



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

TOLEDO CITY COUNCIL
Regular Meeting – also via Zoom Meeting Platform
November 20, 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. **Presentations**
Presentation – Library Director Harrison Baker
3. **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).
4. **Consent Agenda**
Minutes from the meetings held May 1, 2024, May 15, 2024 and September 17, 2024 and the executive Session held September 17, 2024
5. **Discussion Items**
 - 2025 master meeting calendar
6. **Decision Items**
 - Consideration to fill the positions of Municipal Maintenance Worker II and Equipment Maintenance Mechanic
7. **Reports and Comments**
 - Committee updates
8. **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
May 1, 2024**

**JOINT MEETING WITH THE GREATER TOLEDO POOL & RECREATION
DISTRICT (GTPRD)**

GTPRD Board members present: Kay Chambers, Peter Vince, Roy Kinion, Rachel Wallace and District Manager Hal Wallace

Discuss lease of property

CM Wiggins provided information and indicated the GTPRD requested a long-term lease, but he indicated the current lease was extended for 99 years in 10-year intervals. It was implied CA Adams could amend the lease so the intent of the lease is understandable.

Water/funding allocation

CM Wiggins indicated there was a supplemental agreement with the pool in 2021, He said when the pool was transferred to the District, and there were several leaks and a high usage of water. He said at that time, the City offered to offset the high usage by paying the District in water. He said that agreement earlier this year. He said the final payment was \$33,848.60. He believes the GTPRD will seek another supplemental agreement. Mr. Wallace said the Board will not seek anything at this time, however they may revisit the topic when as they proceed with a new building.

The Council recessed at 5:48 p.m. and reconvened at 6:00 p.m.

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, Interim Library Director (LD) Harrison Baker

PRESENTATIONS

Presentation – Detective Badge Ceremony

PC Pace presented Officer Dalynn Shinholster with the Detective badge.

1 **Presentation – Library Board Presentation**

2 Library Board Eric Erickson addressed the City Council and reviewed the roles and responsibilities
3 of the Board and its members. He indicated the responsibilities of the Board are unclear and
4 requested the resolution that established the Board be repealed. He commented the Board
5 expressed interest in increasing student involvement and would like to add a seat for a high school
6 student. The Council asked CA Adams to meet with Mr. Erickson to review the Board's role.
7

8 **Presentation – Lincoln County 2024 Report to Community**

9 Lincoln County Public Information Officer Kenneth Lipp and County Commissioner Kaety
10 Jacobson provided a presentation to the Council (copy included in the city council packet). He
11 noted 33 people were connected to housing through the warming shelter, five of which were from
12 Toledo and two of them were veterans. He said the County plans to host another warming shelter.
13 He commented on the budget for the shelter and indicated the County would appreciate any
14 funding the City could provide. They answered questions from the City Council.
15

16 **Presentation and Funding request – Toledo History Center & Yaquina Railroad Historical**
17 **Society**

18 Toledo History Center Volunteer Brenda Brown and Yaquina Railroad Historical Society (YRHS)
19 Director Lisa Watson addressed the Council about their organizations. They provided history about
20 their organization. Ms. Watson indicated the YRHS is assisting with the relocation of a model
21 railroad, into the space below community member Barry Bruster's storefront on Main Street. Both
22 organizations requested funding assistance in the next fiscal year.
23

24 **1. VISITORS/PUBLIC COMMENT**

25 There were no comments.
26

27 **2. CONSENT AGENDA**

28 **Minutes from the meeting held on January 17, 2024**
29

30 **Motion** – It was moved and seconded (Strom/Mix) to approve the consent agenda as presented
31 and the motion carried unanimously.
32

33 **3. DISCUSSION ITEMS**

34 There were no items for consideration.
35

36 **4. DECISION ITEMS**

37 **Request for continuation of funding support – Lincoln County**

38 The Council deliberated how much they could offer to support the program. Following discussion,
39 the Council considered donating \$5,000 but asked the topic come back to a future meeting.
40

41 **Resolution No. 1548, establishing a policy related to signs placed on the Dairy Queen sign**
42 **posts and at the East and West Junction entrances into the City of Toledo**

