each                       |
| Dog Impound (fees assessed by Lincoln County)             |                                    |
| Emergency Services related to Fire Department Services    | Per State Fire Marshall Schedule   |

**CITY OF TOLEDO**  
**REQUEST FOR COUNCIL ACTION**

|                                                                                   |                           |                                                                                                              |
|-----------------------------------------------------------------------------------|---------------------------|--------------------------------------------------------------------------------------------------------------|
|  | <b>Meeting Date:</b>      | <b>Agenda Topic:</b>                                                                                         |
|                                                                                   | June 22, 2022             | Approval of adding Children's Library Specialist to the Toledo Employees' Association Master Salary Schedule |
| <b>Council Goal:</b>                                                              | <b>Agenda Type:</b>       |                                                                                                              |
| Not Applicable                                                                    | Decision Items            |                                                                                                              |
| <b>Prepared by:</b>                                                               | <b>Reviewed by:</b>       | <b>Approved by:</b>                                                                                          |
| Library Director D. Trusty                                                        | City Manager Judy Richter | City Manager Judy Richter                                                                                    |

**Recommendation:**

Motion to approve the addition of Children's Library Specialist to the Toledo Employees Association Master Salary Schedule effective July 1, 2022.

**Background:**

My predecessor chose to keep the job descriptions of the library employees general and fluid. He chose to hire for two positions of Technical Services Operator, with the intent to cover children's programs, children's collection developer etc. through the "Other Duties as Assigned Process." When we went through the city-wide job description analysis, it revealed a hole in the practice of organizing the staff in this way. HR Answers was unable to find examples for a technical operator that also included being a Children's Library Specialist, thus they could not provide us with appropriate data for the Technical Services Operator at all. As I continued to investigate this issue, it became clear that the two positions need to be separated. I believe that the job description is a powerful tool in performance evaluations and communicating expectations. If appropriate set of job responsibilities is not available then it is hard for the supervisor to make accurate assessments of the employee, and it prevents the employee from being fully aware of the job expectations. So, I am asking to create the position of Children's Library Specialist separate from the Technical Services Operator. At this time, both positions will continue to receive the same pay rate as they have done in the past. Reconsideration of the appropriate salary will be the responsibility of the Toledo Employees' Association.

|                       |                     |                   |
|-----------------------|---------------------|-------------------|
| <b>Fiscal Impact:</b> | <b>Fiscal Year:</b> | <b>GL Number:</b> |
| none                  | 2022-2023           | N/A               |

1. Children's Library Specialist job description

|                                                                                   |                                                                           |                                        |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------|
|  | <b>City of Toledo</b><br>Children's Library Specialist<br>Job Description |                                        |
|                                                                                   | <b>Salary Range:</b><br>\$15.95 - \$18.50/hour                            | <b>Department:</b><br>Library Dept.    |
|                                                                                   | <b>Classification:</b><br>FLSA Non-Exempt                                 | <b>Supervisor:</b> Library Director    |
|                                                                                   | <b>Representation:</b><br>Toledo Employees' Association                   | <b>Location:</b><br>Library Department |

### General Roles and Responsibilities

The role of a Children's Library Specialist is to provide a broad range of library services, including children's services such as in-house programming and off-site outreach as well as collection development (in collaboration with the Library Director) and cataloging books for the youth collection. They serve as the Library's liaison with public and private schools, parents, and others involved in providing services to children in the community. In addition, this position performs basic circulation functions using an online circulation system and answers requests for general information. Re-shelving books, oversight of public access to computer usage, and other traditional library tasks are important aspects of this role.

### Supervision Received and Exercised

- Functions under the direction of the Library Director

### Knowledge and Skills Required

#### Minimum Education

- H.S. diploma or equivalent (GED) with some college preferred in the area of Early Childhood Development and/or Children's Literature.

#### Experience

- One year experience in a library strongly preferred. Knowledge of children's literature strongly preferred.
- Must have an interest in and experience with working with children and children's services including programming and outreach.

