



City Hall
206 N. Main St.
Toledo, Oregon 97391
6:00 p.m.

TOLEDO CITY COUNCIL
Regular Meeting – also via Zoom Meeting Platform
October 2, 2024

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 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 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. **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).
3. **Consent Agenda**
Minutes from the regular meeting held March 20, 2024
4. **Discussion Items**
There are no items for consideration
5. **Decision Items**
 - Consideration to fill the position of Assistant Library Director
6. **Reports and Comments**
 - Committee updates
7. **Adjournment**

Comments submitted in advance are preferable. Comments may be submitted by e-mail at lisa.figueroa@cityoftoledo.org. The meeting is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting by calling city offices at (541) 336-2247.

**TOLEDO CITY COUNCIL
REGULAR MEETING
March 20, 2024**

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 Kim Bush
X		Councilor Jackie Kauffman
X		Councilor Tracy Mix
X		Councilor Frank Silvia
X		Councilor Jackie Burns
X		Councilor Stu Strom

Staff present: City Manager (CM) Doug Wiggins, City Recorder (CR) Lisa Figueroa, Finance Director/Assistant City Manager (FD) Amanda Carey, City Attorney (CA) Mike Adams, Police Chief (PC) Michael Pace, Fire Chief (FC) Larry Robeson, Interim Library Director (LD) Harrison Baker

PROCLAMATIONS/PRESENTATIONS

Presentation – Georgia Pacific Mill

Public Affairs Manager Andrea Formo, Project Manager Caleb Unema and Environmental Manager Scott Austin provided a presentation to the City Council in regards to a repair to an effluent line (a copy of the presentation was archived with the meeting packet). Ms. Formo noted Georgia-Pacific Mill will host a series of Town Halls this Spring at various locations.

Proclamation – Mayor Cross read a proclamation recognizing the Toledo High School wrestling team for

VISITORS/PUBLIC COMMENT

There were no comments.

CONSENT AGENDA

Minutes from the meeting held December 6, 2023

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

DISCUSSION ITEMS

Draft resolution establishing a Nepotism and Personal Relationships in the Workplace Policy

CM Wiggins presented the council report. He noted several instances in a small town where there could be nepotism issues and indicated to be in compliance with state law, a draft policy is before the Council for consideration. CA Adams provided clarification on the policy and included

1 information on the process of task re-assignment in the instance there is a direct connection
2 between a supervisor and employee. He implied the policy's flexibility would allow employees to
3 be in a personal relationship but not be in direct supervision of one another. Several Council
4 members expressed appreciation for the policy and its flexibility so it allows the City to retain
5 employees. There was a question in regards to how the policy affects volunteers and CA Adams
6 responded the policy excludes volunteers from this policy.
7

8 **Motion** – It was moved and seconded (Silvia/Mix) to move this item to a decision item on the
9 agenda and it carried six to one with Councilor Strom opposed.
10

11 CA Adams suggested adding subject to ORS 659.309 (as amended). The Council concurred they
12 could do that when they get to the motion.
13

14 **DECISION ITEMS**

15 **Draft resolution establishing a Nepotism and Personal Relationships in the Workplace Policy**

16 **Motion** – It was moved and seconded to approve Resolution No. 1546, a resolution of the Toledo
17 City Council establishing a Nepotism and Personal Relationships in the Workplace Policy as
18 amended and it carried six to one with Councilor Strom opposed.
19

20 **Resolution No. 1545 creating a committee to review the City Charter**

21 CR Figueroa presented the council report and summarized the Council's consideration to establish
22 a committee to review the City Charter for any proposed changes. She indicated the council report
23 lists several citizens who were willing to serve on the Committee. She reviewed the timeline for
24 when the resolution to submit the ballot title to the county and a final amendment to the resolution
25 language regarding the makeup of the Committee.
26

27 **Motion** – It was moved and seconded (Bush/Mix) to approve Resolution No. 1545, a resolution
28 of the Toledo City Council creating a committee to review the City Charter and appointing the
29 individuals as presented to the committee and the motion carried unanimously.
30

31 **Contract approval for a Springbrook Software upgrade**

32 FD Carey updated the Council on the status of the software upgrade to the Springbrook platform.
33 She said she was contacted by the merchant, who indicated they could upgrade the software with
34 the credit card conversion simultaneously. She said the payment would not be required until after
35 the start of the fiscal year. She said the training provided to staff will be recorded and available
36 afterwards and with the upgrade going to the cloud, it will be updated automatically whenever
37 there are updates.
38

