

REGULAR SESSION

June 7, 2017

Mayor Billie Jo Smith called the meeting to order at 7:06pm. Councilors present: Jerry Seth, Jackie Kauffman, Josh Smith, Deanne Dunlap, Michele Johnson, and Council President (CP) Terri Strom.

Staff present: City Manager (CM) Craig Martin, Finance Director (FD) Polly Chavarria, Public Works Director (PWD) Michael J. Adams, City Attorney/Planner (CA) Michael E. Adams, Library Director (LD) Deborah Trusty, City Recorder (CR) Nancy Bryant, and Police Chief (PC) Dave Enyeart.

Visitors present: Bill Farley, Brian Timme and Callie Hair.

Visitors/Public Comment

There was no public comment.

Consent Calendar

Motion-it was moved and seconded (JSmith/Kauffman) to approve the consent calendar consisting of the City Budget Committee minutes of May 3rd & 9th, 2017 and Surplus equipment from Public Works Water Treatment Plant. **Motion passed 7-0.**

Discussion and Information Items

Committee Updates

Councilor JSmith reported that he attended the recent Cascades West Area Commission on Transportation meeting.

Mayor Smith reported that she attended a recent Council of Governments Board meeting.

City Planner Position- Budget Item

Councilor Seth stated that he would like to talk about the City's need for a full-time Planner. He noted that the Budget Committee minutes shows that the committee discussed the need for a city planner. He stated that he has been criticized for asking for a planner without describing what a full time planner would do. Councilor Seth noted that he believes some of the topics that are important for a planner to address are; affordable housing, incentives for new construction by potentially adjusting SDCs, tiny homes, care for the homeless, economic development and capital outlay. He then noted that these items do not show up on the Council agendas.

Councilor Johnson noted that she doesn't know how to get the ball rolling on this. She said there needs to be people willing to sell land at a reasonable price and with the SDC costs, people who are trying to buy a tiny home on a budget may not be able to afford those costs.

Councilor Seth noted that the first step is to place the topic on a work session agenda so that Council can have the discussion and determine what it wants for the future. Councilor Johnson suggested an afternoon work session with just the affordable housing topic on the agenda.

Mayor Smith stated that the joint meeting with the Planning Commission, scheduled for June 13th, will include a guest speaker who will talk about this subject. She stated that she is hoping that Council members and the Planning Commissioners will come out of that meeting with the knowledge of what is needed to create a housing plan for both affordable housing and workforce housing.

Mayor Smith noted that other local cities have developed housing plans and Toledo needs to do the same. Councilor Seth noted that there is a city property inventory of which there are at least two properties that are buildable and could be sold. Mayor Smith stated that the housing plan would also include private property. Councilor Johnson noted that there are many older homes in this area that are for sale but the prices are too much for the condition of the homes.

Councilor Seth stated that he spoke with Planning Commission President Anne Learned Ellis and she related to him that the Planning Commission has reviewed the Toledo Municipal Code and that tiny houses may be possible in Toledo with minor code changes. He believes that with Council encouragement that the Planning Commission will move forward with that concept.

Councilor Dunlap stated that she has noticed several vacant houses in Toledo and many are not posted for sale. Many of the vacant houses have serious issues. Mayor Smith stated that some of the vacant houses are owned by banks. Mayor Smith then suggested saving this part of the discussion for the joint meeting with the Planning Commission.

The group also discussed the need for a building code inspector and how building permits are processed by Lincoln County and in Toledo. Mayor Smith requested staff add "building code inspections" as an agenda item to the next joint meeting with the Council Commissioners. Councilor Seth noted that when the building permits are processed through the County, the City's code may not always be addressed. Councilor Johnson agreed with Councilor Seth's statement.

Councilor Seth stated that Council needs to make a decision regarding a planner. He said that the reason it is important to have a dedicated planner is that they speak a different language than attorneys. He noted that the issues are not about the current planner but the combination of the planner/attorney position. Councilor Johnson said she understands the need to separate the position.

Mayor Smith stated that Council does need to discuss the issue further but it can't make a decision to hire a full time planner because this is only a discussion item on this agenda. She then stated that the City Attorney/Planner will be on military leave and the position may not change for at least 90 days.

