

WORK SESSION
April 11, 2017

Mayor Billie Jo Smith called the meeting to order at 6:17pm. Councilors present: Jerry Seth, Joshua Smith, and Deanne Dunlap and Michele Johnson.

Councilors absent: Council President (CP) Terri Strom and Councilor Jackie Kauffman.

Staff present: City Manager (CM) Craig Martin, Public Works Director (PWD) Michael J. Adams, City Recorder (CR) Nancy Bryant, and Police Sergeant (PS) Mike Pace.

Visitors present: There were no visitors present.

Visitors/Public Comment

There was no visitor comment.

Discussion and Information Items

Committee Updates

CM Martin reported that staff received an application for the Planning Commission vacancy.

Council and staff discussed Parklets and the City's regulations regarding "Tiny Houses" as well as System Development Charges.

Proposed Ordinance- An Ordinance Establishing Procedures for Public Contracting, Repealing Ordinance No. 1318 as Amended, and Declaring an Emergency

CM Martin provided Council with a summary document regarding a proposed ordinance outlining the City's purchasing and contracting policy. He noted that the proposed Ordinance adds sections 2 – 20 of the existing Municipal Code Chapter 2.32. He said that the State of Oregon has over reaching public procurement requirements that the City can follow or use the provisions of the City's own rules which can be more flexible than the State in certain areas. The City's present procurement ordinance has a relatively low purchasing authority threshold of \$5,000; the proposed threshold will be \$100,000. He said the proposed Ordinance will address the low limits but also give the City all of the flexibility that the Oregon State Procurement Laws ORS 279 will allow a local jurisdiction to have. He noted that a purchasing manual will be created that will be much easier to read than thirty six pages of ordinance.

Councilor Johnson excused herself from the meeting at 6:57pm and returned at 7:15pm.

Mayor Smith asked if the City can update the municipal code annually. CR Bryant stated that the City contracts updates to the municipal code approximately every three years. She stated that it can be done annually but the cost will be greater.

Proposed Ordinance- An Ordinance of the City of Toledo Granting a Cable Television Franchise to Falcon Telecable, a California Limited Partnership DBA Charter Communication, and Fixing Terms, Conditions and Compensation of Such Franchise and Repealing Ordinance No. 1189

CM Martin provided Council with a summary of the proposed non-exclusive Franchise Agreement with Charter Communications to construct, operate and maintain a Cable System within the City of Toledo. The franchise fee is set a 5% and the agreement provides for free basic cable service and converter boxes to five public buildings and basic service to all elementary and secondary Public School and public library buildings within the service area. The term of the proposed franchise agreement is ten years.

Additional Council Comments

Councilor Dunlap noted that Charter Communications cannot provide phone service at her residence on Main Street.

Mayor Smith stated that she attended a Cascades West Council of Governments (COG) Mayors meeting in Corvallis. The group discussed a potential economic development regional program that could be beneficial to this area. She also noted that COG is researching the possibility of a regional fertilizer plant that can alleviate sewage sludge disposal issues.

City Manager Comments

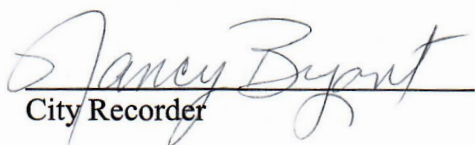
CM Martin commented on the following:

- He was unable to prepare the Contribution Committee's recommended policy changes for Council discussion at this meeting. He will bring that information to Council at its May work session.
- The City budget is coming together.
- The City is hosting the League of Oregon Cities Small City Regional meeting on May 5, 2017. It will be held in the City Hall Council Chambers from 11am to 1pm. The topics of interest will include affordable housing and a round table sharing of ideas and issues. He will send an email reminder to Council.
- He reminded Council that the first Budget Committee meeting will be held May 3rd from 6:30-7pm and May 9th at 5:30pm in lieu of the regular scheduled Council work session.

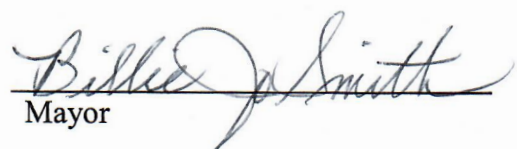
Adjournment:

Mayor Smith adjourned the meeting at 7:43pm.

ATTEST:


City Recorder

APPROVE:


Mayor