



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

TOLEDO CITY COUNCIL  
**Regular Meeting – Via Zoom Meeting Platform**  
March 17, 2021

**Virtual Meeting:** Due to the governor’s executive order, the City Council will hold the meeting through the Zoom video meeting platform. The public is invited to attend the meeting electronically.

**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](mailto: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 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 Goal Setting held February 23, 2021 and the Work Session held February 24, 2021
4. **Discussion Items**  
There are no items for discussion
5. **Decision Items**
  - Renewal of Intergovernmental Agreement with the Greater Toledo Pool & Recreation District
  - Resolution No. 1461, A Resolution of the Toledo City Council establishing a Master Fee Schedule for services provided by the City of Toledo and repealing Resolution No. 1377
  - Annexation of property NE Sturdevant Road and approval of contract with Civil West for engineering of Sewer extension to the property
6. **Reports and Comments**
  - Committee updates
7. **Adjournment**

Comments submitted in advance are preferable. Comments may be submitted by phone at 541-336-2247 extension 2060 or by e-mail at [lisa.figueroa@cityoftoledo.org](mailto: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. Page 1

**TOLEDO CITY COUNCIL**  
**GOAL SETTING**  
 February 23, 2021  
 1:00 p.m.

**1. CALL TO ORDER**

Mayor Rod Cross called the meeting to order at 1:24 p.m. electronically via Zoom in Toledo, Oregon.

Present	Absent	
X		Mayor Rod Cross
X		Council President Joshua Smith
X		Councilor Jackie Kauffman
X		Councilor Heather Jukich
	X	Councilor Todd Michels
X		Councilor Betty Kamikawa
		Vacant

Staff present: City Manager (CM) Judy Richter, City Recorder (CR) Lisa Figueroa, Police Chief (PC) Michael Pace, Public Works Director (PWD) Bill Zuspan, City Attorney (CA) David Robinson, Library Director (LD) Deborah Trusty, Accounting Supervisor (AS) Cindy Olivieri

Visitors present: John Morgan

**2. CONSENT AGENDA**

**Goal Setting discussion – Identify goals for fiscal year 2021-2022**

Following introductions, Mr. Morgan reviewed the Council’s role in regards to policy decisions and determining whether there is enough resources, budget, staff, etc. to accomplish priorities. He provided examples of other cities and how they determined what resources they needed to accomplish goals.

Mr. Morgan reviewed the Departments’ goals and accomplishments and indicated he did not think staff accomplished many of the 2020-2021 goals. Council clarified the objectives each of the Department Directors accomplished that were not highlighted in the list.

The Council indicated they would support the same goals as 2020-2021, but indicated they would like to see information from staff in regards to how immediate a need may be (e.g., is the equipment needed now, need in two years, etc.). There was a consensus of the Council that felt infrastructure is the highest priority. The Council agreed to include, “Adopt equitable water and sewer rates and other sources of income that provide sufficient revenue to complete needed infrastructure projects” under the Water/Sewer Rates goal as well as timelines. There was discussion about including a statement of values alongside the goals to emphasize the importance of the goals to the City Council.

1 There was discussion about the possibility of using a GO Bond to finance the upgrades to the  
2 Public Safety building.

3 The Council considered the following timelines:

- 4 • Initial Strategic Plan should be completed within the fiscal year
- 5 • Housing; within five (5) years and ongoing
- 6 • Emergency Preparedness; within two (2) years
- 7 • Economic Development within two (2) years and ongoing
  - 8 ○ Establish the Urban Renewal District within the fiscal year
- 9 • City Communications; ongoing but find better ways to communicate on the internet and  
10 through the website
- 11 • Sustainability; ongoing

12  
13 The Council considered adding a copy of the draft goals in the newsletter for public feedback  
14 before they are adopted. CM Richter indicated staff would work with Mr. Morgan to prepare a  
15 draft list and will bring the list back to Council in a future meeting.

16  
17 **3. ADJOURNMENT**

18 The meeting adjourned at 4:05 p.m.

19  
20 ATTEST:

APPROVE:

21  
22  
23 \_\_\_\_\_  
24 City Recorder Lisa Figueroa

\_\_\_\_\_  
Mayor Rod Cross

**TOLEDO CITY COUNCIL  
WORK SESSION  
February 24, 2021  
6:00 p.m.**

**1. CALL TO ORDER**

Mayor Rod Cross called the meeting to order at 6:00 p.m. electronically via Zoom in Toledo, Oregon.

Present	Absent	
<u>X</u>	<u>          </u>	<u>Mayor Rod Cross</u>
<u>X</u>	<u>          </u>	<u>Council President Joshua Smith</u>
<u>X</u>	<u>          </u>	<u>Councilor Jackie Kauffman</u>
<u>X</u>	<u>          </u>	<u>Councilor Heather Jukich</u>
<u>X</u>	<u>          </u>	<u>Councilor Todd Michels</u>
<u>X</u>	<u>          </u>	<u>Councilor Betty Kamikawa</u>
<u>          </u>	<u>          </u>	<u>Vacant</u>

Staff present: City Manager (CM) Judy Richter, City Recorder (CR) Lisa Figueroa, Police Chief (PC) Michael Pace, Public Works Director (PWD) Bill Zuspan, City Attorney (CA) David Robinson, Library Director (LD) Deborah Trusty, Fire Chief (FC) Larry Robeson

Visitors present: Craig Lash, Sheila Stiley

**2. PRESENTATIONS/PROCLAMATIONS**

**Proclamation – COVID-19 Memorial Day**

Councilor Kamikawa indicated she was contacted requesting the Council to announce a proclamation in memory of people who have been impacted by the coronavirus (COVID-19). Mayor Cross read the proclamation and declared March 1, 2021 as COVID-19 Memorial Day.