CM Martin stated that as he is seeking a temporary replacement for the planner position and he will be evaluating the position if the City Planner is unavailable for an extended time period. He noted that the current Attorney/Planner position is not always an even workload split. He will make a recommendation to Council regarding filling the City Attorney position in CA Adams absence.

PC Enyeart asked if Council has given direction to the current Planner and provided him the opportunity to do the job. Mayor Smith stated that Council needs to discuss what it wants the Planner to do.

Councilor Johnson noted that when the current City Attorney was hired there was a large amount of backlog of responsibilities to accomplish. She said now it is time to regroup and look at the workload.

Councilor JSmith asked if this will be a topic on the joint work session with the Planning Commission. CM Martin stated that the work session agenda item is affordable housing options

Decision Items

Request to Close Main Street for a Classic Car and Motorcycle Show

CM Martin reported that Brian Timme, on behalf of Ultrasonic Events has applied for an Outdoor Public Event Permit to authorize the 25th Anniversary of the Classic Car and Motorcycle Show and to request that Main Street be closed to traffic from 3rd Street NW to 1st Street SE from 2am to 6pm on June 24, 2017. City Staff have reviewed the Outdoor Event Permit application and has recommended approval of the request.

Public Comment:

There was no public comment.

Motion- it was moved and seconded (JSmith/Strom) to approve the closure of Main Street on Saturday June 24, 2017 from 2am to 6pm for a Classic Car and Motorcycle Show.

Motion passed 7-0.

Recommendation to OLCC for Temporary Use of a Liquor License made by Holy Toledo

CM Martin reported that the Holy Toledo Tavern has applied to the Oregon Liquor Control Commission (OLCC) for a temporary use of its annual license to facilitate a beer garden during a Classic Car and Motorcycle Show. The applicant is requesting the beer garden during the event on Main Street, Toledo on June 24, 2017. Police Chief Dave Enyeart has reviewed the application and has no objection to recommending approval of the application. The required City of Toledo Beverage License fee is paid in full.

Councilor Johnson noted her appreciation that Holy Toledo Tavern is prepared to participate in the Car and Motorcycle Show.

Public comment:

Brian Timme stated that he has taken an inventory of the businesses on Main Street that will be open during the event.

Motion- it was moved and seconded (Kauffman/Johnson) to recommend approval of the application for an OLCC Temporary Use of an Annual License made by Holy Toledo.

Motion passed 7-0.

Reports and Comments

Department Reports

In the absence of the City Attorney/Planner and Public Works Director, CM Martin reported the following:

- The Council's joint work session with the Toledo Planning Commission scheduled for June 14th has been changed to June 13th beginning at 5:30pm.

- A meeting has been scheduled for June 28th from 4:30pm to 8:30pm at the Oregon Coast Community College regarding the new flood insurance rate maps and FEMA flood plain maps.
- The June 21st Council agenda will include awarding a contract for the Alder Lane water line project, the Slurry Seal project as well as the contract for street and sidewalk striping.
- Staff is working on the Butler Bridge Force Main improvement bid advertisement.
- Staff is working to finish the repairs from the landslide near the City water tank on Magnolia.
- Interviews for the new Operations Supervisor position are scheduled for the end of June.

City Manager Report

CM Martin provided a written report, highlights are as follows:

- City Council toured the former Columbia Bank Building on June 7th.
- The Joint City Council and Planning Commission meeting is scheduled for June 13th.
- He has attempted recruitment for a part time City Planner.
- Dahl Disposal has submitted a 2017 Solid Waste Disposal Rate Review.
- A Classic Car and Motorcycle Show is scheduled for June 24th.
- He has received requests for the use of the Toledo Industrial Park property and Memorial Field for viewing the eclipse. He noted that he has notified interested parties that the public safety resources in Toledo will be thin during the event.
- The Municipal Swimming Pool has been closed for a week because of system equipment failure. Repair parts may need to be fabricated because the manufacturer is no longer in business.