#### Certifications/Licenses

- Recommended to have valid Oregon Driver's License or the ability to obtain one upon acceptance of the position

#### Knowledge of:

- General knowledge of professional practices, procedures, and techniques of library science is highly desirable including task organization and time management.
- Knowledge of English, spelling and grammar

#### Skill & Ability in:

- Must have the ability to make public presentations.

- Must have the ability to work effectively with others, including staff, volunteers, parents, representatives of other organizations, and members of the public.
- Operating computers and various software programs, including learning new computer software
- Customer service
- Communicating effectively both verbally and in writing with staff and the public
- Accessing and utilizing online resources
- Frequent and efficient telephone communication (proficient level)
- Enthusiasm for library work

### **Primary/Essential Responsibilities**

#### Summer Reading Program (40% of Time)

- A. Researches and plans the Summer Reading Program (SRP) related activities for summer programming. Creates flyers, bulletin boards, media releases, activities to promote SRP.
- B. Selects, orders, organizes SRP materials including t-shirts, monogramming, reading logs, giveaways.
- C. If used, organizes and prepares for weekly performances to include selection and payment of the performers, weekly preparation, and setup and take down of the performance.
- D. Plans, researches, makes purchases for, organizes and implements weekly activities, selects books, promotes the program, and conducts weekly meetings.
- E. Creates databases, enrolls participants, creates and hangs name flags, and tracks completion.
- F. Keeps the director apprised at all stages.

#### Programming and Events (outside of summer reading) (40% of Time)

- A. Organizes and conducts children's story time on a weekly basis.
- B. Plans and implements community events on a monthly basis.
- C. Creates programming for youth on an ongoing basis.
- D. Responds to and plans community and City requests for programming.

#### Outreach (9% of Time)

- A. Prepares story time for Head Start, which involves traveling to the Head Start facility and reading to two separate groups a month.
- B. Prepares stories and activities for TOES after school program monthly.
- C. Hosts library booth at the annual community event.
- D. Works with Toledo Jr/Sr High JOY club to promote "Pages with Piper" and the Summer Reading Program.

#### Technical Services (9% of Time)

- A. Purchases, catalogs, and processes new children's materials. Seeks and maintains knowledge of children's literature by attending monthly Book Club meetings for information on new children's literature. Purchases books for the youth collection and exports records for OCLC.
- B. Catalogs and wraps new material and weeds the collection (removes items) when necessary.
- C. Seeks and secures grant funding and tracks and report grant funds.

#### Circulation Desk (2% of Time)

- A. While staffing the circulation desk, checks items in and out, places materials on hold, assists

patrons with suggestions and locating materials, helps with technology-related questions and tasks, and shelves materials.

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

### **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Usual office and library working conditions: work is performed primarily in an office environment utilizing a computer work station, telephone, and a variety of office equipment. The noise level is generally low except during performances and presentations. Crowded rooms, the presence of book dust, concrete floors, proximity to machines, central air conditioning, fluorescent lights, frequent interruptions, the sharing of work station with other staff and volunteers, and contact with library users from all walks of life with varying degrees of physical and mental abilities are typical aspects of the work environment. Only occasional (20-40%) hazards or obstacles are present overall.

Physical Requirements: this position may require bending, gripping with hands and fingers, keyboarding, kneeling, lifting up to 25 pounds, pulling, pushing, reaching, standing, stooping, twisting, and walking. Moving from one area to another quickly; reaching arms above head in order to place or retrieve objects weighing up to ten (10) pounds on 7-foot high shelves, and using both hands to handle, feel, or operate objects, tools, or controls is necessary. Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus while engaged in tasks such as checking patron identification, locating books or other materials on library shelves, monitoring children's movements during programs, etc. are necessary. Use of the eyes, hands, and fingers simultaneously; sufficient hearing in order to interact with library users and co-workers immediately; and the ability to speak in order to interact with library users and co-workers are necessary.

The work schedule is mostly stable and does not fluctuate without prior notice. Shifts may involve spending up to eight (8) hours at the front desk, with standard meals and rest breaks.

