



City Hall
206 N. Main St.
Toledo, Oregon 97391
4:00 p.m.

TOLEDO CITY COUNCIL
Work Session – also via Zoom Meeting Platform
February 26, 2025

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. **Interviews for City Manager (Interim) Pro-Tem**
4:00 p.m. – Roberta Vanderwall
5:00 p.m. – Don Horton
6:00 p.m. – David Clyne
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**
There are no items for consideration
5. **Discussion/Decision Items**
 - Interviews and consideration to appoint a City Manager Pro-Tem (Interim)
 - Authorize approval of Memorandum of Understanding with the Toledo Public Safety Association
 - Discussion regarding Blackberry Hill Road improvements – Mayor Rod Cross
 - Consideration of options and discuss process to recruit a City Manager – Mayor Rod Cross
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.



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	February 26, 2025	Interviews and consideration to appoint a City Manager Pro-Tem (Interim)
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Recorder L. Figueroa	City Recorder L.Figueroa	City Recorder L.Figueroa

Recommendation:

Staff makes no recommendation.

Background:

This discussion is a follow up to the Council conversation held on February 19 in regards to the process to select and appoint a City Manager Pro-Tem (CM).

The Council received three resumes from individuals interested in serving as CM and Council determined they would invite the candidates for interviews on February 26, with a possible decision to fill the CM for an unknown duration.

The Council has the option to offer or not offer the CM to one of the candidates. If the Council decides to offer the position to one of the candidates, they would need to determine a salary and any benefits for the CM, direct staff to prepare a conditional job offer as well as negotiate a contract for the position. If the Council decides to not offer the position to anyone, they will need to discuss filling the CM role in an interim and/or permanent capacity.

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

Attachment:

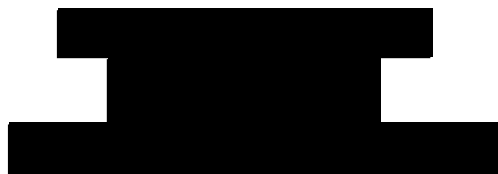
1. Interview questions
2. Candidate resumes



City of Toledo
2025 City Manager Pro-Tem interview questions

1. How do you plan to ensure that employees and department heads consistently follow city policies and protocols?
2. In your view, what are the key steps to rebuilding trust among staff, city leadership, and the community after a period of instability or controversy?
3. How would you handle a situation where a city council member is acting outside of their authority or undermining city policies?
4. Can you walk us through your experience preparing a city budget? What strategies do you use to ensure financial sustainability while meeting community needs?
5. What was the size of the budgets you have worked with, and what was your role in the budgeting process? Do you have experience securing and managing grants to supplement city funding?
6. How do you evaluate department performance to ensure efficiency, transparency, and alignment with city goals?
7. How do you foster a culture of ethical leadership and integrity among city staff and elected officials?
8. How do you ensure open and transparent communication with staff while maintaining necessary confidentiality in personnel and legal matters? Can you provide an example of how you have navigated this balance in a previous role?
9. What experience do you have with union negotiations? How have you successfully navigated challenging negotiations, particularly when faced with unrealistic or excessive demands? Can you share an example of how you reached a fair and sustainable agreement?
10. Have you served as an interim City Manager before? If so, how many times and in what cities? How did you approach maintaining stability and order while operating within the limited capacity of an interim role?
11. As an interim City Manager, how would you navigate overseeing and addressing internal investigations involving city staff or leadership? What steps would you take to ensure a fair, thorough, and unbiased process while maintaining stability within the organization?
12. In your interim capacity, how would you approach recruiting and retaining qualified employees, especially in key leadership roles? What strategies have you used in the past to maintain staff morale and stability during leadership transitions?
13. What is your timeline on availability and are you willing to have a residency in LC during the duration of this appointment?

Roberta L. Vanderwall



Effective Leader ♦ Results-Oriented ♦ Community Advocacy

A dedicated, hard-working professional who thrives on challenges. Extensive experience working with the public and government agencies, navigating, interpreting, and applying local, state, and federal policies and procedures. Strong, effective communicator who works well independently and in groups.