**3. VISITORS/PUBLIC COMMENT**

There were no comments.

**4. CONSENT AGENDA**

**Consider approval of Minutes from the Regular Meeting held February 3, 2021**

**Motion** – It was moved and seconded (Smith/Kamikawa) approve the consent agenda as presented and the motion carried unanimously.

**5. DISCUSSION**

There were no items for discussion.

1 **6. DECISION ITEMS**

2 **Interview and consider appointment to the Planning Commission**

3 CR Figueroa presented the council report and introduced Mr. Dyson to the Council. The Council  
4 interviewed Mr. Dyson and he provided his background to the City Council.

5  
6 **Motion** – It was moved and seconded (Jukich/Kamikawa) to appoint Mr. Dyson to the Planning  
7 Commission to fill an unexpired term and the motion carried unanimously.

8  
9 **Discussion of process to fill City Council vacancy**

10 CR Figueroa presented the council report, which included a proposed timeline for the recruitment  
11 process. She also indicated the interview questions are included for review in case the Council  
12 wanted to modify them. The Council considered the timeline and there was a consensus to appoint  
13 and seat an individual on April 7 as the last item of business and then the appointed Council  
14 member would go through orientation before the April 21 meeting.

15  
16 **Ordinance No. 1390, An ordinance amending Ordinance 1306 the Toledo Property**  
17 **Inventory Code, repealing Ordinance No. 1383 in its entirety and declaring an emergency**

18  
19 CA Robinson provided the council report and indicated ordinance 1383 was an attempt to bring  
20 the Toledo Municipal Code into compliance but it got overruled. He said the proposed ordinance  
21 includes more specificity.

22  
23 **Motion** – It was moved and seconded (Smith/Kamikawa) to adopt Ordinance No. 1390, An  
24 Ordinance of the Toledo City Council amending Ordinance 1306 the Toledo Property Inventory  
25 Code, repealing Ordinance No. 1383 in its entirety and declaring an emergency by title only and  
26 the motion carried unanimously.

27  
28 **7. REPORTS AND COMMENTS**

29 LD Trusty said the Library will participate in the Lincoln County Library Reads program, which  
30 features the book *Circe* by Madeline Miller. She said there will also be a virtual meeting with Ms.  
31 Miller in April and the Library has several copies for patrons to borrow.

32  
33 PC Pace said the department is in the process of installing two new dispatch stations and  
34 construction will continue through mid-March. He indicated the lobby to the Police Station will  
35 be closed during construction.

36  
37 FC Robeson reported to the Council on the department’s activity and the weekly trainings they  
38 perform.

39  
40 CM Richter thanked the Council members at the Goal setting and indicated staff will work with  
41 Mr. Morgan to draft a final set of goals for the Council to review. She indicated she finished  
42 preparing the budget for the electric vehicle car charging stations, which would include three units.  
43 She said the budget has been forwarded to the Department of Environmental Quality for review  
44 and once it is approved, the City will receive a payment from Georgia-Pacific Mill for \$44,640.00.  
45 She said she will then present a supplemental budget to the Council to install those units before  
46 the end of the fiscal year.

1 CP Smith asked a clarification question about a tube in the sidewalk near Memorial Field and  
2 PWD Zuspan indicated it was installed about a year ago to help remove water from Memorial  
3 Field.

4  
5 Mayor Cross reminded the Council to seek out volunteers. He indicated he was pleased to meet  
6 with Mr. Morgan and review all the accomplishments staff completed last year even with the  
7 challenges of COVID-19.

8  
9 **8. ADJOURNMENT**

10 The meeting adjourned at 6:56 p.m.

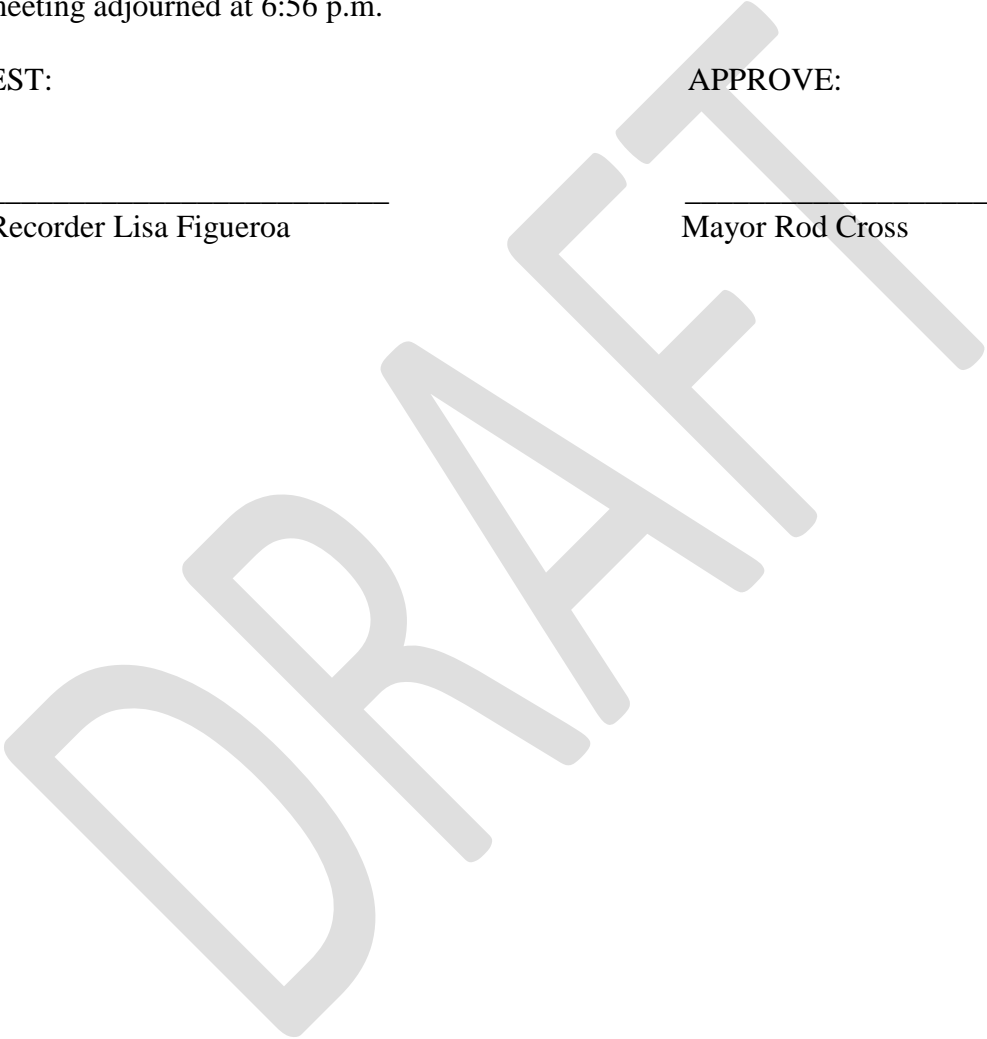
11  
12 ATTEST:

