



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

TOLEDO CITY COUNCIL
Regular Meeting – also via Zoom Meeting Platform
March 18, 2026

Virtual Meeting: The City Council will host the meeting in person in the City Hall Council Chambers for the City Council and staff as well as through video conferencing. The public is encouraged to attend the meeting electronically. Visit the [meetings](#) page on the city website for meeting information.

Public Comments: The City Council will take comments on topics not listed on the meeting agenda from members of the community during the "Public Comments" portion of the council meeting. There is a time limit of 3 minutes for each comment. If you wish to address the City Council during this portion of the meeting, please email paul.johnson@cityoftoledo.org by **3:00 p.m. on the day of the scheduled meeting. Please include your: Name, address, and phone number (optional) and the topic.** Public comment cards will also be available at the door and must be completed and given to the City Recorder prior to the start of the meeting.

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call**
- 3. Public Comment**
- 4. Consent Agenda**
 - a. 9-17-2024 City Council Executive Session Minutes Amended
 - b. 3-4-2026 City Council Meeting Minutes
- 5. Community Service Reports and/or Presentations to the Council**
 - a. Toledo Summer Festival Royalty Presentation
- 6. Discussion and Information Items**
 - a. Oregon Forestry Property
- 7. Decision Items**
 - a. RCA- Authorize Expenditure for Fire Apparatus Repair
 - i. Benton County Fire Apparatus Repair Invoice
- 8. Reports and Comments**
 - a. Police Department
 - i. Monthly Report February 2026
 - ii. Police Department Stats February 2026
 - iii. Code Enforcement Officer Report
 - b. Fire Department

This notice satisfies the requirements of ORS 192.630 and ORS 192.640 regarding Public Meetings. This 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 the City Offices at (541)336-2247.

- i. Fire Department Council Report 3-28-26
 - ii. Fire Department Stats
- c. Public Works
 - i. Public Works February 2026 Activities and water loss
- d. Planning
 - i. Planning Department Monthly Report 2-26
- e. Human Resources
 - i. Human Resource Director Report 3-18-2026
- f. Finance
 - i. Finance Department Monthly Report March 2026
- g. IT
- h. Library
 - i. Library Staff Report 20260318
- i. City Recorder
 - i. City Recorder Report March 2026

9. City Council Issue Tracker

10. Council Comments

11. Mayor's Comments

12. Future Agenda Items

13. Adjournment



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TOLEDO CITY COUNCIL
EXECUTIVE SESSION
September 17, 2024

1. EXECUTIVE SESSION

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

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

Present	Absent	
X		Mayor Rod Cross
X		Council President Kim Bush
X		Councilor Jackie Kauffman
X		Councilor Tracy Mix
X		Councilor Frank Silvia
X		Councilor Jackie Burns
X		Councilor Stu Strom
		City Manager Doug Wiggins
		Finance Director/Assistant City Manager Amanda Carey
X		City Recorder Lisa Figueroa
X		City Attorney Mike Adams
		Fire Chief Larry Robeson
		Police Chief Mike Pace
		Interim Library Director Harrison Baker
		Public Works Director Brian Lorimor

Others Present:

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

No decisions were made in Executive Session.

2. ADJOURNMENT

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

APPROVE:

ATTEST:

/s/Mayor Rod Cross

/s/City Recorder Lisa Figueroa

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



TOLEDO CITY COUNCIL
Executive Session – also via the Zoom Meeting Platform
September 17, 2024

***NOTE – Original signed minutes are missing. Online copy has no original signatures.**

Amended minutes approved and signed on January 21, 2026.

APPROVE:

ATTEST:

Mayor Tracy Mix

City Recorder Paul Johnson

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



**TOLEDO CITY COUNCIL
Regular City Council Meeting
March 4, 2026**

1. Call to Order

- a. Mayor Tracy Mix called the meeting to order at 6:00 p.m.; also via Zoom in Toledo, Oregon and lead 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 Mix	X		
Council President Silvia		X	
Councilor Chambers	X		
Councilor Kauffman	X		
Councilor Keating	X		
Councilor Burns		X	

- b. Staff Present: City Manager Rich Huebner, Detective Shinholster and City Recorder Paul Johnson

3. Visitors/Public Comment

- a. Shannon Hermann

4. Consent Agenda

- a. Motion to approve the consent agenda as presented.

Council Member	M	S	Yay	Nay	Abstained	Absent
Mayor Mix			X			
Council President Silvia						X
Councilor Chambers		X	X			
Councilor Kauffman			X			
Councilor Keating	X		X			
Councilor Burns						X

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

- a. ARC of Lincoln County Final Report for Contributions Committee

- i. City Manager Huebner presented the ARC of Lincoln County final report, noting it was included in the council packet and that the organization had met their final reporting requirements. Councilor Keating provided extensive commentary praising ARC's contributions to the city, particularly their takeover of a building that had been facing funding challenges. He emphasized how ARC had improved the space through community volunteer efforts including mural work, noting their dual benefit to the city - both utilizing city contributions and contributing significantly back to the community by providing affordable space for services.

6. Discussion and Information Items

- a. Town Hall Meeting in March at Fire Hall
 - i. City Manager Huebner explained that at the previous meeting, council had decided to replace their March work session with a town hall meeting, initially focusing on water conservation but potentially expanding to 2-3 topics of public interest.
 - ii. The council agreed to structure the town hall around fire safety and water conservation themes, tying together drought conditions, water conservation needs, and fire safety education. They planned to have city firefighters provide presentations on fire safety, defensible spaces around homes, burn ban procedures, and safe fireworks use.
 - iii. Councilor Keating suggested the town hall could include educational components about how residents get notified about burn bans and general fire safety preparedness. The council expressed enthusiasm for potentially ending the town hall with a small fireworks safety demonstration in the fire station parking lot.
 - iv. The meeting was scheduled for March 25th at the fire station, replacing the regular work session.
- b. Fireworks Guidelines
 - i. The council discussed this item first, switching the order with the town hall discussion. Mayor Mix explained that the topic was added because neighboring communities like Newport and Lincoln City have recently banned fireworks sales, creating some pressure for Toledo to consider following suit, though historically the city has not done so.
 - ii. Councilor Chambers questioned the necessity of restrictions, asking about the actual cost to the city in terms of incidents, man hours, and injuries related to fireworks. He expressed concern about creating solutions for problems that may not exist, noting his general opposition to changing current policies.
 - iii. Councilor Keating acknowledged the controlled fireworks show's safety measures but expressed concern about the intersection of drought conditions and fire safety, particularly noting that peak fireworks use occurs during the driest time of year. He suggested considering educational safeguards rather than restrictions.

- iv. Mayor Mix argued that if fireworks were banned in town, people would simply go to wooded areas to use them, making it harder to control potential fires than having them used in safer urban locations.
- v. Shannon Herman from Toledo Summer Festival confirmed their interest in partnering with the city on educational materials to be distributed at their fireworks booth. Board member Randall Proust spoke about the festival's safety protocols for their fireworks display, noting they have multiple personnel on site for fire suppression and operate under fire marshal guidelines. He emphasized that fireworks sales provide crucial funding for the display, representing roughly 10% of the fireworks show costs.
- vi. Jonathan Mix, speaking as a firefighter with 30 years of experience, provided technical clarification that Oregon law already prohibits aerial fireworks for citizens, with legal fireworks being primarily fountains and noise makers that are less fire-prone. He noted that existing drought protocols already provide restrictions when needed, and that Toledo sits in a "green zone" on state wildfire risk maps, indicating low wildfire potential.
- vii. City Council President Frank Silvia's statement was read, providing data that fireworks booth sales represented 23.18% of the festival's fireworks display funding in 2023, 11.99% in 2024, and 12.46% in 2025. He strongly opposed any ban, citing the festival's economic impact and citizens' historical responsibility with fireworks.
- viii. The council reached consensus to maintain current fireworks policies without restrictions, instead focusing on partnering with the Summer Festival to provide fire safety education materials. They agreed to incorporate fire safety education into the upcoming town hall meeting.