PROFESSIONAL PROFILE

I am a goal-oriented, educated visionary who possesses excellent leadership, administrative and management skills. I take great pride in being balanced, accessible and a progressive leader who leads by example. Proven ability to mentor, coach, motivate, and set a positive example for all employees while pursuing a clearly defined vision. I am a problem solver who embraces and applies best practices to administer practically and prudently. I have earned a reputation for getting the job done by holding others and myself accountable, while possessing uncompromising integrity, honesty, trustworthiness and the highest of ethical standards. I have developed TEAMS who are willing to work together for the betterment of the city.

SUMMARY OF QUALIFICATIONS

I am a seasoned professional with over 30 years of government management and leadership experience, with a record of significant accomplishments in the following areas:

Team building
Government liaison
Policy development
Personnel development
Obtain grants and monitor

Resource management
Legal research & development
Cooperative partnerships
Training

Public safety operations
Labor negotiations
Fiscal management

Professional Experience

Interim City Manager – City of Union	August 2023– January, 2024
Interim County Administrator - Morrow County, Oregon	February 15 – present
Interim City Manager - City of Coquille/GovHR USA	July 2019-November - 2019
Town Manager – Town of Lakeview, Oregon	September 2016 – June 2019
City Manager – City of Nyssa, Oregon	May 2007 – August 2016
Executive Director – Project Dove, Ontario, Oregon	October 2006-May 2007
Town Manager – Town of Lakeview, Oregon	March 2004 – January 2006
Technician - DIRECTV, Boise, Idaho	August 2003–October 2003
Idaho Department of Health & Welfare - (Temporary Position), Boise, Idaho	February 2003 – July 2003
City Administrator/Recorder, City of Mt. Angel, Oregon	November 1997– May 2002
City Administrator/Recorder, City of North Powder, Oregon	March 1993- November 1997

Significant Accomplishments

The following is a small list of accomplishments and projects I have managed to date:

- Managed and implemented large municipal budgets
- Obtained funds to build an \$8.1M Wastewater Treatment Improvement Plant funded by USDA-Rural Development, DEQ and Business Oregon
- Obtained a \$6.24M CDBG Grant/Loan through Business Oregon to build a Water Treatment Plant and System Improvements (In progress)
- Received and worked on grants for the following:
 - Water Master Plan
 - Water Conservation Plans
 - Sewer Facilities Plan
 - Water Rate Study
 - Sewer Rate Study
 - Received \$265,000 Affordable Housing Grant
 - Transportation System Plan - Bicycle Pedestrian Update
 - ODOT Grant - Locust Avenue Improvements
- Implemented a new Development Code in Nyssa
- Received \$1.M from ODOT-JTA Funding for local street improvements
- Approved for \$1.6M STIP project Street Improvement for 2015-2018
- Worked with Warner Canyon Correctional Institute to supply geothermal water to the Correction Facility which entailed drilling a geothermal well and reinjection well
- Union Negotiations for different bargaining units
- Evaluated and implemented administrative policies and procedures to meet City Council's goals and objectives
- Supervised and evaluated the performance of the city departments
- Directed the establishment of administrative standards, goals and objectives.
- Coordinated the activities of city departments to ensure timely, efficient and effective delivery of programs and services in a safe manner.
- Administered the development of procedures of budgets; developed operating and capital budget estimates and targets to guide departments; recommended budget and staffing levels to the City Council; projected budget needs; reviewed and commented on the justification for funding requests; established budget control systems; monitored expenditures to assure compliance with budgets.
- Administered the preparation of City Council meeting agenda and attended Council meetings; made oral and written presentations to the Council and other public and private organizations.
- Have worked with and built relationships with DEQ, OWR, ODOT, OHA, USDA-Rural Development, Business Oregon - IFA, Oregon Housing Authority, Community in Action, Malheur County Economic Development, Snake River Economic Development Alliance, and the Nyssa and Lakeview Chamber of Commerce, just to name a few.
- Researched and submitted grant proposals for capital improvement projects. Monitored and ensured that all grant guidelines, reports and services were provided in compliance with funding source requirements.
- Research and draft all ordinances and resolutions for attorney review.
- Prepare different RFP's for projects

Professional and Personal Reference

Bobbie Hickey, Friend
Jim Hunt, Whittier City Manager, Whittier, Alaska
Tawna Havel, Former Lakeview Finance Director
Ray Rau, Tillamook Police Chief
Marla Roberts, Nyssa City Recorder, CMC
Susan K. Walker, Former Nyssa Mayor/Friend
Duane Petty, Nyssa Public Works Lead Operator
Rick Stokoe, Boardman Police Chief
Jennifer Rose, Former Coquille City Recorder
Lindsay Grogan, Morrow County HR Director
Krista Griffins, Union Utility Clerk
Laura Dodds, Union Office Manager



Additional references provided upon request.