43 CA Adams reviewed the council report included in the packet. He said it is limited to the temporary
44 portable signs and banners on the two posts in the right-of-way across from Dairy Queen and signs
45 that are on the East and West Junction into town. The Council asked for clearer language under

1 Section 4 for clarity on the removal and installation of signage and asked it be brought back to a
2 future meeting.

3
4 **Approve Change Order #2, to complete Phase 1 of the Public Safety Building remodel**

5 CM Wiggins provided the council report.

6
7 **Motion** – It was moved and seconded (Mix/Bush) to approve Change order #2 for \$354,698 to be
8 allocated in the 2024-2025 budget to complete Phase 1 of the Public Safety Building remodel and
9 authorize the City Manager to sign and execute the agreement and the motion carried unanimously.

10
11 **5. REPORTS AND COMMENTS**

12 Department Directors reported to the Council on current projects.

13
14 There was Council discussion in regards to System Development Charges transfers in the budget
15 related to the Blackberry development project. Staff indicated it could be addressed in the new
16 fiscal year after the budget has been adopted.

17
18 CM Wiggins updated the Council on the Olalla Meadows project with Northwest Coastal Housing
19 (NWCH) related to the \$640,000 funding. He indicated once the City signs the agreement, the City
20 is bound to complete its portion (infrastructure) within two years or the City will have to pay back
21 the state. He said NWCH will have 36 months to complete their end and they will be required to
22 pay back the state.

23
24 The Council provided updates on committee meetings they attended.

25
26 **6. ADJOURNMENT**

27 The meeting adjourned at 8:30 p.m.

28
29 Approve:

Attest:

30
31
32 _____
33 Mayor Rod Cross

City Recorder Lisa Figueroa

**TOLEDO CITY COUNCIL
REGULAR MEETING
May 15, 2024**

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 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, Public Works Director (PWD) Brian Lorimor, Accounting Clerk (AC) Marli Burke

2. PRESENTATIONS

FD Carey introduced Marli Burke as the new Accounting Clerk to the City Council.

Presentation

PC Pace introduced Scott Hayes, Executive Director of the Northwest Accreditation Alliance. Mr. Hayes provided history on their organization; he commented on the Toledo Police Department's efforts to achieve their accreditation and highlighted the accomplishments of the department. He noted the Toledo Police Department is one of two agencies in the state to hold dual accreditation for law enforcement and communications.

3. VISITORS/PUBLIC COMMENT

Tyler Watkins, citizen addressed the Council. He requested assistance from the City Council to help fund the construction of a room for the wrestling mat club. The Council requested this item be brought to a future meeting for consideration.

4. CONSENT AGENDA

There were no items for consideration.

5. DISCUSSION ITEMS

There were no items for consideration.

1 **6. DECISION ITEMS**

2 **Resolution No. 1548, A resolution establishing a policy related to signs placed on the Dairy**
3 **Queen sign posts and at the East and West junction entrances into the City of Toledo**

4 CA Adams presented the council report and reviewed the amendments requested by the City
5 Council.

6
7 **Motion** – It was moved and seconded (Silvia/Bush) to approve Resolution No. 1548, a resolution
8 of the Toledo City Council establishing a policy related to signs placed on the Dairy Queen
9 signposts and at the East and West junction entrances into the City of Toledo, and directing City
10 Staff and the motion carried unanimously.

11
12 **Consider funding support for Lincoln County Health and Human Services Community**
13 **Shelter and Resource Center (Emergency Winter Shelter Program)**

14 CR Figueroa summarized the council report and the Council deliberated how much funding they
15 could provide to the program.

16
17 **Motion** – It was moved and seconded (Bush/Strom) to direct staff to allocate \$5,000 from the
18 2023-2024 fiscal year City Council Strategic Fund, Special Purchases line item in support of the
19 Lincoln County Emergency Winter Shelter Program and the motion carried with six in favor and
20 Councilor Silvia opposed .

21
22 **Update to the Toledo Public Library policies**

23 CA Adams provided the council report and indicated the policies were due for an update and
24 highlighted significant changes to the policies. The Council reviewed the policies and asked
25 clarification questions of staff. Following discussion the Council suggested several minor changes
26 to the policy and asked it be brought back at a future meeting for approval.