39 **Motion** – It was moved and seconded (Mix/Silvia) to approve a contract with Springbrook to
40 upgrade to Springbrook Enterprise Cloud software and authorize the City Manager to sign and
41 execute the contract and the motion carried unanimously.
42

43 **Grant award contract with the Department of Land Conservation & Development to bring 44 compliance with the newly adopted HB 3395 and other rules**

45 CM Wiggins provided the council report and indicated the City applied for a \$10,000 grant through
46 Department of Land Conservation & Development (DLCD) to help in the costs to bring the land

1 use laws into compliance with HB 3395. He said it will help with the costs for Contract Planner
2 Justin Peterson's time.

3
4 **Motion** – It was moved and seconded (Bush/Mix) to authorize the City Manager to sign the grant
5 agreement contract from Department of Land Conservation & Development for bringing our local
6 land use laws into compliance with House Bill 3395 and the motion carried unanimously.

7
8 **Consideration to increase the City Manager's annual salary to \$120,000**

9 CR Figueroa presented the council report and indicated following CM Wiggin's six month review
10 and per his contract, he is to receive a \$5,000 pay increase from \$115,000 to \$120,000.

11
12 **Motion** – It was moved and seconded (Burns/Bush) to increase the City Manager's annual salary
13 to \$120,000 effective March 1, 2024 and the motion carried unanimously.

14
15 **1. REPORTS AND COMMENTS**

16 CR Figueroa updated the Council on the Ammon Tank Reservoir flyer, which was distributed from
17 the Post Office through every door direct mailing. She said she would update the website as well
18 with the flyer and other information regarding the Reservoir. She indicated there will be an Urban
19 Renewal Agency meeting next week.

20
21 FC Robeson updated the Council on recent department activities including rope trainings, open
22 houses, etc.

23
24 The Council inquired about the status of the restrooms at Memorial Field and CM Wiggins updated
25 them. He said construction could begin once insurance concludes their investigation. The Council
26 questioned whether the person would be responsible for restitution and staff indicated that person
27 would be responsible.

28
29 PWD Lorimor reported to the Council. He said the water line extension is underway but they found
30 an old weigh station for trucks, which they will need to get through to install the water line. He
31 said the repair to the crossing at Butler Bridge Road was completed.

32
33 There was discussion about the upcoming budget season and FD Carey suggested a Council budget
34 for Council expenses and events during the year including promotional expenses.

35
36 CA Adams updated the Council on current projects he was working on such as code updates and
37 the recreation center.

38
39 LD Baker updated the Council on upcoming library projects and activities, such as the Lotus
40 lantern workshop.

41
42 CM Wiggins said the City's spreading license was removed. He said the location was a backup
43 location and he is seeking other alternatives. He noted the City received \$640,000 for Olalla
44 Meadows and the money will go to water infrastructure upgrades. He said he spoke to
45 Representative Gomberg, who indicated police and fire stations were removed from the table, but
46 he said he will present a state wide measure specifically for police and fire.

1 Mayor Cross commented about his trip to Washington D.C. and meeting with Representative
2 Hoyle in regards to more funding on the coast. He reported on the Economic Development meeting
3 he attended recently and said the Economic Development Alliance of Lincoln County has been
4 proactive and building partnerships with several organizations in the County.

5
6 **ADJOURNMENT**

7 The meeting adjourned at 8:35 p.m.

8
9 Approve:

Attest:

10
11
12 _____
13 Mayor Rod Cross

City Recorder Lisa Figueroa



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
3.To sustain and expand an inclusive and welcoming work environment, with a focus on enhancing retention rates.	October 2, 2024	Consideration to fill the position of Assistant Library Director
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Library Director H.Baker	City Recorder L.Figueroa	City Recorder L.Figueroa

Recommendation:

Motion to authorize Interim City Manager Carey approval to hire the selected candidate for the Assistant Library Director position.

Background:

Staff recently opened recruitment for the Assistant Library Director position and proceeded through the hiring process. A candidate was selected; they accepted the conditional job offer and have gone through the background check.

Per Chapter V, section 20(7), of the City Charter; “...A *manager pro tem* shall possess the powers and duties of city manager, except that the *manager pro tem* may appoint or remove personnel only with the approval of the majority of all members of the council.

Staff requests the Council authorize Interim City Manager Carey the authority to hire the candidate for the Assistant Library Director position.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown	2024-2025	N/A

Attachment:

None