7. Decision Items

- a. The council added a business item to authorize a change order for the Olalla Meadows water line project.
- b. **Motion** to add a business item to the agenda for the March 4 City Council regular meeting.

Council Member	M	S	Yay	Nay	Abstained	Absent
Mayor Mix			X			
Council President Silvia						X
Councilor Chambers			X			
Councilor Kauffman		X	X			
Councilor Keating	X		X			
Councilor Burns						X
			4	0	0	2

- c. **Motion** to authorize the city manager to negotiate and execute a change order with Trench Line Excavation to add the installation of approximately 30 linear feet of owner-supplied waterline for the Olalla Meadows project at a cost not to exceed \$30,000, and further authorized the city manager to negotiate and execute an agreement with Northwest Coastal Housing for the reimbursement of expenses related to this change order.

Council Member	M	S	Yay	Nay	Abstained	Absent
Mayor Mix			X			
Council President Silvia						X
Councilor Chambers			X			
Councilor Kauffman		X	X			
Councilor Keating	X		X			
Councilor Burns						X
			4	0	0	2

8. Reports and Comments

- a. City Manager Comments
- i. City Manager Huebner explained that this change order would allow the water line installation to occur while the road construction is ongoing, with Northwest Coastal Housing reimbursing the city for the costs. The timing coordination with Lincoln County made this approach more efficient than waiting for separate installation later.

9. City Council Issue Tracker

- a. See item 12.

10. Council Comments

- a. Councilor Chambers promoted the Toledo Summer Festival trivia events, encouraging council members and community members to participate in the monthly events held the last Friday of each month at various local venues.
- b. Councilor Keating reported that Representative Gomberg had called to inform the city that funding for the public works building had been rejected at the state legislature.
- i. City Manager Huebner noted he would schedule a meeting with Representative Gomberg's chief of staff to learn how to better position the request for next year's long session, acknowledging the significant competition for mid-biennium budget requests.

11. Mayor's Comments

- a. Mayor Mix noted that the evening's discussions had covered the main items she wanted to address.

12. Future Agenda Items

- a. An updated City Council Issue Tracker was presented by City Manager Huebner. Specific updates on continuing issues were provided.

13. Adjournment

- a. The mayor adjourned the meeting at 7:07 p.m.

APPROVE:

ATTEST:

Mayor Tracy Mix

City Recorder Paul Johnson



CITY OF TOLEDO REQUEST FOR COUNCIL ACTION

Council Goal:	Meeting Date:	Agenda Topic:
1.To enhance and sustain public infrastructure and facilities by implementing plans...	March 18, 2026	Authorize expenditure from the General Reserve Fund – Fire Department Equipment for Fire Apparatus Repair
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Manager Rich Huebner	City Manager Rich Huebner	City Manager Rich Huebner

Recommendation:

Motion to approve the expenditure of \$84,311.49 to Benton County, from the General Reserve Fund – Fire Department Equipment, for the repair of the Toledo Fire Department 1997 Freightliner fire apparatus.

Background:

The Toledo Fire Department delivered its 1997 Freightliner fire apparatus to Benton County Fleet Services (“Benton County”) for replacement of the Compressed Air Foam System (CAFS). During inspection of the vehicle, Benton County determined that the vehicle’s gear box was integrated with the CAFS and would need to be replaced as well. This additional work required a significant increase to both the cost and the time needed to complete the repair. During the service performed by Benton County, the CAFS and all attached wiring and tubing were completely removed from the vehicle, a new foam system installed and attached to the pump, and a new gear box installed.

Toledo Fire Department received the vehicle back in January 2026. Prior to return to service, the vehicle passed with the best performance scores in the entirety of its 30-year lifespan. Deputy Fire Chief Larry Robeson reports the vehicle is fully functioning and a good performer.

This vehicle was originally slated for replacement in the upcoming 2026-2027 budget year as part of the Fire Department’s vehicle replacement plan. Due to the recent repair and scoring of the vehicle, the Fire Department recommends retaining the vehicle in active service at this time. The Department’s current plan is to reevaluate the vehicle in five years to determine if the need to replace exists at that time.

The General Reserve Fund – Fire Department Equipment has a current balance of \$450,194.76, and is well positioned to absorb the proposed expenditure.

Fiscal Impact:	Fiscal Year:	GL Number:
\$84,311.49	2025-2026	036-360-621800

Attachment:

1. Benton County Fleet Services Invoice

Benton County Fleet Services
W502 - Billing By Department
2/2/2026

Billing By Department
Statement(s): 281
12/31/2025 TO 01/31/2026

ASSET NUMBER	DESCRIPTION	BILL CODE	DOCUMENT	WORK ORDER				DIRECT		FUEL		BILLING	
				LABOR	PARTS	SUBLETS	OTHER	PARTS	ALL OTHER	DOLLARS	QUANTITY	ADJUSTMENTS	TOTAL CHARGES
Department \ 2161 - TOLEDO FIRE DEPARTMENT													
4101	1998 FREIGHTLINER FL80	EXT	9,600.00	35,410.60	35,440.29	10,342.84	210.00	-	-	-	-	(4,000.00)	77,403.73
4101	1998 FREIGHTLINER FL80	EXT	9,601.00	5,168.19	1,577.07	-	162.50	-	-	-	-	-	6,907.76
	Summary For Asset: 4101			40,578.79	37,017.36	10,342.84	372.50	-	-	-	-	(4,000.00)	84,311.49
SUMMARY: Department \ 2161 - TOLEDO FIRE DEPARTMENT				40,578.79	37,017.36	10,342.84	372.50	-	-	-	-	(4,000.00)	84,311.49
												Amount Due:	84,311.49

This is your monthly bill for Benton County Fleet Services
Please pay from this bill
Payment is due upon receipt

Remit to:
Benton County Public Works
PO Box 964
Corvallis, OR 97339

GL Code _____
PM Code 036 360 421 800
Date 2-11-24
Initials LN

Police Department Monthly Report

February 2026

News:

New Hire: Officer Orrin Wallace

Officer Orrin Wallace joined the Toledo Police Department, bringing more than ten years of law enforcement experience with a strong background in patrol operations and specialized assignments. He holds a Bachelor's degree in Criminal Justice and a Master of Science in Business from Oregon State University. Officer Wallace has also served as a Drug Recognition Expert (DRE), a Standardized Field Sobriety Test (SFST) Instructor, and a drug-detection K-9 handler. His experience and credentials support the department's operational readiness and ongoing commitment to professional standards and community safety.

Meritorious Conduct Recognition – Community Member

Detective Shinholster presented a Meritorious Conduct Award to a local community member in recognition of their actions during a recent incident, where they demonstrated situational awareness and provided critical information that assisted responding officers and contributed to community safety. This recognition highlights the importance of citizen engagement and partnership in public safety and reflects the department's commitment to acknowledging positive actions that help protect the community.

Major Arrests

Assault on Officer / Highway Safety Hazard / Arrest

On February 6, 2026, Toledo Police officers responded to multiple reports of a female walking in and out of traffic along Business Highway 20 near Northwest Dundon Road, creating a significant hazard to herself and motorists. Officer Christian Bailey and Sergeant Aaron Pitcher made contact with the individual, who appeared to be in crisis and exhibited erratic behavior. Officers made repeated attempts to offer assistance and move the individual to a safer location; however, she refused and continued to enter the roadway.