Don Horton Vitae

[REDACTED] | [REDACTED] | [REDACTED]
[REDACTED]

**Summary
Statement**

Poised leader with 38 years of experience in working for local governments culminating with 22 years as the executive director of a park and recreation agency. Proven track record of transforming agencies to be more productive, hire qualified people and deliver project work. I recently retired from government work and now work with agencies to help shape the future of their organization through effective management advisement, human resource consulting, and strategic thinking.

**CORE
QUALIFICATIONS**

- Excellent management and negotiating skills in working with community members and elected officials
- Effective project management delivering over \$500 M in capital improvement projects over the past 28 years
- Comprehensive understanding of human resources issues including effective recruitment of executive level positions over the past 22 years
- Highly effective evaluation and restructuring of organizations to meet desired outcomes and to become more productive

**Key
Accomplishments**

- Executive Director/Director of two National Gold Medal Agencies
- Executive Director of a two-time national accredited agency
- 13 years as Oregon Recreation and Parks Association Legislative Committee Chair
- Award recipient of Oregon Recreation and Park Association and Southwest Park and Recreation Institute's highest honors

Education

Master of Science | Baylor University
Waco, Texas

Bachelor of Science | Park Administration
Texas Tech University, Lubbock Texas

Work Experience

- **Executive Director, Bend Park and Recreation District**
Bend, Oregon
- **Director of Park and Recreation, City of Allen**
Allen, Texas
- **Superintendent of Parks, City of Waco**
Deputy Park and Recreation Director, City of Waco
Waco, Texas
- **Maintenance and Construction Supervisor, City of Carrollton**
Carrollton, Texas

References

Sheila Reed, Assistant to the Executive Director
Bend Park and Recreation District

[REDACTED]

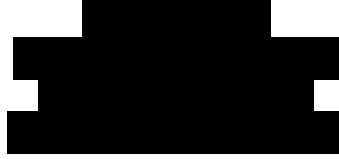
Nathan Hovekamp, Elected Board Member
Bend Park and Recreation District

[REDACTED]

Deb Schoen, Elected Board Member
Bend Park and Recreation District

[REDACTED]

DAVID CLYNE, ICMA-CM¹ - Retired



SUMMARY OF QUALIFICATIONS

- ICMA Credentialed Manager and designated lifetime member of ICMA and OCCMA
- Former OCCMA/ICMA Senior Advisor
- 40 plus years City Management Experience, including three as Deputy City Manager
- Private sector experience includes operating my own small law practice and consulting services
- Masters in Public Administration
- Juris Doctor (law degree)
- Certified Mediator
- Board Member (past) – League of Oregon Cities
- 2x Board Member (past) – Oregon City/County Managers Association
- Licensed Attorney – Colorado (inactive)
- Licensed Water/Wastewater Operator – Colorado (expired)
- Licensed Real Estate Broker – Colorado (expired)
- Licensed Title Examiner – Colorado (expired)
- Numerous collective bargaining contracts
- Intermediate/Advanced Spanish Language skill and continuing studies
- Accomplished negotiator, communicator, team player, mentor and lifelong student

SELECTED ACCOMPLISHMENTS

- Successfully led Cities of Cottage Grove, Gresham, Newberg and Falls City, Oregon through recruitments and seating of new City Managers
- Led City of Independence to All America City designation
- Led City of Independence renaissance resulting in 2018 LOC Award of Excellence
- Successfully recruited Oregon State Hospital together with \$30,000,000 intergovernmental agreement to develop related infrastructure resulting in over hundreds of new permanent jobs to the community (Junction City)
- Helped passage of general obligation measures in two Oregon communities (Independence and Brownsville)
- Founding member Oregon Small Cities Network
- Initiated Statewide scenic byway program (Colorado)
- Produced and managed fiscally sound budgets in numerous communities