APPROVE:


13  
14  
15 \_\_\_\_\_

16 City Recorder Lisa Figueroa

17  
\_\_\_\_\_  
Mayor Rod Cross



**CITY OF TOLEDO  
REQUEST FOR COUNCIL ACTION**

	<b>Meeting Date:</b>	<b>Agenda Topic:</b>
	March 17, 2021	Renewal of Intergovernmental Agreement with the Greater Toledo Pool & Recreation District
<b>Council Goal:</b>	<b>Agenda Type:</b>	
Not Applicable	Decision Items	
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
City Manager J. Richter	City Manager Judy Richter	City Manager Judy Richter

**Recommendation:**

Motion to extend the Intergovernmental Agreement (IGA) with the Greater Toledo Pool Recreation District as written for another three years.

**Background:**

Paul Steenkolk met with the Council on March 3. He outlined all of the improvements made to the pool in the last year. He also presented the goals and objectives they are working on. Attached is the water consumption report for the last five years. It appears by looking at the last two months of usage that they many have resolved some of their water usage issues. The City of Toledo entered into an IGA with the Greater Toledo Pool Recreation District for three years which expired on February 28, 2021. The IGA agreed that the City would furnish the pool with up to 200,000 gallons of water each month at no charge.

<b>Fiscal Impact:</b>	<b>Fiscal Year:</b>	<b>GL Number:</b>
-	2020-2021	-

**Attachment:**

1. Current IGA for Greater Toledo Pool Recreation District
2. Water usage report for 2015 to present

## Intergovernmental Agreement

This Intergovernmental Agreement between City of Toledo (City) and the Greater Toledo Pool Recreation District (District) is for the purpose of memorializing the understanding between the City and the District for the lease from the City and thereafter the operation by the District of the "Toledo municipal swim pool" hereinafter, (Pool).

### Recitals

1. The City and the District desire to cooperate with each other to continue the operation of the current "Pool" by the District;
2. The City has operated the "Pool" but because of financial constraints has been unable to keep up with the deferred maintenance of the facility and its operation has placed a strain on the City budget;
3. The City and the District both believe that continuing to maintain a swimming pool in the community is a quality of life issue and adds to the community's attractiveness for economic development, for the well-being of certain populations of the community, including the elderly and children, and to address safety issues within the community by teaching children how to swim;
4. The plan is that the District will lease and operate the "Pool" facility and thereby ease the financial strain on the City, and continue the operation of the facility and make it available to the citizens within the Recreational District which includes the City.

### The Agreement

1. The City and the District will work collaboratively with each other toward a transition date of February 28, 2018, for the lease of the "Pool" to the District, the transfer of operations and the beginning of the operation of the "Pool" by the District.
2. Working toward that date of February 28, 2018, the City and the District shall enter into the lease contemplated by this Intergovernmental Agreement as well as any



other necessary contractual agreements that are needed to support and ensure the continued operation of the "Pool" by the District for the benefit of persons residing within the district.

3. The lease as well as any other supporting agreements will reflect that after the District has exercised its due diligence it will assume any and all legal liability associated with the condition of the pool structure itself, the building in which it is housed, and its continued operation, maintenance and necessary improvements.

4. The general terms of the lease will provide that the term will be for a total of 35 one-year terms. The rental will be one dollar per year payable on application for renewal of the next year's term. The property leased will include that portion of tax lots 10900 and 11200, on Lincoln County tax assessor's map 11-10-08-CC, that contains the "Pool" facility, its equipment and components, related structures to the west of the pool building, and shared parking with the patrons of the City's library. The lease as well as any other necessary supporting agreements will all provide that either party with reasonable notice can open the terms thereof for possible discussion/possible revision.

5. The City will provide a maximum of 200,000 gallons of water monthly from the City's water system as well as equivalent sewer system use at no charge to the District for three years. The initial 200,000 gallon per month water and sewer services to be furnished to the District free of charge may be increased or decreased by mutual agreement of the parties during the three year period. There will be a mandatory review by the parties at the end of the initial three year period of free water and sewer services.

