

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



**TOLEDO CITY COUNCIL
 Regular City Council Meeting
 April 15, 2026**

1. Call to Order

- a. Council President Silvia 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		
Councilor Riley	X		

- b. Staff Present: City Manager Rich Huebner, HR Director Shawna Gribskov, Fire Chief David Lapof, Finance Director Mindy Switter, Interim Finance Director Judy Richter, City Attorney Souvanny Miller, and City Recorder Paul Johnson

3. Visitors/Public Comment

- a. In-Person/Online Comments
 - i. Shannon Herman inquired about the status of retail permits for fireworks that were stated to be on the agenda from the previous meeting minutes. City Manager Huebner explained that the item was not ready for this meeting and was anticipated for the May 6th meeting.
 - ii. Kathy Rigby, a resident of Newport and current grants manager for the city of Newport, introduced herself as a candidate running for County Commissioner Seat 1, currently occupied by Casey Miller. She provided her website information (KathyRigbee.com) for those with questions and offered to answer questions after the meeting.
 - iii. Kristen Dawn, a resident of South Beach, introduced herself as a candidate running for Lincoln County Commissioner Position 2 to serve the remaining two years of the position formerly held by the late Claire Hall. She highlighted her 22 years in Lincoln County, her career serving coastal communities with the Oregon Department of Fish and Wildlife, and her current service on the Lincoln County Budget Committee and Samaritan

House Family Shelter board. She expressed interest in meeting with council members to discuss how the county can better partner with the city of Toledo.

- b. Submitted Comments
 - i. Email dated 04/15/2026 from anonymous Toledo resident. Document will be included in packet.

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			
Councilor Kauffman		X	X			
Councilor Keating	X		X			
Councilor Burns			X			
Councilor Riley			X			

5. Toledo Beat and/or Presentations to the Council

- a. Toledo Arbor Day 2026 Proclamation
 - i. City Manager Huebner explained that Toledo has proudly earned the designation as a Tree City USA for several years. To maintain this designation, the city must issue an Arbor Day proclamation and hold an Arbor Day event. The library, in conjunction with the public works department, will host a trail tour on Saturday, April 25th, of the area behind the library that was previously a disc golf course. While Arbor Day is Friday, April 24th, the event is scheduled for Saturday to accommodate families.
 - ii. Mayor Mix read the Arbor Day proclamation into the record, proclaiming Friday, April 24, 2026, as Arbor Day in the city of Toledo and encouraging residents to participate in the trail tour on Saturday, April 25, 2026.

6. Discussion and Information Items

- a. Toledo H2O Water Assistance Program
 - i. Lieutenant Michelle Del Olio from the Salvation Army of Lincoln County presented a request to increase the maximum assistance amount from \$100 to \$200 (or at least \$150) per recipient in a 12-month period. She explained that many assistance requests exceed the current \$100 limit, with one recent request being nearly \$650. Since taking over in summer 2023, she has processed 19 assistances at the maximum \$100 each, with no denials.
 - ii. The program operates with low barriers - recipients need to be Toledo residents, provide ID, and show proof of a past due bill, shutoff notice, or financial emergency. The Salvation Army received initial funding of \$1,500 from the contributions committee and \$2,000 in 2023, with the most recent donation of \$688 coming from customer donations through

- the utility billing system.
- iii. City Manager Huebner noted that increasing the assistance amount without additional funding could reduce the number of individuals helped. He also mentioned that when utility accounts are closed with refunds under \$10, those amounts are donated to the H2O program.
 - iv. Council discussion revealed support for increasing the maximum amount, with Councilor Keating suggesting either \$150 for the first year and \$200 for subsequent years, or allowing the Salvation Army discretion within a higher limit. Councilor Chambers expressed support for donations but hesitation about using the general fund or utility funds to supplement the program.
 - v. The consensus was to have staff work with the Salvation Army to develop a contract amendment for the May 20th meeting, with the maximum assistance amount set at \$150.
- b. Toledo Sesquicentennial 4th of July Celebration
- i. City Manager Huebner proposed establishing a 4th of July committee with up to three councilors (to avoid quorum requirements), himself, and Amber from the chamber, with the committee open to businesses and community members. The committee would address logistics including vendor coordination, activities, timing, and security arrangements.
 - ii. Councilor Kauffman expressed concerns about the event becoming too much of a party rather than maintaining focus on providing a safe place for legal fireworks. She opposed beer gardens and live bands, preferring food trucks and DJ music to avoid turning it into a party atmosphere with potential drinking around children.
 - iii. Mayor Mix emphasized that everything must be off the field before any fireworks are lit, and the focus should be on community celebration and safety. Councilor Keating stressed the need for proper planning through a committee rather than continued discussions during council meetings.
 - iv. Three members of the Council volunteered: Councilor Keating, Council President Silvia, and Mayor Mix. Councilor Burns noted the importance of contacting food trucks early. Council President Silvia added the food trucks will need Toledo business licenses to operate in the city.
 - v. City Manager Huebner will coordinate the committee's first meeting and noted the need to contact CIS (insurance) once the event outline is established.