27
28 **Resolution No. 1549, a resolution adjusting the rates and charges to be paid by the users of**
29 **the water system of the City of Toledo and repealing Resolution No. 1521**

30 CM Wiggins presented the council report. FD Carey summarized the rate information included in
31 the packet. The Council reviewed the information and noted the City's rate increases are not
32 increasing as much as neighboring communities.

33
34 Jim Chambers, resident asked if the information could be included in the newsletter and the
35 Council concurred.

36
37 **Motion** – It was moved and seconded (Silvia/Bush) to approve Resolution No. 1549, A resolution
38 of the Toledo City Council adjusting the rates and charges to be paid by the users of the water system
39 of the City of Toledo and repealing Resolution No. 1521 and the motion carried unanimously.

40
41 **Resolution No. 1550, a resolution adjusting rates and charges to be paid by the users of the**
42 **sewerage system and repealing Resolution No. 1514**

43 CM Wiggins presented the council report and FD Carey summarized the rate information included
44 in the packet.

1 **Motion** – It was moved and seconded (Bush/Silvia) to approve Resolution No. 1550, a resolution
2 of the Toledo City Council adjusting rates and charges to be paid by the users of the sewerage system
3 and repealing Resolution No. 1514 and the motion carried unanimously.
4

5 **Resolution No. 1551, a resolution approving a grant agreement with the Department of the**
6 **Oregon State Fire Marshal**

7 FC Robeson provided the council report. He indicated the grant is available through the State Fire
8 Marshall's office and the grant will allow the City to hire seasonal staff for educational and
9 firefighting purposes in the Fire Department.
10

11 **Motion** – It was moved and seconded (Kauffman/Mix) to approve a grant agreement with the
12 Department of the Oregon State Fire Marshal and authorizing the City Manager or their designee to
13 sign and execute the grant agreement.
14

15 **Consider an amendment to the Greater Toledo Pool and Recreation District Lease**

16 CA Adams presented the council report as a follow up to a previous discussion the Council held
17 with the Greater Toledo Pool and Recreation District. He reviewed the changes within the
18 agreement.
19

20 **Motion** – It was moved and seconded (Bush/Burns) to approve Amendment No. 1 to the Greater
21 Toledo Pool and Recreation District lease and the motion carried unanimously.
22

23 **Consider an amendment Municipal Court Judge Services Contract**

24 CA Adams reviewed the council report and noted the change to the contract is in regards to the
25 Pro-Tem Judge's pay, which would be equivalent to the Municipal Judge.
26

27 **Motion** – It was moved and seconded (Silvia/Bush) to approve Amendment No. 2 to the Municipal
28 Court Judge Services Contract and the motion carried unanimously.
29

30 **Contract award – Black Rock Underground, LLC for Phase 1A of Mill Creek raw water line**
31 **replacement**

32 CM Wiggins provided the council report and indicated the project will complete Phase1
33 completely and the bid for the project came in less than anticipated.
34

35 **Motion** – It was moved and seconded (Bush/Kauffman) to approve a contract with Black Rock
36 Underground, LLC for Phase 1-A of the Mill Creek raw water line project and authorize the City
37 Manager to sign and execute the contract and the motion carried unanimously.
38

39 **7. REPORTS AND COMMENTS**

40 Directors provided updates on their departments and upcoming events in the City.
41

42 The Council provided updates of meetings they attended and they the discussed the impact of
43 volunteerism in the community.
44
45
46

1 **8. ADJOURNMENT**

2 The meeting adjourned at 8:45 p.m.

3
4 Approve:

5
6
7 _____
Mayor Rod Cross

Attest:

City Recorder Lisa Figueroa

DRAFT

TOLEDO CITY COUNCIL
EXECUTIVE SESSION
September 17, 2024

1. EXECUTIVE SESSION

Mayor Rod Cross called the Executive Session to order at 8:00 p.m. electronically via Zoom in Toledo, Oregon. He read the declaration of meeting in Executive Session under the provisions of ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection and ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Representatives of the news media and designated staff were allowed to attend the Executive Session. All other members of the audience were prohibited. Representatives of the news media were specifically directed not to report on any of the deliberations except to state the general subject of the session as previously announced.