6. The lease shall recognize that the District will be responsible for all costs, without any further financial assistance from the City except as provided in this agreement, for operation of the "Pool" and the upkeep, maintenance and improvements to the pool and building, including structural, heating, electrical, pool equipment and components. The lease shall further recognize that any improvements during the term of the lease made by the District to the "Pool" facility shall revert to the City at the termination of the lease.

7. The lease shall recognize that the parking lots directly in front of both the City

Library and the "Pool" and a larger parking lot along NW A Street will be jointly shared and used by persons using the City Library and the "Pool," and there shall be an agreement reached by the parties as to the shared costs in the future striping of spaces in the parking lots and other minor maintenance costs, not including re-asphalting the parking lots.

8. The lease will provide that the District will keep the "Pool" facility fully insured against loss or damage by fire, theft, vandalism, and such other hazards as the City may from time to time require, upon such reasonable terms and in such company or companies as the City may approve. In addition, the District will carry in force a General Liability policy insuring against claims and court actions of any users of the District's facilities. The City shall be named as an additional insured on all such policies, and each policy shall contain an endorsement providing for 30 days written notice to the City before cancellation by the carrier. The District will immediately deliver to the City a copy of all such policies, or certificates thereof, evidencing the required coverage and, from time to time at the City's request, shall furnish evidence of the policy remaining in force. In the event of damage or loss covered by the District's insurance, the District shall have the option of repairing, restoring or replacing the damaged or lost facility or equipment; provided that, if the District is in default under the lease at the time that the proceeds are received, the City may require that all proceeds be applied first to what is owed under the lease to the City.

9. The lease shall provide an indemnification provision that provides that each party shall defend and indemnify and hold harmless the other and its officers, employees and agents from claims arising from injury to any person or damage to property caused by the negligence or other wrongful act or omission of the party, its officers, employees or agents; or failure or refusal of one party to perform or fulfill its responsibilities under the lease or any law, through no fault of the other party. Further, that the obligations or rights under this section may not be delegated or assigned without the express consent of the City.

10. The lease will require that the District will comply with all applicable federal

and state statutes, rules and regulations applying to its use of the property; that the District not delegate the responsibility for providing services hereunder to any other individual or agency except as agreed upon by the City; and provide to the City periodic reports at the frequency and with the information agreed upon by the parties.

11. The City has a reserve fund for building maintenance for the "Pool" in its present budget. The City will make the balance of that fund available to the District in the approximate sum of \$135,000 to keep the "Pool" operational until the transition date; and for use by the District in the future for purposes such as grant matches to third-party organizations; provided, however, the use by the District of these reserve funds is in exchange for the District's agreement to remove all existing structures on the leased property, at the District's sole cost or otherwise return the property in an acceptable condition as agreed upon by the parties before returning the property to the City upon termination of the lease, if that is the decision of the City Council rather than taking back the pool (and capital per improvements if any) in its current condition.

12. The parties agree that their governing boards will hold a meeting at least once a year on or near the anniversary of the transition date on which the District took over the "Pool" under its lease with the City to discuss any issues that have arisen in the preceding year and to collaboratively work to resolve any such issues. This agreement may be amended by the parties on approval of any such amendment by their respective governing bodies.

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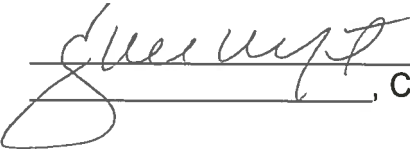
Signatures:

**City of Toledo, a Municipal Corporation**

  
By: Mayor, Billie Jo Smith

Dated: Feb 21, 2018

Attested by:

  
\_\_\_\_\_, City Manager

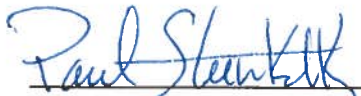
Dated: 2/21, 2018

**Greater Toledo Pool Recreation District**

  
\_\_\_\_\_

By: Roy Kinion, District Board Chairperson

Dated: 2/21, 2018

  
\_\_\_\_\_


By:

