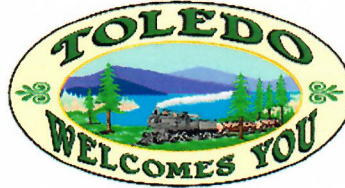


City Hall
206 N. Main St.
Toledo, Oregon 97391
6:00 p.m.



TOLEDO CITY COUNCIL
Regular City Council Meeting
November 5, 2025

1. Call to Order

- a. Mayor Cross call the meeting to order at 6:04 p.m. also via Zoom in Toledo Oregon and led the Pledge of Allegiance.

2. Roll Call

- a. City Recorder Johnson took roll call and determined a quorum is present.

Council Member	Present	Absent	Via Zoom
Mayor Cross	X		
Council President Mix	X		
Councilor Kauffman	X		
Councilor Silvia		X	
Councilor Burns	X		
Councilor Keating	X		
Vacant			

- b. **Staff present:** City Manager Rich Huebner; City Recorder Paul Johnson, Police Chief Pace, Fire Chief Lapof, City Planner Justin Peterson.

3. Visitors/Public Comment

- a. Jim Chambers, Toledo Resident.
- Addressed the council regarding concerns about petitions for local improvement districts (LIDs). He explained that a recent petition received for making improvements on private property at Forest Court Church included language that would waive the property owner's rights to vote on future LIDs. Mr. Chambers expressed concern that this petition would permanently restrict property owners' rights to participate in the LID decision-making process without a time limit. He questioned the legality of taking away someone's voting rights and their right to speak during the formation of an improvement district.
 - Mr. Chambers requested that the council consult with the city attorney about the legality of this practice and suggested either sending it back to the Planning Commission for review or examining it under municipal code 13.08 (public improvements and special assessment procedures).
 - City Manager Huebner noted that there are currently four similar agreements with other entities in the community that have been executed since 2019, with three more being negotiated. He emphasized that as a government agency, the city must treat all parties equally, so any changes

- would need to be applied to all agreements.
- iv. Council President Mix requested that city planner Justin Peterson attend a future council meeting to explain the process, and City Manager Huebner agreed to coordinate this.

b. Lisa Figueroa's written statement

- i. Was read into the record by City Manager Huebner. The statement requested that the City Council consider placing Mayor Rod Cross on leave and conducting an investigation regarding allegations of violent actions against a student. The statement cited concerns about past behavior and claimed these actions violated the city's mission, values, employee handbook, and oath of office.
- ii. City Manager Huebner clarified that council members are not subject to the city's employee handbook, and there is no mechanism within the city charter or council rules of procedure to place a member on leave.

4. Consent Agenda

- a. Council President Mix moved to accept the consent agenda as presented. Councilor Kaufman seconded the motion. The motion passed 5-0 with one councilor absent.

Council member	M	S	Yay	Nay	Abstained	Absent
Mayor Cross			X			
Council President Mix	X		X			
Vacant						
Councilor Kauffman		X	X			
Councilor Silvia						X
Councilor Keating			X			
Councilor Burns			X			

5. Community Service Reports and/or Presentations to the Council

a. Deynse Marsh, Library Board President

- i. Invited everyone to the upcoming Toledo Tree Lighting, Umbrella Parade, and Christmas party at the Elks on Saturday, November 29th. As the retired children's librarian and current Library Board President, Ms. Marsh explained this would be the fourth annual Umbrella Parade.
- ii. Ms. Marsh explained that while in previous years she had held decoration days at the library, this year she has prepared kits that anyone can pick up from the library. On the day of the parade, she will be at Whimsy on Main Street from noon to 3:00 PM to help make umbrellas. The parade will start at 5:00 PM at the top of Main Street, stopping at each intersection to sing with the Toledo Junior Senior High Chorus leading in song. The parade will conclude at the tree lighting, followed by a Christmas party at the Elks featuring Santa, cookie decorating, and face painting.
- iii. Everyone who shows up with a decorated umbrella can enter a contest with prizes including a LEGO advent calendar for children, a \$50 Amazon gift card for teens, and a \$50 gift card to JC Market for adults.
- iv. City Manager Huebner noted that a street closure application would be

needed and would coordinate with staff to ensure the street would be closed for the event.

b. Heather Tower, OSU Extension Service, Lincoln County

- i. Joined the meeting via Zoom. She explained that OSU was requesting renewal of the lease agreement with the city for the community garden near the skate park on A Street. Ms. Tower stated that volunteer Randy White has been managing the project, adding eight fruit trees, two blueberry bushes, perennials, and vegetables. The team has been working to redo the beds and add shade cloth to the greenhouse to keep it functional year-round.
- ii. Ms. Tower noted that the garden had participated in a joint event with the public library last spring and that they operate with minimal funding. She mentioned they've been working on grants through 4-H to help support the project.