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
		City Manager Doug Wiggins
		Finance Director/Assistant City Manager Amanda Carey
X		City Recorder Lisa Figueroa
X		City Attorney Mike Adams
		Fire Chief Larry Robeson
		Police Chief Mike Pace
		Interim Library Director Harrison Baker
		Public Works Director Brian Lorimor

Others Present:

Finance Director Amanda Carey arrived at 8:20 p.m.

No decisions were made in Executive Session.

2. ADJOURNMENT

The Executive Session adjourned at 8:32 p.m.

APPROVE:

ATTEST:

Mayor Rod Cross

City Recorder Lisa Figueroa

**TOLEDO CITY COUNCIL
MEETING
September 17, 2024**

CALL TO ORDER

Mayor Rod Cross called the meeting to order at 8:34 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 Recorder (CR) Lisa Figueroa, Finance Director/Assistant City Manager (ACM) Amanda Carey, City Attorney (CA) Mike Adams

DECSION ITEMS

Consideration of a 99-year lease with Northwest Coastal Housing

CA Adams presented the council report and reviewed several provisions within the agreement in regards to the grant provided by Business Oregon. He highlighted the responsibilities of the City stipulated in the grant. He answered clarification questions from the Council. Following discussion, the Council requested a change to the lease in regards to any liens that have been incurred.

Motion – It was moved and seconded (Silvia/Kauffman) to approve the 99-year lease with Northwest Coastal Housing and delegate Mayor Cross the authority to execute the lease on behalf of the City and delegate the City Attorney to make the changes to the 99-year lease and the motion carried unanimously.

ADJOURNMENT

The meeting adjourned at 8:50 p.m.

Approve:

Attest:

Mayor Rod Cross

City Recorder Lisa Figueroa

2025 Toledo City Council - Master Meeting Calendar

JANUARY						
S	M	T	W	T	F	Sat
				2	3	4
5	6	7	8	9		11
12	13	14	15	16		18
19		21	22	23	24	25
26	27	28	29	30		

FEBRUARY						
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MARCH						
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30	31					

APRIL						
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27	28	29	30			

MAY						
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JUNE						
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29	30					

JULY						
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27	28	29	30	31		

AUGUST						
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31						

SEPTEMBER						
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14	15	16	17	18		20
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28	29	30				

OCTOBER						
S	M	T	W	T	F	Sat
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26	27	28	29	30		

NOVEMBER						
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16	17	18	19	20	21	22
23		25	26			29
30						

DECEMBER						
S	M	T	W	T	F	Sat
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14	15	16	17	18	19	20
21	22	23	24		26	27
28	29	30	31			

 Holidays - City Hall offices closed

 6:00 p.m. City Council scheduled Meeting/Work Session (1st, 3rd & 4th Wednesdays)

 7:00 p.m. Planning Commission Meeting (2nd Wednesday)

 Packet Prep & Delivery day

Dates to consider, due to proximity to holidays: Jan. 1, July 2, Nov. 26, Dec. 24



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
To enhance and sustain public infrastructure and facilities by implementing plans...	November 20, 2024	Consideration to fill the positions of Municipal Maintenance Worker II and Equipment Maintenance Mechanic
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Public Works Director B.Lorimor	City Recorder L.Figueroa	City Recorder L.Figueroa

Recommendation:

Motion to authorize the City Manager Pro-Tem to hire two selected candidates for the Municipal Maintenance Worker II positions and one candidate for the Equipment Maintenance Mechanic position.

Background:

Staff held a recruitment for the Municipal Maintenance Worker II (two positions) and an Equipment Maintenance Mechanic recently and proceeded through the hiring process. Several candidates were selected for the open positions; each one has accepted a conditional job offer and background checks are in process.

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."

The recommendation is to allow the city manager pro-tem to proceed in hiring the positions of Municipal Maintenance Worker II and Equipment Maintenance Mechanic to staff the Public Works department.

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

Attachment:

None