Dated: 2/21, 2018

Account Number	Read Date	Reading	Consumption	Reading Period/Year
001369-000	2/22/2021	12,621,000	97,000	02/2021
001369-000	1/22/2021	12,524,000	69,000	01/2021
001369-000	12/23/2020	12,455,000	164,000	12/2020
001369-000	12/3/2020	12,291,000	0	12/2020
001369-000	10/28/2020	12,291,000	147,000	10/2020
001369-000	7/29/2020	12,144,000	0	07/2020
001369-000	6/24/2020	12,144,000	36,000	06/2020
001369-000	5/27/2020	12,108,000	246,000	05/2020
001369-000	4/23/2020	11,862,000	216,000	04/2020
001369-000	3/25/2020	11,646,000	197,000	03/2020
001369-000	2/24/2020	11,449,000	169,000	02/2020
001369-000	1/27/2020	11,280,000	218,000	01/2020
001369-000	12/20/2019	11,062,000	203,000	12/2019
001369-000	11/20/2019	10,859,000	168,000	11/2019
001369-000	10/25/2019	10,691,000	247,000	10/2019
001369-000	9/25/2019	10,444,000	178,000	09/2019
001369-000	8/26/2019	10,266,000	172,000	08/2019
001369-000	7/25/2019	10,094,000	188,000	07/2019
001369-000	6/24/2019	9,906,000	140,000	06/2019
001369-000	5/24/2019	9,766,000	164,000	05/2019
001369-000	4/24/2019	9,602,000	182,000	04/2019
001369-000	3/21/2019	9,420,000	113,000	03/2019
001369-000	2/26/2019	9,307,000	160,000	02/2019
001369-000	1/29/2019	9,147,000	252,000	01/2019
001369-000	12/21/2018	8,895,000	226,000	12/2018
001369-000	11/19/2018	8,669,000	144,000	11/2018
001369-000	10/24/2018	8,525,000	241,000	10/2018
001369-000	9/24/2018	8,284,000	78,000	09/2018
001369-000	8/27/2018	8,206,000	217,000	08/2018
001369-000	7/23/2018	7,989,000	236,000	07/2018
001369-000	6/20/2018	7,753,000	182,000	06/2018
001369-000	5/23/2018	7,571,000	170,000	05/2018
001369-000	4/23/2018	7,401,000	173,000	04/2018
001369-000	3/23/2018	7,228,000	171,000	03/2018
001369-000	2/21/2018	7,057,000	178,000	02/2018
001369-000	1/24/2018	6,879,000	194,000	01/2018
001369-000	12/21/2017	6,685,000	205,000	12/2017
001369-000	11/21/2017	6,480,000	174,000	11/2017
001369-000	10/23/2017	6,306,000	258,000	10/2017
001369-000	9/21/2017	6,048,000	197,000	09/2017
001369-000	8/25/2017	5,851,000	197,000	08/2017
001369-000	7/21/2017	5,654,000	143,000	07/2017
001369-000	6/21/2017	5,511,000	129,000	06/2017

001369-000	5/24/2017	5,382,000	147,000	05/2017
001369-000	4/24/2017	5,235,000	182,000	04/2017
001369-000	3/24/2017	5,053,000	156,000	03/2017
001369-000	2/22/2017	4,897,000	150,000	02/2017
001369-000	1/24/2017	4,747,000	171,000	01/2017
001369-000	12/21/2016	4,576,000	169,000	12/2016
001369-000	11/22/2016	4,407,000	169,000	11/2016
001369-000	10/25/2016	4,238,000	226,000	10/2016
001369-000	9/22/2016	4,012,000	215,000	09/2016
001369-000	8/24/2016	3,797,000	310,000	08/2016
001369-000	7/25/2016	3,487,000	383,000	07/2016
001369-000	6/22/2016	3,104,000	353,000	06/2016
001369-000	5/20/2016	2,751,000	322,000	05/2016
001369-000	4/21/2016	2,429,000	333,000	04/2016
001369-000	3/22/2016	2,096,000	349,000	03/2016
001369-000	2/19/2016	1,747,000	351,000	02/2016
001369-000	1/22/2016	1,396,000	337,000	01/2016
001369-000	12/24/2015	1,059,000	434,000	12/2015
001369-000	11/20/2015	625,000	315,000	11/2015
001369-000	10/26/2015	310,000	310,000	10/2015
000000-000	9/30/2015	0	0.00	10/2015

**CITY OF TOLEDO  
REQUEST FOR COUNCIL ACTION**

	<b>Meeting Date:</b>	<b>Agenda Topic:</b>
	March 17, 2021	Resolution No. 1461, A Resolution of the Toledo City Council establishing a Master Fee Schedule for services provided by the City of Toledo and repealing Resolution No. 1377
<b>Council Goal:</b>	<b>Agenda Type:</b>	
Not Applicable	Decision Items	
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
City Recorder L. Figueroa	City Manager Judy Richter	City Manager Judy Richter

**Recommendation:**

Motion to adopt Resolution No. 1461, A Resolution of the Toledo City Council establishing a Master Fee Schedule for services provided by the City of Toledo and repealing Resolution No. 1377.

**Background:**

The City of Toledo is dedicated to provide services that Toledo’s citizens need, want and are willing to support. Toledo Municipal Code and ordinances authorize the City Council to establish fees for such services by Resolution.

Services fees have not been reviewed since 2016 and attached is proposed Resolution No. 1461 and Exhibit A – Master Fee Schedule, which includes proposed fees/increases to current services. The proposed fees are consistent with the Toledo Municipal Code and/or state laws (e.g. Liquor License application fees, etc.) that authorize the City to impose fees.

<b>Fiscal Impact:</b>	<b>Fiscal Year:</b>	<b>GL Number:</b>
N/A	2020-2021	N/A

**Attachment:**

1. Resolution No. 1461

**CITY OF TOLEDO  
RESOLUTION NO. 1461**

**A RESOLUTION OF THE TOLEDO CITY COUNCIL ESTABLISHING A MASTER FEE SCHEDULE FOR SERVICES PROVIDED BY THE CITY OF TOLEDO AND REPEALING RESOLUTION NO. 1377**

**WHEREAS**, the City of Toledo provides a variety of services to the public and wishes to recover costs from providing City services; and

**WHEREAS**, Fees have not been reviewed since Resolution No. 1377 was adopted in 2016; and

**WHEREAS**, Attached as ‘Exhibit A’ is a Master Fee Schedule incorporating fees for the Administration, Library, Public Works, Police and Fire Departments; and

**WHEREAS**, The Toledo Municipal Code authorizes the City Council to adopt fees annually for said services.

**NOW, THEREFORE, THE CITY OF TOLEDO HEREBY RESOLVES AS FOLLOWS:**

Section 1. Resolution No. 1377 is hereby repealed in its entirety.

Section 2. The charges listed as ‘Exhibit A – Master Fee Schedule’ are adopted and effective immediately upon passage by the Toledo City Council

That this Resolution shall be effective upon passage by the City Council this 17<sup>th</sup> day of March, 2021.

