

TOLEDO CITY COUNCIL
206 N. Main St. Toledo, Oregon 97391
Regular City Council Meeting
October 15th, 2025

Call to Order

Mayor Rod Cross called the meeting to order at 6:00 PM also via Zoom in Toledo, Oregon. Quorum is established and Flag Salute was led by the Mayor.

Present	Absent	
X		Mayor Rod Cross
		Vacant
X		Councilor Jackie Kauffman
X		Councilor Tracy Mix
X		Councilor Frank Silvia
X		Councilor Jackie Burns
	X	Councilor Andrew Keating
X		City Manager Huebner
X		Chief Pace
X		Chief Lapof
X		Public Works Director Lorimor
X		City Recorder Paul Johnson
X		Interim City Recorder Krista Miller
X		Interim HR- Shawna Gribskov

Others present: None

Visitors/Public Comment: None

Consent Agenda Items pulled: ABEF minutes Urban Renewal are pulled in order to have the Urban Renewal Agency board approve these minutes

- 12-18-2024 Regular City Council Meeting Minutes*
- 5-20-2025 Urban Renewal Agency Budget Committee Meeting Minutes*
- 5-21-2025 Regular City Council Meeting Minutes
- 6-18-2025 Regular City Council Meeting Minutes
- 6-18-2025 Urban Renewal Agency Meeting Minutes*
- 7-2-2025 Urban Renewal Agency Meeting Minutes*
- 7-23-2025 City Council Work Session Meeting Minutes
- 8-01-2025 City Council Special Meeting Minutes
- 9-17-2025 Regular City Council Meeting Minutes
- 9-17-2025 Executive Session City Council Meeting Minutes
- 9-24-2025 Special City Council Meeting Minutes
- 9-24-2025 Work Session City Council Meeting Minutes
- RCA-Appointing City Manager Rich Huebner as the City's Alternate Representative to the Lincoln County Consortium for Solid Waste Management Budget Committee
 - Letter of Appointment

*Minutes removed from the consent agenda to be either corrected or signed during a URA meeting

Motion to approve the consent agenda (Silvia/Mix) as amended. Motion carries. 5-0-0-1

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Vacant				
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating				X

Community Service Reports and/or Presentations to the Council

Quarterly Financial Report- Toledo Historical Society & Yaquina Railroad
Lisa Watson and Brenda Brown - Great attendance with 447 visitors (July-September).
Had their 25 year Anniversary event with good attendance. Had a good amount of visitors from Wooden Boat Show at the Railroad, and were encouraged to visit the museum. The Railroad attended the Lincoln County fair and were in many events in the valley that brought many visitors from out of the area. The Barrel to Keg event was successful.

Councilor Burns asked if they solicit donations to visitors. Brenda Brown indicated that they do and that both are donation supported.

Discussion and Information Items

Hosting an Annual Candlelight Vigil for Victims and Survivors of Domestic Violence.
Councilor Silvia presented on the topic of domestic violence and a proposed annual vigil.
Councilor Mix thanked the staff for their efforts in the vigil a few weeks ago.

The council brought a consensus to move the discussion to an agenda item E.

Councilor Mix Program Notes is moved to the November work session meeting.

Decision Items

RCA- Nominate and Vote for new Council President

Motion Councilor Silvia nominates Tracy Mix as Toledo City Council President (Kauffman seconded). Motion carries 5-0-0-1.

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Vacant				
Councilor Kauffman	X			
Councilor Mix	X			

Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating				X

RCA- Approval of agreement with 2KG Contractors Inc. for replacement of Filter Media at the City of Toledo Water Treatment Plant

Director Lorimor presented on Filter Media. He requests from the council to approve and CM Huebner to execute the contract with a \$10,000 buffer.

Motion to approve an agreement with 2KG Contractors, Inc. for the replacement of filter media at the City of Toledo Water Treatment Plant, and authorize the City Manager to execute an agreement with the contract not to exceed \$250,000 (Mix/Silvia). Motion carries 5-0-0-1.

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Vacant				
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating				X

RCA- Human Resources Job Description Approval

CM Huebner presented on the Human Resources job description. Jensen Strategies, in their After Action Report indicate the need for the City. The salary has been discussed with Interim Finance Director Ritcher.

Motion to establish a Human Resources Director's position within the City of Toledo Workforce and confirm the job description for the position as presented. (Silvia/Kauffman). Motion carries: 5-0-0-1

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Vacant				
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating				X

RCA- Adoption of Fire Department Policies.

CM Huebner presented on the Fire Department Policies.

Move to table to the next meeting (mayor) pending corrections.