Due to the immediate safety risk, officers attempted to place the individual into custody. The individual actively resisted arrest, scratched and clawed at officers, kicked Officer Bailey in the face, and later spit on him while being transported to jail. The individual was lodged at the Lincoln County Jail and charged with Assaulting a Public Safety Officer, Aggravated Harassment, Resisting Arrest, Escape in the Third Degree, and Disorderly Conduct in the Second Degree.

It was later learned the individual was on supervised felony probation out of Benton County, and a probation detainer was placed. An additional investigation into potential animal abuse related to this incident is ongoing. No serious injuries were reported. The involved dog was transported to an animal control officer for care and follow-up.

Community Engagement

Public Safety Update – Homeless Outreach Awareness

The Toledo Police and Public Safety Department partnered with Family Promise of Lincoln County to help raise public awareness regarding the annual Point-in-Time Count for individuals experiencing homelessness. The department shared a community notice identifying Family Promise staff who were conducting outreach in Toledo and provided information about the organization's mission and services, including homelessness prevention, emergency shelter, and long-term housing stabilization. This engagement supports collaborative problem-solving with local service providers, promotes compassionate community awareness, and aligns with department goals of community partnership, harm reduction, and connecting vulnerable populations to appropriate resources.

Public Safety Update – Lost/Found Pet Reunification

The Toledo Police and Public Safety Department utilized social media to share information about a found dog and request public assistance in locating the owner. Community members quickly provided tips and shared the post, which resulted in the dog being successfully reunited with its owner. This engagement demonstrates effective use of department communication platforms, strong community partnership, and the department's ongoing commitment to problem-solving, compassionate service, and quality-of-life issues that matter to residents.

Enforcement Campaign

Nothing to Report

Training

Annual Taser Training – Toledo

Sworn personnel completed their annual TASER 7 certification training, which included both classroom instruction and hands-on practicum components. The classroom portion reviewed use-of-force policy, legal considerations, medical and safety protocols, reporting requirements, and recent case law related to conducted electrical weapons. The practicum component provided scenario-based exercises and functional proficiency drills to ensure officers demonstrated safe handling, deployment, and post-deployment procedures in accordance with manufacturer guidelines. This training complies with Toledo Police Department use-of-force and less-lethal weapons policies and supports accreditation standards requiring annual proficiency, documented training, and competency verification for authorized force options.

Handgun and Rifle Training – Lincoln County

Officer Orrin Wallace and Officer Christian Bailey attended handgun and rifle qualification training hosted by a Lincoln County certified range master. The training focused on safe firearms handling, marksmanship, decision-making, and proficiency with both duty handgun and patrol rifle platforms. Officers were evaluated against established qualification standards to ensure continued competency and readiness for operational deployment. This training aligns with Toledo Police Department firearms and use-of-force policies and supports accreditation requirements mandating regular firearms qualification, documented proficiency, and ongoing skills maintenance for sworn personnel.

OSP CJIS LEDS/NCIC Validation Training – Virtual

Administrative Support and Evidence Technician Wendy Pickell attended a virtual Oregon State Police CJIS LEDS/NCIC Validation Training focused on agency responsibilities for the accuracy, timeliness, and completeness of records entered into state and national criminal justice information systems. The training covered validation procedures for wanted persons, missing persons, vehicles, and other record types, including reviewing original entries, confirming supporting documentation, and coordinating required updates or removals. This training supports compliance with state and federal CJIS requirements, strengthens data integrity, and aligns with department policy and accreditation standards related to records management, information security, and quality control.

CJIS ONIBRS Classification – Virtual

Chief Michael Pace and Wendy Pickell attended CJIS Learning and Development training focused on Oregon Incident-Based Reporting System (ONIBRS) offense classification and reporting requirements. The course reviewed correct identification and classification of offenses, common reporting errors, and best practices to ensure data accuracy and consistency within RMS submissions. This training supports compliance with Federal Bureau of Investigation NIBRS standards, enhances records quality, and aligns with departmental policy, CJIS requirements, and accreditation standards related to records management and data integrity.

Blue Box Warning System – Virtual

All Toledo Police Department staff received training on the Blue Box Warning System recently installed at Toledo Elementary School. The system allows any individual inside the school to activate an immediate Code Red lockdown announcement throughout the building while simultaneously notifying an alarm monitoring company to contact 911 and dispatch law enforcement. The training covered system purpose, activation procedures, response expectations, and coordination with school staff during serious threats or acts of violence. This training enhances rapid response capability, supports school safety planning, and aligns with the department's commitment to proactive threat mitigation and interagency preparedness.

2026 Legislative Update – Salem

All Toledo Police Department employees attended virtual training provided through the Oregon Association of Chiefs of Police (OACP) covering 2026 legislative session updates and bills with potential impacts to law enforcement operations. The training addressed priority measures, emerging policy trends, and areas of significant impact, including criminal procedure, public safety agency funding, privacy considerations, immigration-related enforcement limitations, and operational mandates. Emphasis was placed on understanding enacted and pending statutory changes and their practical application in daily operations. This training supports ongoing review and update of department policies to ensure consistency with Oregon law and directly supports accreditation standards related to legal compliance, policy management, and employee training. It also reduces organizational risk by ensuring personnel are informed of legal changes affecting enforcement actions and public interactions.

Fit for Serve: Fitness for Duty Examinations for Public Safety Professions – CIS Annual Conference - Virtual

Chief Michael Pace attended a virtual training session titled “Fit for Serve: Fitness for Duty Examinations for Public Safety Professions,” presented by Citycounty Insurance Services (CIS) as part of its annual conference. The course addressed legal and practical considerations related to fitness-for-duty evaluations, including when examinations are appropriate, due process considerations, employee rights, confidentiality, and best practices for implementation. Emphasis was placed on balancing employee wellness, organizational risk management, and operational

readiness. This training supports informed supervisory decision-making, strengthens alignment with department policy, and supports accreditation standards related to personnel management, legal compliance, and employee wellness

Fostering Effective Relationships – CIS Annual Conference – Virtual

Chief Michael Pace attended the virtual session “Fostering Effective Relationships” as part of the Citycounty Insurance Services (CIS) Annual Conference Public Safety Track. The session brought together law enforcement, fire service, and municipal leaders to discuss strategies for aligning priorities, improving communication, navigating conflict, and sustaining partnerships under pressure. Emphasis was placed on strengthening communication between command staff, elected officials, community members, and partner agencies, particularly during leadership transitions and periods of public scrutiny. This training supports effective intergovernmental collaboration, reinforces professional leadership practices, and aligns with department policy and accreditation standards related to organizational leadership, communication, and community engagement.

Beyond Burnout – CIS Annual Conference - Virtual

Chief Michael Pace attended the virtual keynote session “Beyond Burnout: Why We Struggle to Slow Down and How Recovery Fuels Focus, Energy, and Safety,” presented by Citycounty Insurance Services (CIS) as part of its annual conference. The session examined the impact of chronic stress and insufficient recovery on performance, decision-making, and workplace safety, particularly for high-responsibility professions. Practical strategies were discussed for improving resilience, managing nervous system stress responses, and fostering healthier, more sustainable leadership practices. This training supports officer wellness initiatives, enhances leadership effectiveness, and aligns with department policy and accreditation standards related to employee well-being, risk management, and organizational health.

Top 10 Ways to Get Sued — and How to Avoid It – CIS Annual Conference – Virtual

Chief Michael Pace attended the virtual session “Top 10 Ways to Get Sued — and How to Avoid It,” presented by attorney Kenny Montoya during the Citycounty Insurance Services (CIS) Annual Conference Public Safety Track. The training examined common legal pitfalls facing law enforcement agencies, including use-of-force claims, policy inconsistencies, documentation errors, and social media-related risks. Practical strategies were discussed to reduce liability exposure, strengthen defensible practices, and promote proactive risk management. This training supports continued policy review, reinforces best practices in supervision and documentation, and aligns with accreditation standards related to legal compliance, risk mitigation, and professional accountability.