6. Discussion and Information Items

- a. None

7. Decision Items

a. **RCA - Approve an agreement addendum with Oregon State University for a community garden**

- i. Council President Mix moved to approve the addendums with the Oregon State University Cooperative Extension for the community garden as presented. Councilor Burns seconded the motion. The motion passed 5-0 with one councilor absent.

Council member	M	S	Yay	Nay	Abstained	Absent
Mayor Cross			X			
Council President Mix	X		X			
Vacant						
Councilor Kauffman			X			
Councilor Silvia						X
Councilor Keating			X			
Councilor Burns		X	X			

b. **RCA - Resolution authorizing the approval of the Lincoln County Multi-Jurisdictional Natural Hazard Mitigation Plan – City of Toledo Representation**

- i. City Planner Justin Peterson presented a summary of the Natural Hazards Mitigation Plan, explaining that every five years since 2009, the county leads this planning process with each city having an addendum. The plan allows the city and other jurisdictions to remain eligible for disaster mitigation dollars through grants and disaster recovery funds.
- ii. He noted that most strategies remained the same as in previous cycles, with four new strategies added: improving resources and equipment for disaster mitigation, alignment with the Lincoln County Wildfire Protection Plan, developing a windstorm strategy, and creating an urban forestry risk management program related to tree hazards.
- iii. Mayor Cross expressed concern that the plan did not account for the

county's population that triples during tourist season (approximately 100,000 additional people) and how emergency equipment would navigate clogged roads or provide shelter during a natural disaster. The staff member agreed to relay this concern to the project lead for consideration in the next planning cycle.

- iv. Councilor Burns asked about strategy #14 regarding the urban forestry risk management program, specifically whether it would address trees within city limits. The staff member confirmed it would include trees within city limits that posed a risk of falling due to their health.
- v. Motion: Councilor Kaufman moved to approve Resolution 1589, a resolution adopting the City of Toledo representation in the updates to the Lincoln County Multi-Jurisdictional Natural Hazards Mitigation Plan. Council President Mix seconded the motion. The motion passed 5-0 with one councilor absent.

Council member	M	S	Yay	Nay	Abstained	Absent
Mayor Cross			X			
Council President Mix		X	X			
Vacant						
Councilor Kauffman	X		X			
Councilor Silvia						X
Councilor Keating			X			
Councilor Burns			X			

c. RCA - Public Hearing to consider a rezone and annexation (RZ-1-25 and AX-1-25) and Proposed Ordinance 1432

- i. Mayor Cross opened the public hearing and called for declarations of conflict of interest, ex parte contact, or bias. He and City Recorder Johnson both noted they had visited the water tank site.
- ii. The Mayor read the statement of rights and relevance and the right to appeal.
- iii. City Planner Justin Peterson presented the proposal to annex approximately 0.89 acres plus half of the adjacent Ammon Road right-of-way. The property is currently in the Lincoln County R-1 zone and would be changed to City of Toledo Public Land zone. The property is already being used for a water tank, which is proposed to be replaced following the recent passage of a bond.
- iv. City Planner Justin Peterson noted that the Planning Commission had recommended approval after a public hearing where two neighboring property owners (Doug and Dale Ryder) had expressed concerns about impacts on wells. Public Works Director Brian Lorimer had addressed these concerns, explaining the site would remain substantially the same and engineering work would include geotechnical studies.
- v. Jim Chambers commented that the staff report incorrectly identified Amon Road as a county road when parts of it are actually a city road. The staff member indicated they believed the portion adjacent to the annexation was

county road but would verify this with the Public Works Director.