Annual Vigil for Domestic Violence

City Manager Huebner consulted weather and sunset for an optimal time to gather for a vigil. Councilor Silvia and the mayor indicate no city money is being used. October 27, 2025 appears to be a mutually agreeable date. The mayor will reach out to the District Attorney and My Sister's Place, the Domestic Violence shelter for Lincoln County, if they are interested in participating.

Motion to have our first annual domestic violence vigil, October 27th at 6 p.m., inviting my sister's place and the district attorney's office, and possibly other speakers as they arise. (Mix/Silvia). Motion carries: 5-0-0-1

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Vacant				
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating				X

Mayor requests a 15 minute URA meeting to approve minutes before the next meeting.

Reports and Comments

- Department Reports
- Fire Department- Chief is seeing interest in rejoining the department.
- Police- Chief Pace stated it's been a violent month and discusses those effects. A recruit is going through training and opening up a position and 1 officer out.
- Public Works- Director Lorimor adds submitted RFQ for the Memorial Restrooms. Underground aquifer is leaking and getting repaired. On the 27th he will volunteer for the vigil. \$5,491.04 is recouped and completed with FEMA (Federal Emergency Management) and Oregon Emergency Management to the Strategic Reserve. The guard rail was destroyed by a toy hauler with a trailer on 4th St. and Douglas. An insurance claim has been filed and will be followed up by Director Lorimor.
- Finance- Director Ritcher mentioned the S&P rating is A+. A letter was distributed prior to the meeting for the council to review. The last rating was in 2017. Each year the city will be submitting documentation. CM discusses a revaluation in two years. Mayor talks about getting back to a tighter budget and the finances back to where it should be.
- Library- Director Baker discussed the good work at the library. Library corner at Homie House. Eddyville Book Mobile.
- Human Resources- Director Gribskov- Gribskov has been building the Human Resources office. Firefighter EMT is open and soon a Police Officer position will be opening. She has met with CIS to create a new employee handbook. She expects a draft within the next month. 7 new employees have been hired over the summer.

- Planning- Director Lorimor, no report.

City Manager's Report

CM Huebner- Discussing department reports may move to the 2nd or 3rd meeting of the month.

Introduces new City Recorder, Paul Johnson. Discusses the next meeting schedule. Stipend clarification for Mix and Burns to be retroactive to July 1, 2025.

Councilor Mix is curious if the council wants to be involved and help with Trunk or Treat (needs possible quorum notice issued).

CM Huebner lists events happening around the city. Homie House \$8,000/fundraising will be going out this week. City attorney and the CM are discussing next steps for the \$10,000. Asks if Council has consensus to manage the agreement. There is consensus to move forward with the Homie House agreement.

Interviews for the permanent Finance Director on October 30 with two panels. Jensen is putting together the panels with local leaders. The City Manager will have the final decision.

Councilor Burns asks if the letter that goes in the monthly water bills will resume. CM Huebner indicated that we have the opportunity to do so, and suggested that the Parks and Recreation Survey might be a good fit to include in the water bills.

The Vigil was well attended, beautiful and praises the team at Public Works for assistance.

- Director Lorimor updates council on the Southeast elementary school zone light is going to be hardwired for electricity with a meter to resolve ongoing solar power issues with the light.

Council Comments:

Council President Mix- Will provide pictures of the pet parade for posting on the city's Facebook page. She attended the LOC conference and learned a lot from the leadership classes she attended. The people define community. She attended a summer fest meeting and initiated a connection with the City Council.

Silvia- Provided the Mayor a POC for some programs to help the Toledo History museum. Sending an email to CM Huebner about what he learned at the LOC Conference. Also, sending email to LOC for their lack of ADA considerations at the hotel that hosted the conference.

Kauffman- None

Burns- Wonder if anyone is currently in charge of social media for the city and its events. Appreciates the staff assisting with the two recent events. Gives recognition to those involved. She also provided a budget report on the pet parade (\$279) and that it was less than budgeted.

Mayor Cross Comments- Amber Brown New Chamber President is willing to help with social media. There is someone willing to do this as they do it professionally.

CM Huebner read an email and reply between Councilor Burns and a young member of the community, related to Homie House.

Future Agenda Items:

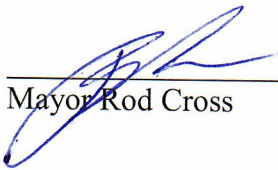
Burns- Needs a social media event coordinator.

Mix- Requests to move her report to a future work session. It was suggested that it be moved to the November 19th work session.

Adjournment

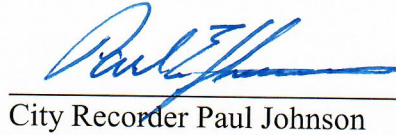
The mayor called the meeting to a close at 8:05 pm.

APPROVE:



Mayor Rod Cross

ATTEST:



City Recorder Paul Johnson