When the Call Comes In: Navigating Critical Incidents – CIS Annual Conference – Virtual

Chief Michael Pace attended the virtual session “When the Call Comes In: Navigating Critical Incidents,” presented during the Citycounty Insurance Services (CIS) Annual Conference Public Safety Track. The training addressed key considerations before, during, and after critical incidents, with emphasis on organizational culture, employee-centered response, communication strategies, and risk mitigation. Discussion included best practices for supporting personnel, managing operational impacts, and accessing available resources to strengthen agency resilience. This training supports effective leadership during high-stress events and aligns with department policy and accreditation standards related to incident management, supervisory responsibility, and employee wellness.

Navigating Line of Duty Loss with the Oregon Fallen Badge Foundation – CIS Annual Conference – Virtual

Chief Michael Pace attended the virtual session “Navigating Line of Duty Loss with the Oregon Fallen Badge Foundation,” presented during the Citycounty Insurance Services (CIS) Annual Conference Public Safety Track. The training addressed preparedness and response considerations following an in-the-line-of-duty death, including interagency coordination, communication with families and elected officials, memorial planning, and long-term survivor support. Emphasis was placed on compassionate leadership, professional protocol, and structured response planning to guide agencies through the critical first hours and beyond. This training supports crisis preparedness, reinforces organizational resilience, and aligns with department policy and accreditation standards related to critical incident management, leadership responsibility, and employee support.

Toledo Police Department Initiated, Updated and Reviewed the following Policies:

- Policy 608 - Warrant Service
- Policy 609 - Forensic Genetic Genealogy
- Policy 802 - Computers and Digital Evidence
- Policy 1001 - Special Assignments and Promotions
- Policy 1002 - Request for Change of Assignment
- Policy 1004 - Commendations and Awards
- Policy 1005 - Personnel Complaints
- Policy 1006 - Conduct

Toledo Police Department Initiated, Updated and Reviewed the following Procedures:

Nothing to report.

Meetings

WVCC Budget Committee Meeting – Virtual

Chief Michael Pace attended a West Valley Communications Center (WVCC) Budget Committee meeting to review proposed budget allocations, operational costs, and long-term financial planning related to regional dispatch services. Discussion included service delivery impacts, capital planning considerations, and cost-sharing among partner agencies. Participation in this meeting supports responsible fiscal oversight, interagency coordination, and continued evaluation of dispatch service sustainability to ensure reliable emergency communications for the Toledo community.

NWS Portland Live Weather Briefing – Virtual

Chief Michael Pace attended a live weather briefing hosted by NOAA and the National Weather Service Portland office regarding forecasted winter weather, including the potential for snow and associated impacts to the region. The briefing provided situational awareness on storm timing, projected accumulation ranges, travel hazards, and potential effects to critical infrastructure and emergency response operations. Chief Pace's participation supports proactive emergency preparedness, interagency coordination, and planning to ensure continuity of public safety services during adverse weather conditions.

Mark43 RMS Monthly Coordination Meeting – Virtual

Chief Michael Pace and Wendy Pickell attended a monthly coordination meeting with Mark43, the Toledo Police Department's Report Management System (RMS) provider. The meeting focused on reviewing any system issues, discussing user feedback, and receiving updates on upcoming features and planned enhancements to the platform. Ongoing engagement with Mark43 supports system reliability, efficient records management, and continuous improvement of technology used for reporting, data quality, and operational effectiveness.

HB 5701 Funding Presentation – Oregon House of Representatives – Virtual

City Manager Rich Huebner and Chief Michael Pace participated via virtual attendance in a funding presentation before the Oregon House of Representatives in support of HB 5107 funding for the City of Toledo's proposed new civic center. Approximately 100 entities were provided two minutes each to present their funding requests and articulate community needs. The presentation highlighted the critical role of a modern civic center in supporting public safety operations, city services, and long-term community resilience. This engagement reflects proactive legislative advocacy and pursuit of external funding opportunities to support essential municipal infrastructure.



Date Range is previous month

If "No Results" is Displayed - No Crime of Those Types Occurred



Crimes Reported

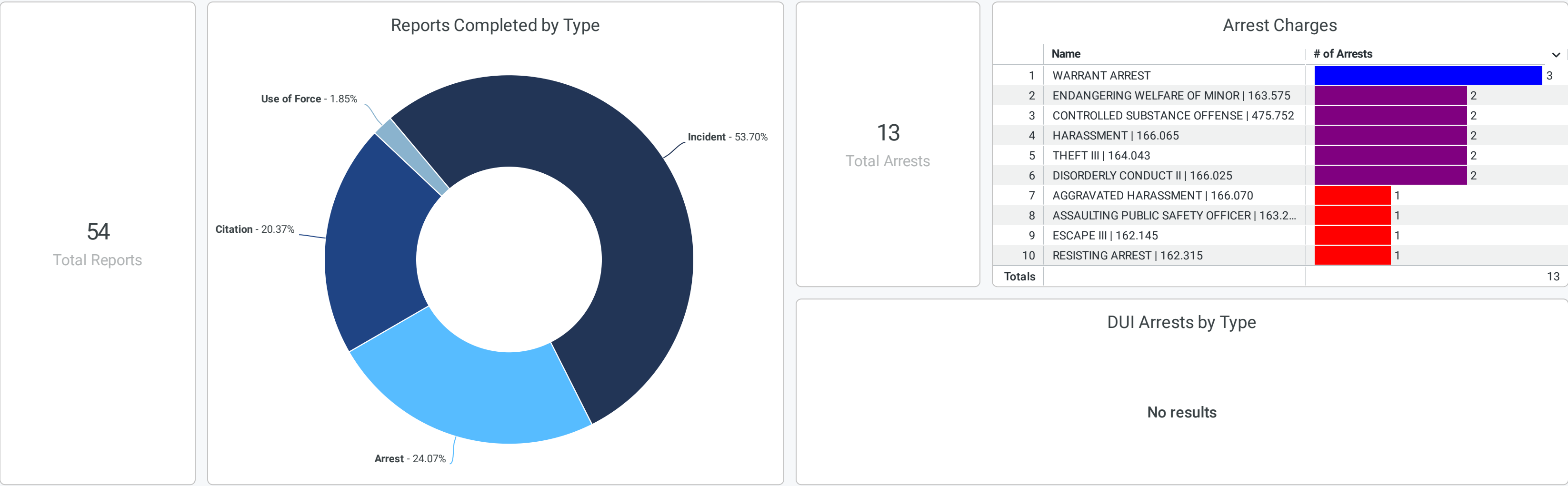
Persons Crimes	
Crime	# of Offense/Incidents
HARASSMENT 166.065	2
AGGRAVATED HARASSMENT 166.070	1
ASSAULTING PUBLIC SAFETY OFFICER 163.208	1
Totals	4

Property Crimes	
Crime	# of Offense/Incidents
UNAUTHORIZED USE OF VEHICLE 164.135	1
THEFT III 164.043	1
IDENTITY THEFT 165.800	1
Totals	3