¹ International City Management Association Credentialed Manager

SUMMARY OF LOCAL GOVERNMENT EXPERIENCE

CITY MANAGER PRO TEM - Cottage Grove, OR	10/23 - 1/24
CITY MANAGER PRO TEM - Gresham, OR	1/21 - 6/21
CITY MANAGER PRO TEM - Falls City, OR	8/20 - 11/20
CITY MANAGER PRO TEM - Newberg, OR	7/19 - 2/20
CITY MANAGER – Independence, OR	8/10 – 12/18 (retired)
CITY ADMINISTRATOR – Junction City, OR	8/06 – 8/10
CITY ADMINISTRATOR - Brownsville, Oregon	8/02 – 08/06
TOWN ADMINISTRATOR - Morrison, Colorado	9/99 – 2/02
TOWN ADMINISTRATOR - Buena Vista, CO	6/98 – 9/99
DEPUTY CITY MANAGER - Central City, CO	6/92 – 4/95
TOWN MANAGER - Nederland, CO	1/87 – 5/91
TOWN ADMINISTRATOR - Olathe, CO	6/84 – 11/85
BUDGET DIRECTOR – Arapahoe County, CO	11/80 – 6/84
STAFF ASSISTANT : League of Arizona Cities – Phoenix, AZ	7/78 – 8/80

SUMMARY OF OTHER PROFESSIONAL QUALIFICATIONS

CERTIFIED MEDIATOR (OR)	2014 - Present
CERTIFIED CASA (OR)	2019 - Present
ATTORNEY AT LAW (CO)	1991 - 2002
REAL ESTATE BROKER/TITLE EXAMINER (CO)	1996 - 1998
V.I.S.T.A. VOLUNTEER (CA)	1976 - 1977
WAREHOUSE MANAGER/CLERK (CA)	1968 - 1975

SUMMARY OF EDUCATIONAL QUALIFICATIONS

JURIS DOCTOR <i>University of Denver</i>	1991
MASTER OF PUBLIC ADMINISTRATION <i>California State University, Long Beach</i>	1980
BACHELOR OF ARTS – Political Science <i>University of California at Los Angeles</i>	1978
GENERAL COLLEGE STUDIES <i>Skyline Community College, San Bruno, CA</i>	1975

SELECTED RECENT COMMUNITY ENGAGEMENT EXPERIENCE

- Volunteer - Ella Curran Food Bank, CASA
- Former Rotary Member
- Former Chamber of Commerce Board of Directors
- Lions Club Member
- Former Independence Downtown Association Member
- Former member of MINET Board of Directors



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not applicable	February 26, 2025	Authorize approval of Memorandum of Understanding with the Toledo Public Safety Association
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Attorney M. Adams	City Attorney M. Adams	City Attorney M. Adams

Recommendation:

Motion to authorize the approval of the Memorandum of Understanding with the Toledo Public Safety Association.

Background:

Council made the decision to give the Toledo Public Safety Association (TPSA) a one-time bonus of 10% of their base salary. Per the council's direction, the attached Memorandum of Understanding (MOU) is being brought back to council for approval. The MOU was drafted by the City Attorney and then edited by the Toledo Public Safety Association's attorney Seth Davis. It was received by the City on Thursday, February 20, has been reviewed by the TPSA leadership, and is included in the packet for your approval.

Fiscal Impact:	Fiscal Year:	GL Number:
To be determined	2024-2025	Unknown

Attachment:

1. MOU with TPSA

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is entered into by and between the City of Toledo, hereinafter referred to as City, and the Toledo Public Safety Association hereinafter referred to as Association. The City and Association are parties to a collective bargaining agreement in effect through June 30, 2024, and enter into this MOU in order to implement the City Council’s January 15, 2025, decision to pay a one-time bonus to Association members in recognition of and gratitude for continued employment with the City.

The Parties agree:

The “one time” bonus shall equal ten percent of base annual salary, as of January 15, 2025, and shall be payable in one lump sum in February or March 2025’s paycheck, depending on when this MOU has been approved.

By signing below, the parties agree:

1. The City Council has sole and absolute discretion with regard to the payment and amount of future bonuses to City employees, including members of the Association.
2. Except and unless specifically modified by the MOU, all terms and conditions of the collective bargaining agreement shall remain in effect. Nothing in the MOU shall be construed as creating any precedent whatsoever between the parties.

TOLEDO PUBLIC SAFETY ASSOCIATION

By:_____

Dated this ____ day of _____, 2025.

The City of Toledo

By:_____

Dated this ____day of _____, 2025