APPROVED:

ATTEST:

\_\_\_\_\_  
Mayor Rod Cross

\_\_\_\_\_  
City Recorder Lisa Figueroa





## City of Toledo Master Fee Schedule

<b>ADMINISTRATION</b>	
Administrative (Admin) Fee	25% of cost
Public Records Request Fees	<i>(set by Resolution No. 1416)</i>
Photocopies	
8.5 x 11, per side	\$0.50
8.5 x 14 & 11 x 17, per side	\$1.00
Lien Search	\$20.00
City Documents <i>(listed; all available on the city website)</i>	\$20.00
Annual Audit Report	\$20.00
Budget Document	\$20.00
City Charter	\$20.00
Comprehensive Land Use Plan	\$20.00
Transportation System Plan	\$20.00
Water Master Plan	\$20.00
Water Management and Conservation Plan	\$20.00
Facility Use	
Meeting rooms	\$50.00/per day
Special & Outdoor Event Permit	
Public spaces (e.g. Memorial Field, etc.)	\$150/per day
Returned Check	\$25.00
Business license application	
1-2 employees	\$60.00
3-5 employees	\$85.00
6-10 employees	\$110.00
11-20 employees	\$160.00
21-50 employees	\$260.00
Excess of 50 employees	\$410.00
Business License Late Fee <i>(per TMC<sup>1</sup> 5.04.080)</i>	10% to 15%
Solicitor license <i>(per TMC<sup>1</sup> Chapter 5.04.030)</i>	<i>Follows Business License Fee schedule</i>
Collection Agency Charge	25%
Interest Charge <i>(unless otherwise specified by TMC<sup>1</sup>)</i>	9%
Candidate filing fee	\$10.00
Liquor license Fees <i>(set by ORS 471.166(7))</i>	
New	\$25.00
Renewal	\$25.00
Ownership change	\$25.00
Application for temporary use	\$25.00
Notary Services <i>(per notarial act)</i>	\$10.00
Pinball Machine & Other Similar Devices License <i>(Monthly license fee)</i>	\$10.00
Taxicab Operator Fee <i>(annual; set per TMC<sup>1</sup> 5.16.090)</i>	\$60.00

<sup>1</sup>Toledo Municipal Code



## City of Toledo Master Fee Schedule

LIBRARY	
Photocopies	
Library materials <i>(first 5 pages free)</i>	
8.5 x 11, per side	\$0.50
8.5 x 14 & 11 x 17, per side	\$1.00
Microfilm printing 8.5 x 11	\$0.50
Library Card Replacement	\$3.00
Lost Materials	Replacement Cost
Damaged Materials	Replacement Cost

PLANNING	
Photocopies	
8.5 x 11, per side	\$0.50
11 x 17, per side	\$1.00
18 x 24	\$8.00
24 x 30	\$10.00
24 x 36	\$15.00
36 x 42	\$20.00
Annexation & Rezone	\$1,500.00
Appeal, Land Use (misc.)	\$535.00
Appeal of Type II permit	\$260.00
Appeal of Type III permit	\$535.00
Code Amendment	\$930.00
If permit requires Measure 56 public notice	\$930.00 + notification costs
Comprehensive Plan Amendment	\$930.00
If permit requires Measure 56 public notice	\$930.00 + notification costs
Conditional Use	\$535.00
Exception to Statewide Goal	\$2,660.00
Expedited Land Division	\$2,000.00
Interpretation, Code (official)	\$170.00
Lot Line Adjustment	\$135.00
Modification of approval	75% of original application fee
Partition – Minor	\$535.00
Partition – Major	\$930.00
Planned Unit Development	\$930.00 + \$20 per lot
Replat – Minor	\$535.00
Replat – Major	\$930.00
Riparian Modification Permit	\$200.00
Restrictive Lot Line Covenant	\$100.00 + Admin Fee
Similar Use (Planning Commission)	\$535.00
Subdivision	\$930.00
Temporary Use Permit	\$100.00
Tree Permit	\$20.00
Demolition Permit	\$20.00



## City of Toledo Master Fee Schedule

PLANNING CONTINUED	
Floodplain Development Permit	\$20.00
Urban Growth Boundary Amendments	\$2,660.00
Vacation – Street & Plats	\$2,000.00
Variances	
Class A (Type I)	\$65.00
Class B (Type II)	\$260.00
Class C (Type III)	\$535.00
Zone Change (Type IV)	\$930.00
Multiple Land Use Applications	Highest tier + 75% of each additional land use application when submitted together
Multiple Type I Permits ( <i>City may waive some fees where overlapping permits do not need significant additional review</i> )	
Type I permit not specified	\$65.00
Type II permit not specified	\$270.00
Type III permit not specified	\$535.00
Type IV permit not specified	\$930.00
Grading/Excavation Permits	
20 to 100 cubic yards	\$65.00
101 to 1,000 cubic yards	\$80 for the first 100 cubic yards + \$15 for each additional 100 cubic yards or fraction thereof
1,001 to 10,000 cubic yards	\$213 for the first 1,000 cubic yards plus \$13 for each additional 1,000 cubic yards or fraction thereof
10,001 to 100,000 cubic yards	\$365 for the first 10,000 cubic yards plus \$50 for each additional 10,000 cubic yards or fraction thereof
100,001 cubic yards or more	\$797 for the first 100,000 cubic yards plus \$30 for each additional 10,000 cubic yards or fraction thereof