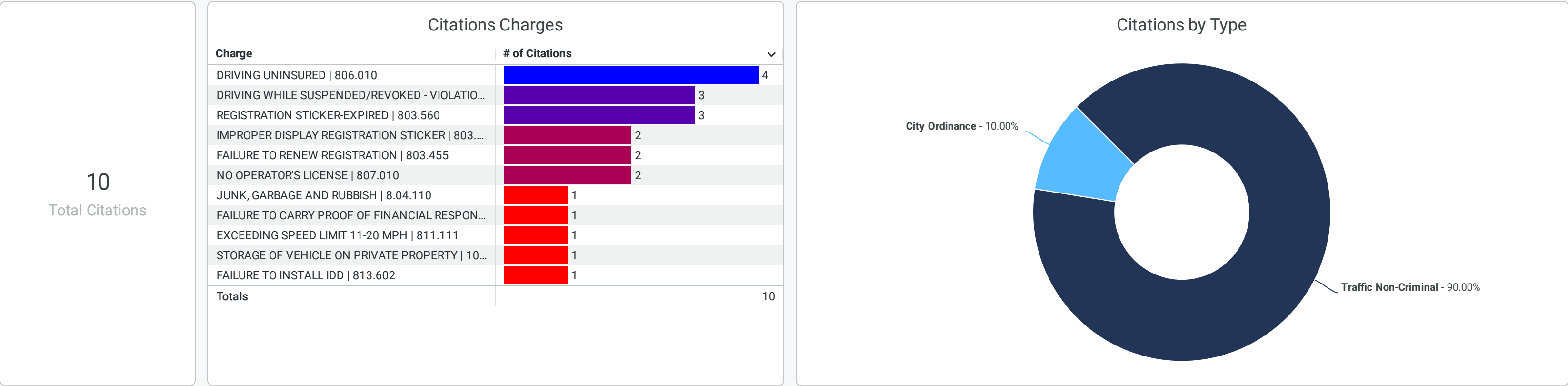
Society Crimes	
Crime	# of Offense/Incidents
DISORDERLY CONDUCT II 166.025	2
CONTROLLED SUBSTANCE OFFENSE 475.752	1
ENDANGERING WELFARE OF MINOR 163.575	1
RESISTING ARREST 162.315	1
DUII 813.010	1
Totals	6

All Other Crimes	
Crime	# of Offense/Incidents
WARRANT ARREST	3
DRIVING WHILE SUSPENDED/REVOKED - FELONY 811.182(3)	1
SALE/POSSESSION/ USE OF FIREWORKS 480.120	1
ANIMALS AT LARGE 06.08.110(A)	1
FUGITIVE WARRANT-OTHER AGENCY/STATE 133.747	1
IDENTITY THEFT 165.800	1
VIOLATION OF CONDITIONS OF PROBATION 162.135	1
ESCAPE III 162.145	1
Totals	12

Reports & Arrests



Citations Issued



Police Department Monthly Report

Supplemental: Code Enforcement Officer Report

February 2026

For the month ending February 2026 there were the following code violation cases in Toledo, 13 Total Open Cases (6) cases closed, some cases have multiple violations pending.

1. Junk, garbage & rubbish (8.04.110) – 4
 2. Nuisance building (8.04.050) – 3
 3. Improperly maintained fence (8.04.120) – 1
 4. Noxious vegetation (8.04.100) – 1
 5. Permit required RV (8.08.040) – 4
 6. Property or vehicle on street (10.16.060) – 1
 7. Nuisance inoperable vehicle (8.04.080) – 1
 8. Excavation Permit (15.20.030) – 1
 9. Discarded Vehicle (10.24.030) – 1
 10. Use Permitted Outright (17.20.020) – 1
 11. Erosion and control standards (15.20.020) - 1
 12. Livestock-Poultry (8.04.040) - 1
-

For the month ending February 2026 there were the following code violation cases in Siletz 6 open cases 1 closed, some cases have multiple violations pending.

(3) Cases before the judge at this time

1. Discarded vehicle (8.08.030) – 1
 2. RV permit required (8.08.160) – 1
 3. Scattering trash, rubbish (8.08.010) – 1
 4. Noxious vegetation (8.08.080) – 1
 5. Maintenance of property (8.08.140) – 4
-

Note: In Toledo, we still have (1) RV disposal voucher available for Toledo. We utilized (1) RV disposal voucher on a large boat. For Siletz, we still have the roll off dumpsters voucher available.

Nothing Further to Report.





CITY OF TOLEDO FIRE DEPARTMENT
COUNCIL REPORT
MARCH 18, 2026



Will all apparatus back from various shops and ready to respond, we shift our attention to staffing. One of our star volunteers is taking a promotion and will be moving to the Albany area. He still plans on responding and pulling duty shifts, when possible but this will still create gaps on weekends.

Amanda and Robert have agreed to shift their work week from Monday through Friday 8 hours a day to 4-10 hour days. One will be working Sunday to Wednesday and the other Wednesday to Saturday. This will allow for at least one Firefighter to be on shift seven days a week. They will be augmented by myself, DC Morford, and our volunteers.

We are thankful for their flexibility during this staffing challenge. Volunteerism, or the lack thereof, isn't specific to us. This is truly a national challenge. Departments that have very long traditions of a volunteer workforce are having to enter into discussions on paid or part paid staffing. While we work with this temporary remedy we will continue to look for longer-term solutions.

Working with Public Works, we have repositioned the containers on Fir Street above the sewage treatment plant. With a bit more work they will become fire training props where our folks can make entry and suppress a fire in a controlled environment. This project began over four years ago and we're excited to be moving forward again.

DC Morford and Robert are currently overseeing a Firefighters I academy for three new recruits. They are about halfway done and will be the first to use the new training prop when their class is finished.

Amanda and Robert made a visit to the Homie House and working with DC Morford they are returning there in the next few weeks to see how we can work together, whether it be through a Cadet program of Recruit Firefighters or some similar arrangement. There is still a lot of details to be worked out but the conversation has begun.

Amanda has received excellent response to her Preparedness Open House. As a reminder, this is scheduled for April 18th at the Fire Station and will be co-hosted by the Toledo Police Department. We expect to see you stop in to say hi.

We previously mentioned Robert, DC Morford, Will Sanning and Donald are enrolled in the Advanced-EMT training. They have begun practicing IVs on training manikins. Beginning next month, they start to practice on real people. My previous experience has shown that we need lots of volunteers to offer up their arms for IV practice. Don't be surprised if you're invited to a Fire Department training class in the near future for this purpose.

I look forward to your questions,

Dave

Train Hard, Play Safe and Keep an Eye on your Partner.

Filter statement

Filters **Days in Core incident onset date/time** 2/1/26 to 2/28/26 **Incident status** Locked

Fire Incident Count (NERIS)