- vi. Councilor Kaufman moved that based on the staff report and attachments, testimony, and evidence presented to the City Council public hearing on November 5, 2025, and the Planning Commission at the public hearing on October 8, 2025, the Toledo City Council approves the annexation and rezone request as meeting the applicable criteria including ORS222.111 (1) and (2) and ORS222.125, the 2023 Toledo Comprehensive Land Use Plan and Toledo Municipal Code section 17.80.050, and the Council adopts the proposed facts and findings presented in the staff report allowing for the correction of typographical grammatical errors. Councilor Keating seconded the motion. The motion passed 5-0 with one councilor absent.

Council member	M	S	Yay	Nay	Abstained	Absent
Mayor Cross			X			
Council President Mix			X			
Vacant						
Councilor Kauffman	X		X			
Councilor Silvia						X
Councilor Keating		X	X			
Councilor Burns			X			

- vii. Councilor Kaufman moved to adopt Ordinance Number 1432 by reading by title only twice: "An ordinance proclaiming the annexation and rezone of real property and the withdrawal from the East Lincoln County Fire and Rescue and the Lincoln County Library District, certain real property being annexed to the City of Toledo, Oregon." Council President Mix seconded the motion. The motion passed 5-0 with one councilor absent.

Council member	M	S	Yay	Nay	Abstained	Absent
Mayor Cross			X			
Council President Mix		X	X			
Vacant						
Councilor Kauffman	X		X			
Councilor Silvia						X
Councilor Keating			X			
Councilor Burns			X			

d. RCA - Resolution No. 1590, a resolution adopting a salary schedule for non-represented positions for fiscal 2025-2026

- i. Finance Director Judy Rick presented the proposed 4% salary increase for non-represented city employees. She explained that the Toledo Employees Association had received a 3.5% COLA increase, and the Toledo Public Safety Association had received a 4.5% COLA increase. The proposed 4% increase was in the middle of these two rates and had been budgeted in the current fiscal year.

- ii. City Manager Huebner added that there was one change from the previous salary schedule: the Finance Director position, which previously also carried the title of Assistant City Manager and was at grade 44, had been repositioned to grade 43 to match the Public Works Director and Public Safety Chiefs positions.
- iii. Council President Mix moved to approve Resolution Number 1590, a resolution of the Toledo City Council adopting a salary schedule for non-represented positions for fiscal year 2025-2026. Councilor Burns seconded the motion. The motion passed 5-0 with one councilor absent.

Council member	M	S	Yay	Nay	Abstained	Absent
Mayor Cross			X			
Council President Mix	X		X			
Vacant						
Councilor Kauffman			X			
Councilor Silvia						X
Councilor Keating			X			
Councilor Burns		X	X			

e. **RCA- Adoption of Fire Department Policies**

- i. City Manager Huebner explained that this item had been on the October 15th agenda, but Councilor Burns had noted an omission in the policy document. That omission had been corrected, and the document had been thoroughly reviewed by the city attorney. He noted that after the language was added back, the union had reviewed and approved the document.
- ii. Councilor Keating moved to approve Resolution Number 1588, adopting the Toledo Fire Department policies. Councilor Kauffman seconded the motion. The motion passed 5-0 with one councilor absent.

Council member	M	S	Yay	Nay	Abstained	Absent
Mayor Cross			X			
Council President Mix			X			
Vacant						
Councilor Kauffman		X	X			
Councilor Silvia						X
Councilor Keating	X		X			
Councilor Burns			X			

f. **RCA - Approval of second funding payments to Toledo History Center and Yaquina Pacific Railroad Historical Society**

- i. City Manager Huebner explained that in fiscal year 2024-25, each organization had received \$12,000 in funding support from the council, with the Railroad Historical Society receiving an additional \$2,000 from the Contributions Committee. On June 25, 2025, the council had approved expenditures of \$3,000 to each organization for fiscal year 2025-26, with the opportunity for each to return quarterly with a financial report to request continued support. Both organizations had presented reports at the

- October 15th meeting.
- ii. Brenda Brown, representing the Toledo History Center and speaking on behalf of the Railroad Society, stated that the funding has been vital to these all-volunteer nonprofit organizations. She mentioned that for their next quarterly report, they would bring a new trifold brochure highlighting the three museums in Toledo for distribution throughout the county.
 - iii. Council President Mix moved to approve expenditure of \$3,000 for the Toledo History Center and to approve expenditure of \$3,000 for the Yaquina Pacific Railroad Historical Society to be paid from the City Council Strategic Reserve Fund in fiscal year 2025-26. Councilor Kaufman seconded the motion. The motion passed 5-0 with one councilor absent.