## City of Toledo Master Fee Schedule

<b>PUBLIC WORKS</b>	
Bid/Contract documents	\$50.00
Specification/Procedure Manual/Standards Manual <i>(available on the city website)</i>	\$20.00
Utility Work requiring city vehicles and equipment/per hour	
Mechanic Service Rig	\$60.00
Flatbed Truck	\$70.00
Dump Truck	\$90.00
Backhoe	\$90.00
Vactor Truck	\$150.00
Air Compressor	\$60.00
Sweeper	\$150.00
Personnel Costs	
Flagging	Personnel Cost + Admin fee
Operator(s)/crew	Actual Personnel cost
Other Personnel	Actual Personnel cost
Overtime	Actual Personnel cost + Admin fee
Sewer Connection	\$130.00
Right-of-Way Permit	\$50.00
Curbs/Sidewalk Permit	Cost + Admin fee
Engineering Review	Cost + Admin Fee
Public Works Permit Fee	\$140.00
Pavement Disturbance Fee	Cost + Admin fee
Cutting & Trenching	Cost + Admin fee
Haulable Water	\$25 per 1,000 gallons

<b>PUBLIC SAFETY (POLICE &amp; FIRE SERVICES)</b>	
Public Safety Reports	
Up to ten (10) pages	\$10.00
More than 10 pages	\$1.00 per side
911 recordings	\$25.00
Tow/impound fee	\$100.00
Photographs	\$5.00 per photo (electronic only)
Fingerprinting – per card	\$15.00
Parking fines (Set by Toledo Municipal Code)	
False Alarm Response – after four calls per calendar year	\$50.00 each
Dog Impound (fees assessed by Lincoln County)	
Emergency Services related to Fire Department Services	Per State Fire Marshall Schedule

**CITY OF TOLEDO  
REQUEST FOR COUNCIL ACTION**

	<b>Meeting Date:</b>	<b>Agenda Topic:</b>
	March 17, 2021	Annexation of property NE Sturdevant Road and approval of contract with Civil West for engineering of Sewer extension to the property
<b>Council Goal:</b>	<b>Agenda Type:</b>	
Not Applicable	Decision Items	
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
City Manager J. Richter	City Manager Judy Richter	City Manager Judy Richter

**Recommendation:**

Motion to direct staff to work with property owner Kelly Foley on the annexation of his property on NE Sturdevant Road to the City of Toledo.

Authorize City Manager to sign contract with Civil West for engineering services to extend the sewer line to the Kelly Foley property on Sturdevant.

**Background:**

Kelly Foley, owner of property on NE Sturdevant Road has approached the city about annexation of his property to the City of Toledo. He also requested that the City extend the sewer line to his property so he could access. At the time of his request, he was planning development of single family housing and possibly a multi-family unit on the property. He provided information that the county was possibly going to be doing an overlay of pavement on Sturdevant Road in the fall. He suggested the best time to install the sewer line would be before the overlay would be completed.

It is possible that the property will be purchased for the relocation of the Toledo Oregon Department of Forestry offices.

Either project would benefit from the annexation and the sewer line extension.

Attached is a “Scope of Work proposal” for the engineering part of the sewer line extension.

It is anticipated that the sewer line extension could be paid from System Development Charges fees.

<b>Fiscal Impact:</b>	<b>Fiscal Year:</b>	<b>GL Number:</b>
\$29,996.00	2020-2021	042-420-608100

**Attachment:**

1. Map of NE Sturdevant Road property
2. Scope of Work proposal from Civil West Engineering.



# Map

att1, Map







**South Coast Office**  
 486 E Street  
 Coos Bay, OR 97420  
 541-266-8601

**Willamette Valley Office**  
 213 Water Ave. NW, Suite 100  
 Albany, OR 97321  
 541-223-5130

**Rogue Valley Office**  
 830 O'Hare Parkway, Suite 102  
 Medford, OR 97501  
 541-326-4828

**North Coast Office**  
 609 SW Hubert Street  
 Newport, OR 97365  
 541-264-7040

**ENGINEERING SCOPE OF SERVICES**  
**NE Sturdevant Road Sanitary Sewer Extension Engineering Design Services**

Date: March 2, 2021

Work Order Number:

To: Bill Zuspan, Public Works Director, City of Toledo  
 P.O. Box 220  
 206 N. Main St.  
 Toledo, OR 97391

From: Keven Shreeve, PE, North Coast Regional Manager, Civil West Engineering Services, Inc.  
 Timothy Gross, PE, Senior Project Manager, Civil West Engineering Services, Inc.

RE: **NE Sturdevant Road Sanitary Sewer Extension Engineering Design Services**  
 Civil West Project Number: TBD

**Background and Understanding**

The City of Toledo (City) has requested that Civil West Engineering Services, Inc. (CWE) prepare a scope of services to design an extension of the sanitary sewer on NE Sturdevant Road from the south entrance of the Toledo Elementary School to a point approximately 700 feet north, for the purpose of providing sanitary sewer service for the future development of Tax Lot 901. A preliminary plan and profile of this sewer extension has been previously prepared by Curran McCloud, Inc. Consulting Engineers in 2006, but this design was never completed.

The City has provided CWE a hardcopy plan and profile of the preliminary design for this section of sewer. It is assumed this preliminary design was prepared using existing topographic and property boundary data and a survey was not completed at that time. The proposed sanitary sewer along NE Sturdevant Road crosses a tributary of West Olalla Creek. The preliminary profile indicates that the sanitary sewer alignment at the low spot where the road crosses the creek will not have much, if any, cover over the pipe. This may require adjusting the road grade up for a short distance. However, without survey data indicating manhole depth and centerline grades it is not possible to determine if this is necessary at this time.