Count of Incidents by month, day, hour of day, station, shift, and unit

Count of Total Incidents

Count of Incidents
62

Filter statement

Filters

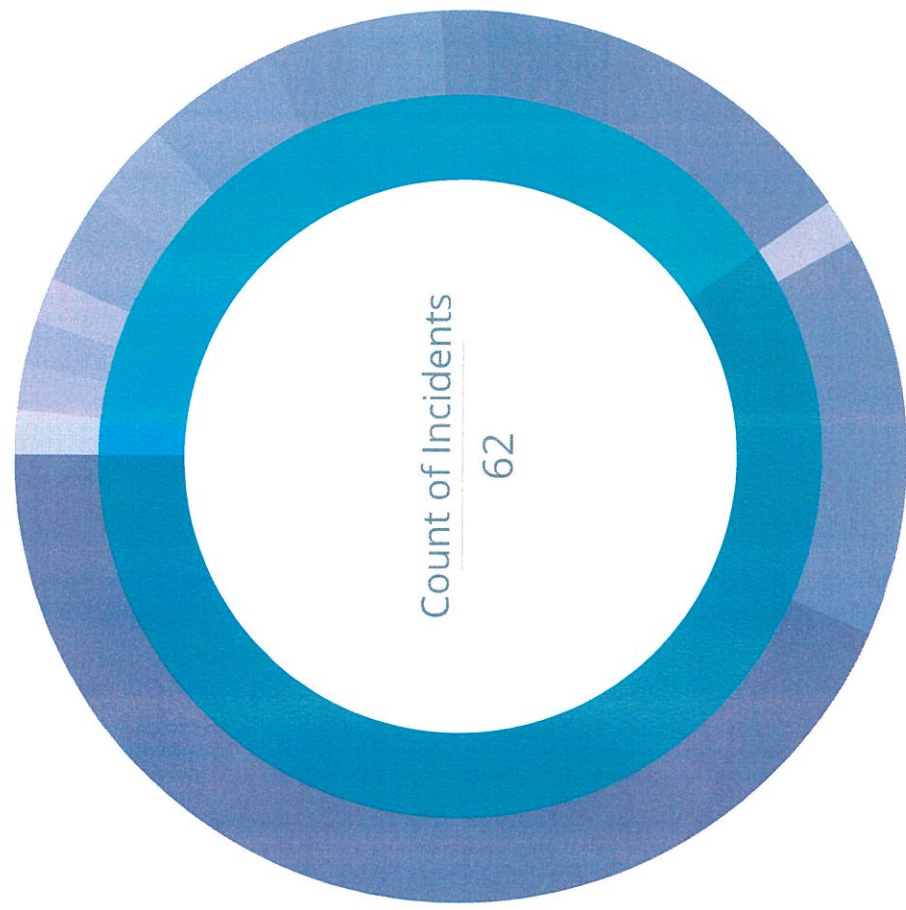
Days in Core incident onset date/time2/1/26 to 2/28/26

Incident statusLocked

Count of Incident Responses

Station	Shift	Unit	Incidents
Toledo FD	N/A	N/A	20261
		SQ42	1
N/A	N/A	BR41	8
		BR42	1
		Car 400	5
		E42	2
		HB41	9
		POV	2
		R41	9
		R51	2
		SQ41	2
		SQ42	34

Percent of Incident Responses by Incident Type

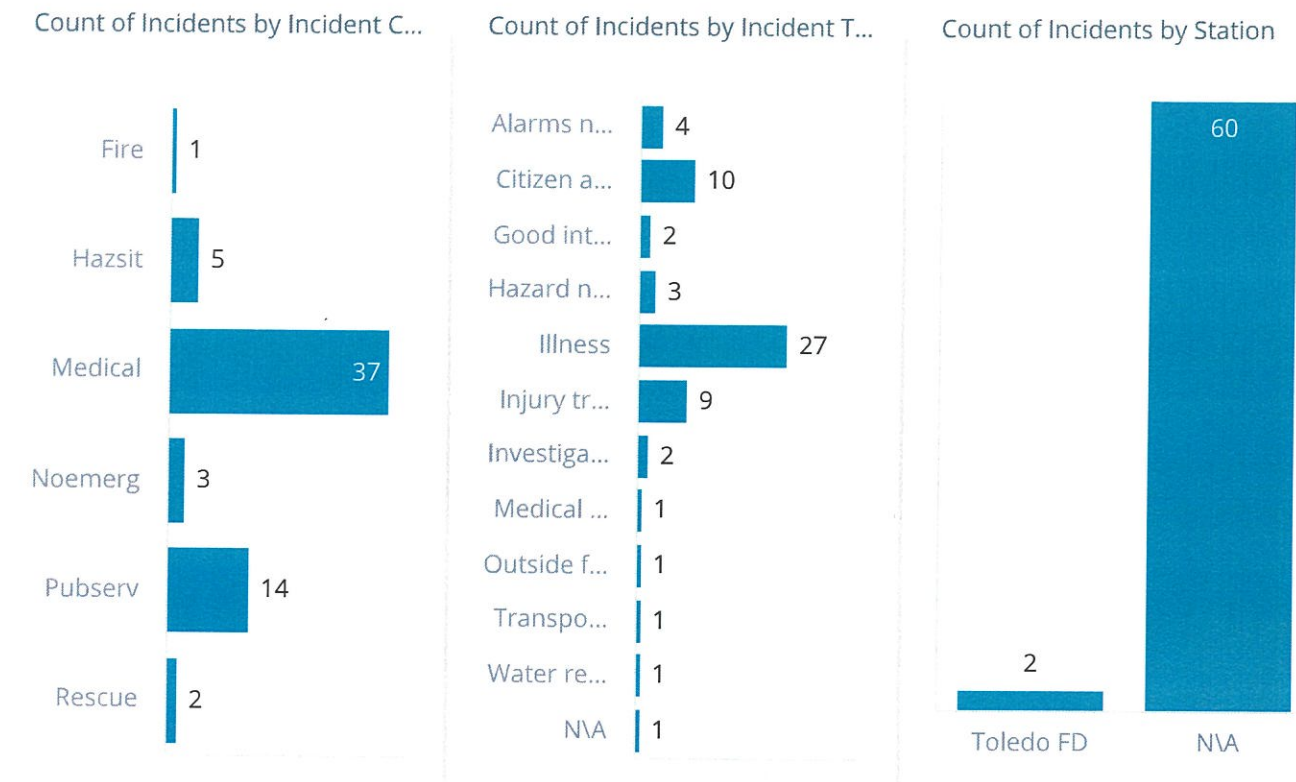


Filter statement

Filters

Incident onset 2/1/26 to 2/28/26

Incident status Locked



Count of Incident Responses by Personnel

Personnel Name	02/2026		%	#
	%	#		
Ayarza, Donald	100.0%	16	100.0%	16
Garbina, Jeremy	100.0%	3	100.0%	3
Garrison, Jonathon	100.0%	7	100.0%	7
Hankins, Amanda	100.0%	26	100.0%	26
Jensen, Hunter	100.0%	23	100.0%	23
Kilgore, Robert	100.0%	39	100.0%	39
MORFORD, DANIEL	100.0%	2	100.0%	2
Robeson, Larry	100.0%	5	100.0%	5
Sanning, Will	100.0%	1	100.0%	1
Grand Total	100.0%	61	100.0%	61

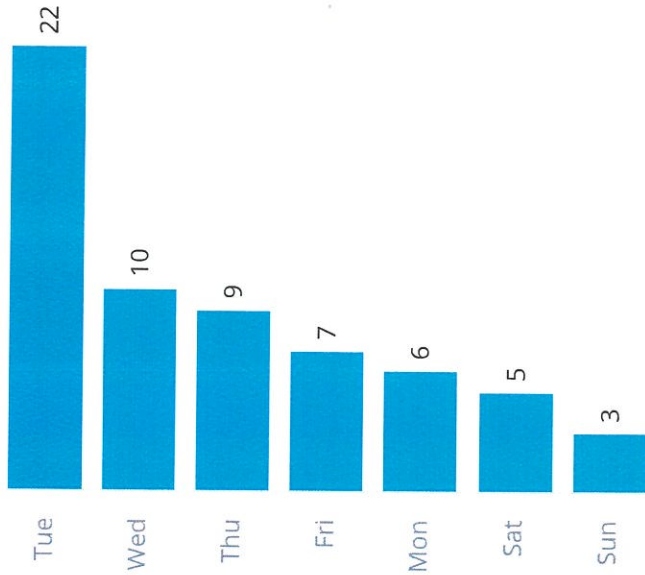
re Incident Count (NERIS)

Mar 13, 2025 9:54:26 AM Fire Incidents (NERIS)