Councilor Smith stated that Council needs to have a new discussion regarding how much the City is going to spend on pool repairs. CM Martin stated that it is his understanding that the City will continue and keep the facility in operation at its current level through February of 2018. He estimated that the current repair will cost \$4,000 to \$5,000 but if the cost were \$30,000 to \$40,000 for a new system it would be a different conversation. The City has budgeted funds for minor repairs. The reserve funds that Council may decide to donate to the Greater Toledo Pool Recreation District could be absorbed by future repairs before the District takes position of the facility.

Councilor Smith asked if there is a set timeline for the Pool Transition Committee meetings. He noted that he and Councilor Seth are both on that committee. CM Martin stated that the District's Board of Directors will not take office until July 1, 2017. Once they are officially sworn in the City and the District will meet to negotiate an intergovernmental agreement regarding the transfer of the assets and any ongoing financial support.

Council Comments

Councilor Johnson asked what the percentage is of citizens who pay online for the water bills. FD Chavarria stated that the City currently has 150 customers signed up for autopay. Councilor Johnson suggested that it might be good to remind customers that the option is available. FD Chavarria also noted that the department is reviewing the costs to improve what is visible to those who are paying online.

Councilor Johnson referred to a recent bulletin from the League of Oregon Cities regarding Council and staff relationships. She noted that she likes having staff input and she believes that the team relationship is something that the City can work on. CM Martin stated that he has engaged a Management Consultant to perform a management review exercise that will involve City staff and

Council is welcome and encouraged to participate. He said the review will cover communication and it will identify ways that the City can hopefully improve communications. Michelle Kennedy will be contacting Council and staff to set up an opportunity for each to speak to her one-on-one. The interviews will be scheduled for June 12th and 13th.

Councilor Smith suggested having department heads attend Council meetings at least once per month or once per quarter. He would like department heads to know that he would like to hear their opinions.

Councilor Smith asked if the amount budgeted for Credit Card Fees is a reasonable amount. CM Martin stated that either the City pays the fees or it is passed onto the customers utilizing the services. FD Chavarria noted that the City made a bank change about three years ago and cut the cost to about half. She also noted that the City pays a very small percentage over the actual exchange rate paid for each transaction. She also noted that there are prohibitions to passing the fee onto the customers.

Councilor Smith asked what personnel position is the City currently paying Barrett Services for. CM Martin stated that it is a seasonal position in the grounds crew.

Councilor Seth asked when Council will be asked to make a decision regarding the purchase of the former Columbia Bank building. CM Martin stated that depending on the findings during the 90 day non-disclosure period, staff will bring the decision to Council at either a regularly scheduled meeting or a special meeting. He said if Council's decision is to accept the purchase then all the terms and conditions will be subject to that. If Council chooses to decline the purchase then information regarding the negotiated terms of purchase will not be public information.

Councilor Kauffman asked if there are two cars traveling past the City radar cameras and only one is speeding, which vehicle does the radar camera takes a picture of. PC Enyeart said the camera will take a picture of both vehicles. He also noted that no citations have been issued from the radar camera pictures.

Councilor Seth noted that the Municipal Court docket was full. PC Enyeart noted that the new officers are very active and happy to be a part of the community. PC Enyeart also noted that a number of citations were issued during the recent cross walk education exercise.

Mayor Comments

Mayor Smith commented the following:

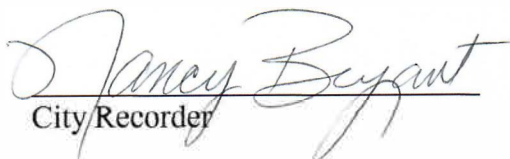
- She will attend the Thursday Street Market and she encouraged Councilors to join her.

CM Martin noted that the Union Hall has authorized all participants of the Street Market and displaced staff to use its parking lot on Thursdays.

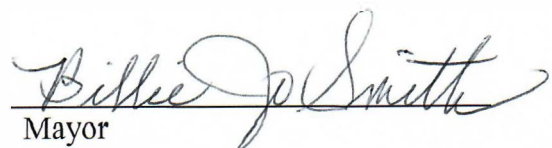
Adjournment:

Mayor Smith adjourned the meeting at 08:58pm.

ATTEST:


City Recorder

APPROVE:


Mayor