NE Sturdevant Road is under Lincoln County jurisdiction and the City has indicated that the County plans to resurface the road in September 2021. Therefore, the City would like the project to have an expected notice-to-proceed for construction beginning on July 1, 2021 with expected completion before September 1.



**Part A: Scope of Work**

The following tasks have been identified to track the project’s progress.

**Task 1 – Project Management and Administration:** CWE will provide the necessary project management and administrative services to conduct an orderly and well-managed project. This will include organizational issues, financial, and other administrative services. This task also includes periodic project meetings with the City.

**Task 2 – Field Survey, Research and Base Map:** Investigation of existing utilities and other site features will be conducted, and a field topographic survey will be performed of the project corridor including the full road cross section and side slopes to approximately 25 feet from toe of slope. The survey will locate all features, including utilities, culverts, fences, roadway, etc. After the field survey is complete, a base map will be created upon which the design will be based.

**Task 3 – Preliminary Design and Engineers Report:** Based upon survey data, a 30% preliminary design, cost estimate, and Preliminary Engineers Report (PER) will be prepared. Design and construction considerations will be discussed in the PER including if the proposed sewer alignment will have sufficient cover and/or if the road will need to be adjusted. If the road needs to be adjusted, engineering design will be considered additional work.

**Task 4 – Permitting:** Based upon the findings and direction received from the City in Task 3, a right-of-way permit application will be submitted to Lincoln County. The timing of the permit submission may vary based upon the level of preliminary design necessary due to potential grade impacts to the road. The design will also be submitted to DEQ for review and approval.

**Task 5 – Final Design and Specifications:** Final plans and specifications will be completed based upon direction from the City, permitting requirements from Lincoln County, and review comments from DEQ.

**Task 6 – Bidding Services:** The project will be advertised on ORPIN in anticipation of a July 1, 2021 notice to proceed. This will require a bid opening scheduled in early June with the contract award going to the last City Council meeting in June.

**Task 7 – Reimbursables –** This task will cover direct reimbursable expenses anticipated for the project. These include travel and per diem costs, reproduction and office expenses, and other reimbursable costs.

**Part B: Work Not Included (or otherwise provided by others)**

The following are not included in this Scope:

- Permit fees.
- Design fees associated with road modification, if needed.
- Construction Support and Management. When design is complete, we will prepare a Scope of Services Amendment to provide construction phase support, if requested by the City.





**Part C: Project Schedule**

		2021																									
		March					April				May				June				July			August					
week:		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
	Project Management and Administration																										
	Field Survey, Research and Base Map																										
	Preliminary Design and Engineers Report																										
	Permitting																										
	Final Design and Specifications																										
	Bidding Services																										
	Bid Opening and Project Award																										
	Construction																										

**Part D: Project Fee Proposal**

We propose to perform the above work on a Time and Materials (T&M) basis. CWE will invoice the City monthly based on the hours spent pursuant to the 2021 Rate Schedule attached hereto as Attachment A. A breakdown of the proposed fee is provided below for purposes of indicating the level of work anticipated and how we derived at the proposed overall fee; however, the invoice will only show one "Engineering Support" line item. If additional support or time is required beyond these allowances, we will communicate with the City on an amendment to the agreement. Any additional work will be billed on a time and materials basis pursuant to the 2021 Rate Schedule.

Task	Support Role	Engineering Fee Structure					Total Fee
		Principal Engineer	Project Manager	Project Engineer	Survey Crew	Clerical	
		\$165.00	\$150.00	\$134.00	\$160.00	\$52.00	
1	Project Management and Administration	8	16			16	\$4,552.00
2	Field Survey, Research and Base Map		8		24		\$5,040.00
3	Preliminary Design and Engineers Report		24	24			\$6,816.00
4	Permitting		8	8			\$2,272.00
5	Final Design and Specifications		30	24			\$7,716.00
6	Bidding Services		16				\$2,400.00
7	Reimbursables						\$1,200.00
	<b>Total Hours</b>	<b>8</b>	<b>102</b>	<b>56</b>	<b>24</b>	<b>16</b>	<b>\$29,996.00</b>

We are grateful for this opportunity to provide these services to the City. Please let me know if you have any questions or if you wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please sign the accompanying Consultant Services Agreement and return a copy to our office for our records.

Sincerely,



Keven T. Shreeve, PE  
 North Coast Regional Manager  
[kshreeve@civilwest.net](mailto:kshreeve@civilwest.net)  
 541-264-7040

Authorized Representative Signature Accepting Scope of Services

Date



**Attachment A**

<b>Civil West Engineering Services, Inc. - 2021 Class B Rate Schedule</b>	
STAFF/ITEM	BILLING RATE
<b>ENGINEERING</b>	
Principal Engineer	\$165
Project Manager	\$150
Senior Project Engineer	\$145
Project Engineer	\$134
Engineering Technician	\$114
Staff Engineer	\$84
Inspector 1	TBD
Inspector 2	\$134
Inspector 3	\$114
Engineering Intern	\$50
Clerical	\$52
<b>Surveying</b>	
Senior Surveyor (PLS)	\$150
Senior Survey Technician	\$120
Survey Technician	\$103
1-person Survey Crew	\$160
2-person Survey Crew	\$188
3-person Survey Crew	\$225
<b>REIMBURSABLES</b>	
Mileage - or current IRS Rate	\$0.575
Lodging, meals as required for travel	Cost
Reproduction, Printing, Etc.	Cost plus 10%
Subconsultants	Cost plus 10%