### **Additional Information**

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential functions.

Essential competencies of this job are described under the headings above. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

**Adopted: July 1, 2022**

**CITY OF TOLEDO  
REQUEST FOR COUNCIL ACTION**

|                                                                                   |                           |                                                                                                                                 |
|-----------------------------------------------------------------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Meeting Date:</b>      | <b>Agenda Topic:</b>                                                                                                            |
|                                                                                   | June 22 2022              | Resolution No 1501 A resolution setting the Street Lighting Fee for the 2022-2023 Fiscal Year and Repealing Resolution No. 1470 |
| <b>Council Goal:</b>                                                              | <b>Agenda Type:</b>       |                                                                                                                                 |
| Not applicable                                                                    | Decision Items            |                                                                                                                                 |
| <b>Prepared by:</b>                                                               | <b>Reviewed by:</b>       | <b>Approved by:</b>                                                                                                             |
| City Manager J. Richter                                                           | City Manager Judy Richter | City Manager Judy Richter                                                                                                       |

**Recommendation:**

Adopt Resolution No. 1501, a resolution of the Toledo City Council setting the Street Lighting Fee for the 2022-2023 Fiscal Year and Repealing Resolution No 1470.

**Background:**

In 2019-2020 (as recommended by the budget committee) the Street Lighting Utility Fee was reduced from \$7.50 to \$2.50 with the \$5.00 difference being directed to the Sewer Fund. Last year the Council voted to increase the Street Lighting Fee by \$.50 per month to \$3.00 per month.

Street Lights are part of the General Fund. For Fiscal Year 2021-2022, the revenue generated by the Street Lighting Fee is estimated to be \$58,280. The cost of the street lights is about \$136,000. Central Lincoln has proposed a rate increase of 5% effective July 1 for this year.

Increasing the Street Lighting Utility Fee by \$.50/month to \$3.50/month would generate an additional (estimated) \$7500/year in revenue

Based on Council discussion on June 15, 2022, Resolution No. 1501 has been prepared reflecting a \$.75 increase for Residential Street Lighting Utility fees. The Commercial and Industrial Street Lighting Utility Fees were increased by 25% as well. So Commercial went from \$10.00 per month to \$12.50 and Industrial went from \$20.00 per month to \$25.00.

**CITY OF TOLEDO  
RESOLUTION NO. 1501**

**A RESOLUTION OF THE TOLEDO CITY COUNCIL SETTING THE STREET LIGHTING UTILITY FEE FOR THE 2022-2023 FISCAL YEAR AND REPEALING RESOLUTION NO 1470**

**WHEREAS,** The Toledo City Council adopted Ordinance No. 1303, which established a Street Lighting Utility Fee; and

**WHEREAS,** the revenue generated by the Street Lighting Fee for Fiscal Year 2021-2022 was estimated to be \$58,280. The cost of the street lights was about \$140,000; and

**WHEREAS,** Increasing the Residential Street Lighting Utility Fee by \$.75/month to \$3.75/month would generate an additional (estimated) \$11,000/year in revenue; and

**WHEREAS,** Ordinance No. 1303 provides that the City Council may adjust the amount of the monthly Street Lighting Utility Fee on or before July 1 of each year by resolution.

**NOW, THEREFORE, THE CITY OF TOLEDO RESOLVES AS FOLLOWS:**

- Section 1. Resolution No. 1470 is hereby repealed in its entirety.
- Section 2. The City Council adopts a Residential Street Lighting Utility Fee of \$3.75 per month.
- Section 3. The City Council adopts a Commercial Business Street Lighting Utility Fee of \$12.50 per month.
- Section 4. The City Council adopts an Industrial Business Street Lighting Utility Fee of \$25.00 per month.
- Section 5. That this resolution shall be effective on July 1, 2022

That this resolution is hereby adopted by the Toledo City Council this 22nd day of July, 2022.

Approved

Attest

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Mayor Rod Cross

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City Recorder Lisa Figueroa