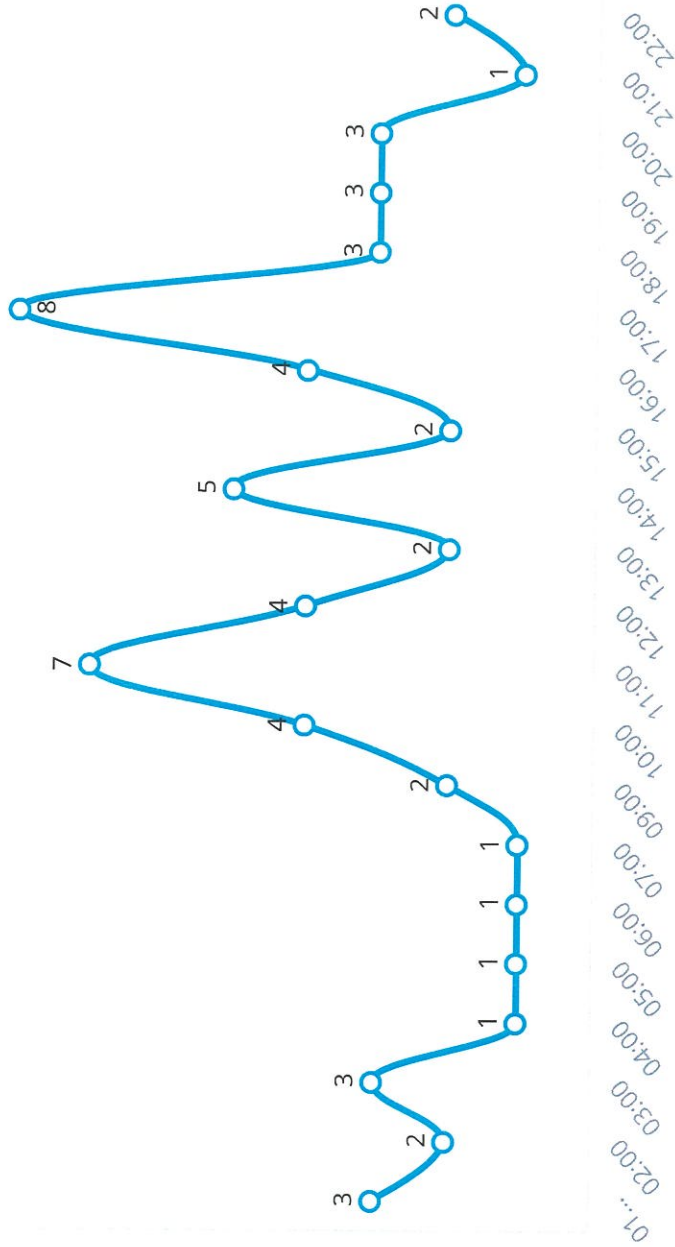
Filter statement

Filters Days in Core incident onset date/time 2/1/26 to 2/28/26 Incident status Locked

Incident Count by Day of Week



Incident Count by Hour of Day



Fire Incidents YTD (NERIS) 1/1/2025 to 2/28/2026 Fire Incidents (NERIS)

Filter statement

Filters **Incident onset** 2/1/26 to 2/28/26 **Incident status** Locked

Count of Incident Responses by Shift

Core shift	02/2026		%	#
	%	#		
N/A	100.0%	62	100.0%	62
Grand Total	100.0%	62	100.0%	62

Count of Incident Responses by Unit

Unit name	02/2026		%	#
	%	#		
BR41	12.9%	8	12.9%	8
BR42	1.6%	1	1.6%	1
Car 400	8.1%	5	8.1%	5
E42	3.2%	2	3.2%	2
HB41	14.5%	9	14.5%	9
POV	3.2%	2	3.2%	2
R41	14.5%	9	14.5%	9
R51	3.2%	2	3.2%	2
SQ41	3.2%	2	3.2%	2
SQ42	56.5%	35	56.5%	35
N/A	1.6%	1	1.6%	1
Grand Total	100.0%	62	100.0%	62

Public Works Activities February 2026

- City of Toledo facility janitorial
- Monthly blow offs
- Daily work orders
- Route maintenance
- Route storm drain maintenance
- Weekly street sweeping
- Facilities maintenance/roofs/painting
- Parks Maintenance
- Utility locates
- Repair Sam Briseno Art bench- Bus 20-PD
- Pressure test Sturdevant water line
- Distribution valve maintenance
- Weekly Street Sweeping
- Meter Reading/Shutoffs/Turn-ons
- OHA Water Survey
- Remove tree in right of way on NW Spruce
- Reservoir Maintenance
- Cleaning graffiti @ Skate Park
- Arcadia Park maintenance
- Pump Station checks
- Ammon pump station alarm callout due to power outage
- Sanitary Sewer flushing
- Street Route Maintenance – Potholes
- Repair Fir Crest Guard Rail
- Repair meter bottom on Catherine St. meter
- Weekly City shops cleaning
- SE 1st & Main water leak repair
- Flagging Bus 20 striping
- Storm Drain Maintenance
- Repair Sturdevant water leak
- Main Street sidewalk repair
- Repair Sturdevant school sign
- Take & Deliver water samples for testing
- Water treatment filter media change over help
- Arcadia Park rehabilitation/clean basketball court
- Repair water leak Elk City Rd.
- Replace Mill Creek pump station generator
- Butler Bridge generator maintenance
- Repair WTP filter support beams
- Repair/Replace Park Benches
- FD training area maintenance
- PD facilities maintenance
- Respond to Storm Station Pump 2 fault

26-Feb	
Gallons produced by WTP	12,741,288
Billable	11,583,305
Fire Department usage	250
Public Works usage	219,995
Total gallons accounted for	11,803,550
Difference	937,738
Percent of Loss	7.00%
WWTP Gallons Treated	27,855,000

**Planning Department Permit Applications
February, 2026**

Construction Applications:

No applications were submitted in February, 2026

Land Use Applications:

1. Replat two existing lots to adjust property lines at 392 SE 3rd Street
2. Temporary RV permit to reside in RV at 1969 SE Kauri Street
3. Tree permit to remove 5 trees in the right-of-way at 110 NW 6th Street

Annual Department Statistics				
Type of Permit	February	2026	2025	2024
Building Permit	0	2	23	37
Other Permits*	0	7	54	38
Land Use Application	3	3	19	17
Truck Permit	1	12	17	15
Banner Placement Permit	0	0	6	3
Value of Construction Improvements	\$0	\$0	\$8,963,211	\$ 7,465,937

*includes permits for excavation, work in the right-of-way, demolition, and water/sewer connections.

HR Director Update: March 18, 2026

1. Talent Acquisition

- Our new Finance Director, Mindy Suitter officially starts on Tues March 17th but won't be in-office full-time until April 1st. During March, she will attend budget and other meetings as available.
-

2. Compliance

- Shawna (and Rich) attended the annual CIS Conference in Salem Feb 25 – 27. Many valuable sessions answered some questions and posed many new ones! Biggest takeaway was insight on managing staff Volunteers (Fire Dept, Library, etc.) for ensuring legal compliance, safety and high retention through structured training and support.
-

3. Benefits & Employee Support

- HR attended the Lincoln County Job Fair at Oregon Coast Community College on Friday, March 13, which featured local employers and opportunities for high school students and the public. The City did not have any open job postings but the intent was to be a presence within the community, sharing swag and flyers to bring awareness to employment possibilities in Toledo.