Council member	M	S	Yay	Nay	Abstained	Absent
Mayor Cross			X			
Council President Mix	X		X			
Vacant						
Councilor Kauffman		X	X			
Councilor Silvia						X
Councilor Keating			X			
Councilor Burns			X			

g. RCA - Authorization for Purchase for a New Patrol Vehicle

- i. Police Chief Pace presented a request for authorization to purchase a 2026 Dodge Durango patrol vehicle at a total cost not to exceed \$85,000. He explained that this was part of the department's vehicle replacement plan where they purchase a new vehicle every other year. The cost includes the vehicle itself, graphics, in-car dash system, and radio installation.
- ii. City Manager Huebner noted that he had inadvertently failed to include this item in the published agenda packet despite receiving the request from Chief Pace in a timely manner.
- iii. Council President Mix moved to authorize the purchase of a 2026 Dodge Durango patrol vehicle for the Toledo Police Department at a total cost not to exceed \$85,000 utilizing funds from the vehicle replacement plan that was budgeted for on line item 036-360-628000. Councilor Keating seconded the motion. The motion passed 5-0 with one councilor absent.

Council member	M	S	Yay	Nay	Abstained	Absent
Mayor Cross			X			
Council President Mix	X		X			
Vacant						
Councilor Kauffman			X			
Councilor Silvia						X
Councilor Keating		X	X			
Councilor Burns			X			

8. Reports and Comments

- a. City Manager announced that Shana Gribskov, previously a human resources consultant, had accepted the position of in-house Human Resources Director effective November 1st.
- b. He also reported that East Lincoln Fire and Rescue had chosen to vacate the Toledo fire station. The city had been in negotiations with them for a new agreement, but they received notice on October 24th that East Lincoln would be vacating by the end of October. The city has sent them a letter acknowledging their departure and requesting the return of any city-owned equipment, along with an invoice for \$1,000 per month for the four months they used the building after the expiration of the previous agreement.

9. City Council Issue Tracker

- a. No updates or additions were proposed for the issue tracker.

10. Mayor/Councilor Comments

- a. **Council President Mix** – noted that there was already an ongoing investigation and suggested allowing that process to complete before taking any action as a council. She also mentioned that she would like to develop a work session related to library issues based on public input from previous meetings.
- b. **Councilor Burns** – inquired about grant opportunities for funding flower baskets in the city, noting that the Sharon Branstiter Memorial Fund was short on funds. Mayor Cross suggested she start by searching online for relevant grants and speaking with Public Works Director Brian Lorimer, as flower baskets have traditionally been a collaboration between the Chamber of Commerce and the memorial fund. City Manager Huebner offered to assist with reviewing potential grant opportunities.
- c. **Councilor Silvia** – Excused absence
- d. **Councilor Kauffman** – None.
- e. **Councilor Keating** – expressed concern about the allegations raised in Lisa Figueroa's public comment and asked the mayor to address whether there was truth to them. He suggested that the council consider holding a special meeting to discuss whether an investigation should be initiated.
- f. **Mayor Cross** – had no comment at this time.

11. Mayor's Comments

- a. Main street trunk or treat went well. Got Cobblestone back on board. Had a crossing guard to protect the kids. Looking forward to seeing how the chamber sponsored events play out. No comment about Letter read to the council. Asking everyone to be patient and let things play out.
- b. The Mayor also praised the community's response to the call for Food Share donations, noting that two open drop boxes have been established and Food Share has received abundant donations. He emphasized the community's commitment to helping neighbors in need.
- c. City Manager Huebner added that a donation box has been set up in the lobby of City Hall for non-perishable items, which can be dropped off during regular business hours.

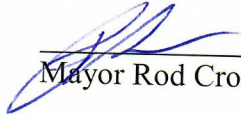
12. Future Agenda Items

- a. No updates or additions were proposed for future agenda items.

13. Adjournment

- a. The mayor adjourned the meeting at: 7:47 p.m.

APPROVE:



Mayor Rod Cross

ATTEST:



City Recorder Paul Johnson