Finance Department Monthly Report – March 2026

- Budget
 - Comprehensive Budget Training completed
 - Preparation of Budget worksheets for Departments
 - Beginning work on Personnel Costs worksheets
 - Updating financial records for budget documents
- Hiring new Finance Director
 - Participated in interviews and selection
 - Preparing training and onboarding plan for April 1

All financial transactions to keep the City running smoothly

**Toledo Public Library
Staff Report
2026-03-18**

February Stats

Total Circulation of Library Materials: 3,162

In-Person visits: 800

Patrons added: 8

Community Room Use: 53

AV Room users: 6

Notary Appointments: 1

Volunteer hours: 45

Adult Program Attendance: 81

Children's Program Attendance: 111

Teen Program Attendance: 11

Podcast Downloads: 164

Reference questions: 138

Facebook Page Views: 18,887

Facebook Engagement: 1,082

Facebook Interactions: 9

Tolybius Games Played (February 12 – March 11): 160

➤ **Public Programs**

- Family Event: Speed Puzzles! March 21, 4 – 6 p.m.
- Mario Kart Tournament! March 26, 2 – 4 p.m.
- STEAM Saturday: Making Ice Cream! March 28, 2 – 3 p.m.
- The Library's food pantry has been well-used and well-stocked with help from Food Share of Lincoln County and community donors

➤ **Services and Collections**

- City notary services now available at the Library
- Shelving purchases underway
- Junior graphic novels collections have new dedicated shelving locations
- Full carpet cleaning scheduled for end of month

City Recorder Report March 2026

Records Requests

Several requests completed or closed out.

Event Permit Applications

Meeting SET to address concerns with application. Met with Rich and Brian to work out the issues.

Council Minutes review and website standardization

Went over the website to ensure 2024 Council minutes were complete. Missed one that is on the consent agenda.

Moving to all the additional meeting to ensure that they are all correct. Then I will shift my focus to 2025.

Professional Training

Did not receive IIMC grant for attending IIMC Annual Conference

Software Updates

TextMyGov is about to be rolled out. Several meeting have been held including Arlene and myself.

Database reviewed, marketing materials reviewed. Now a plan for roll-out needs to be finalized. Should be up and running by March 31st.

Agenda Meeting Management is moving well. Agenda and minutes templates have been approved.

Good meeting with them to address some issue that will make things easier for us. Training schedule has been set and should be up and running the first council meeting in May.

City of Toledo Issue Tracker 2026

Request Date	Date to Follow Up	Targeted Completion Date	Staff Assigned	Item	Comments/Notes	Completed?
5/7/2025	10/25/2025	10/31/2025	City Attorney/ City Manager	Fire policies reviewed by the City Attorney	Completed through collaboration with Fire Chief and City Attorney	Y
5/7/2025		10/31/2025	Council	Civic Center Naming	August 6 contract awarded to Scott Edwards to do visioning and prelim design	Y
8/6/2025	9/17/2025	10/1/2025	City Attorney/ City Manager	Homie House	Agreement and letter of support. Payment remitted to Homie House.	Y
7/2/2025	10/22/2025	11/30/2025	Council/Staff	Review/update council rules	October Work Session	Y
10/15/2025	10/15/2025	Ongoing - quarterly	Paul Johnson	Railroad and Yaquina payment RCA		Ongoing
7/10/2025		N/A	City Attorney/ City Manager/ Fire Chief	Facility use agreement	Agreement proposed and rejected by ELCFR, which vacated Toledo Fire Station	N/A
2/5/2025	3/25/2026		Justin Brown	Council tech upgrades	Justin previously met with Councilor Keating in September. Staff anticipate purchasing new projector and ceiling mount in March 2026. Reviewing options for Chromebook replacement and dais presentation viewing.	N
5/20/2025		Winter	City Manager/ Council	Budget Committee process review	Rich will follow-up with new Finance Director, who is starting April 1, 2026	N
4/23/2025	3/25/2026	7/1/2026	Brian Lorimor	Memorial Field bathroom completion	Bid completed and awarded. Demo completed. Contract signed with DSL Construction.	N - In process
4/16/2025	4/15/2026	6/30/2026	Chiefs	Emergency Operations Plan	Preliminary Draft Expected. New information gained by FD has added additional elements.	N - In process

5/28/2025	5/1/2026		City Attorney/ City Manager	Revisit Ordinance 1423	Final FEMA/PICM rules still not issued. City Manager has had discussion with City Planner about appropriate model to adopt if proposed rules remain unchanged.	N - In process
6/4/2025	4/1/2026		City Manager/ Finance	Public Safety Revenue Options	City Manager has been gathering data from other Oregon cities. Will have as a discussion item for 4/1/26 meeting.	N - In process
7/23/2025	4/1/2026	TBD	City Manager/ Planning	Amend URA boundaries to include current Dept. of Forestry property	City working on proposal to acquire land. City Manager will provide update on feasibility of this once acquisition proposal complete.	N - In process
8/27/2025	4/1/2026	TBD	City Manager	Stray Cats		N - In process
9/3/2025	4/22/2026		City Manager/ Mayor	Mayor's committee / Junior Council	Proposed by Former Mayor. City Manager and Mayor to discuss.	N - In process
9/24/2025	4/8/2026		City Attorney/ City Manager	Follow-up After Action	Working with city attorney	N - In process
10/15/2025	10/15/2025		City Manager	Social Media Coordinator	Duties currently held by City Recorder. City Manager will evaluate for future need as and part of budget process.	N
9/17/2025	4/22/2026	Ongoing	City Manager/ Mayor		Mayor Mix Report	N - In process

City of Toledo – future agenda items list 2026

Goal #	January 7, 2026 Regular Meeting	Staff Lead
	Discussion: University of Oregon's Sustainable City Year Program (SCYP)	RH/CMAK
	Website Upgrade and new Software Programs	RH/PJ
	Employee Handbook	SG
	Auditor Introduction	RH/JR

Goal #	January 21, 2026 Regular Meeting	Staff Lead
	Lincoln County Genealogical Society	HB
	Discussion: University of Oregon's Sustainable City Year Program (SCYP)	RH/CMAK

Goal #	January 28, 2026 Work Session	Staff Lead
	Volunteer Appreciation	
	Mix Report	

Goal #	February 4, 2026 Regular Meeting	Staff Lead
1	Approve Resolution No. 1595, authorizing Interfund Transfers to repay the System Development Charges Fund for exempted SDCs related to the Olalla Meadows Project.	RH/JR
	Ordinance 1434 Second Reading	RH
	Swearing in of Officer Orrin Wallace	MP
	Meritorious Award Presentation	RH/MP/DS
	Election of Mayor	RH
	Election of Council President (if needed)	RH

Goal #	February 18, 2026 Regular Meeting	Staff Lead
	Art Toledo	
	SE 7 th Place Street Synopsis	
	Toledo History and Yaquina Historical Railroad Museum	
	Toledo Summer Festival Princesses	
	Lincoln County Historical Society	

Goal #	February 25, 2026 Work Session	Staff Lead
	University of Oregon's Sustainable City Year Program (SCYP)	AK/RH
	CIP's	
	Draft Goals	
	Art Toledo	

City of Toledo – future agenda items list 2026

	Water Conservation	
	Vigil	

Goal #	March 4, 2026 Regular Meeting	Staff Lead
	Toledo History Center and Yaquina Historical Railroad Museum Funding Approval	
	Fireworks – Discussion Item	

Goal #	March 18, 2026 Regular Meeting	Staff Lead
	Resolution acknowledging OJT revenues and assigning said funds to the Administration to Travel and Training Cost Center	
	RCA – authorize payment for repair of Fire Apparatus	
	Discussion/update on Code Enforcement	SM
	Forestry Department Letter of Interest	RH
	Council Applicant Interview	
	Toledo Summer Festival Princesses	

Goal #	March 25, 2026 Work Session	Staff Lead
	Transportation	

Goal #	April 1, 2026 Regular Meeting	Staff Lead

Goal #	April 15, 2026 Regular Meeting	Staff Lead

Goal #	April 29, 2026 Work Session	Staff Lead