7. Decision Items

- a. RCA - A Resolution of the Toledo City Council Adopting a Supplemental Budget for the Fiscal Year 2025-2026 and making appropriations
 - i. Public Hearing on the Adoption of a Supplemental Budget for the Fiscal Year 2025-2026 and making appropriations
 - 1. Finance consultant Judy Richter explained that the supplemental budget recognizes additional income not anticipated during budget preparation: approximately \$95,000 in insurance reimbursement, higher than anticipated SIP money, and higher than expected French electric franchise fees. These additional revenues require

recognition and appropriation for spending.

2. Council President Silvia opened the public hearing at 6:44 PM. No public comments were received. The public hearing was closed at 6:45 PM.
 - ii. Council President Silvia asked about the OJT reimbursement grant. City Manager Huebner explained it was an on-the-job training workforce program reimbursement for City Recorder Paul Johnson's training on the city recorder aspects of his role, as he brought experience in executive assistant duties but needed training on the specialized city recorder functions.
 - iii. **Motion** to approve a Resolution No. 1601 of the Toledo City Council Adopting a Supplemental Budget for the Fiscal Year 2025-2026 and making appropriations

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

- b. RCA - A Resolution of the Toledo City Council Adopting Findings of Fact Related to the Toledo Community Market and Approving a Fee Waiver Related to the Usage of Memorial Field for the same.
 - i. City Manager Huebner acknowledged that due to internet problems during the April 1st meeting, he may have prepared this resolution prematurely. He offered to table the item for additional discussion if council desired.
 - ii. Council discussion revealed mixed perspectives. Councilor Chambers supported waiving the fee as the market enriches the community. Councilor Keating raised concerns about the reliability of impact data, noting the chamber director's acknowledgment that data on the market's economic impact isn't reliable. He questioned the "findings of fact" designation when based on unreliable data and suggested either a one-year waiver with better data collection or establishment of general criteria for fee waivers.
 - iii. City Manager Huebner provided background: the \$150 per day Memorial Field rental fee was established in 2021. The chamber was moved from Main Street to the park (rather than choosing to move), and there was no fee when the move occurred. Three organizations use the field for extended periods: SET (youth sports, no fee due to maintenance agreement), Summerfest (pays fees), and the Chamber (has not paid since fee establishment, invoiced once but didn't pay).
 - iv. Council President Silvia suggested tabling the item for more comprehensive discussion about fee waiver policies, maintenance

agreements, and equitable treatment of all organizations using city facilities. The consensus was to revisit the item during the May 6th meeting for further discussion.

- c. RCA - Approve the Art, Oysters, and Brews Event Budget
 - i. Councilor Keating recused himself from the discussion due to a conflict of interest (his wife is on staff at the Economic Development Alliance of Lincoln County).
 - ii. City Manager Huebner reported that EDELDC staff is excited to coordinate the event again. The proposed budget totals \$8,000, though he anticipates it will be closer to \$7,500-\$7,550. Line items include: bands and musicians (\$3,000, with flexibility), community mural supplies, marketing and advertising, portable restrooms and washing stations, security for overnight protection of vendor equipment (due to the two-day event), water bottles for volunteers, and miscellaneous costs.
 - iii. The budget will be funded from the general services special purchases line item, which has a budget of \$12,500 with only \$100.07 spent to date. Council President Silvia asked about security arrangements, emphasizing the need to avoid the vendor who failed to show up the previous year. City Manager Huebner confirmed EDELDC would handle security arrangements and noted that former Mayor Cross had found the replacement vendor last year.
 - iv. **Motion** to approve the budget for the Art, Oysters, and Brews event 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	
Councilor Burns			X			
Councilor Riley		X	X			

8. Administrative and Department Reports

- a. City Manager Huebner asked if council had questions about the department reports in their packets. No questions were raised. He formally introduced new Finance Director Mindy Suitter, expressing excitement about having her join the team.
- b. City Manager Report
 - i. City Manager Huebner reported that Northwest Coastal Housing has assigned the SDC agreement, ground lease, and project lease for the Olalla Meadows housing project to Olalla Meadows LLC, a standard practice for housing development projects. This assignment was previously authorized by council and requires no additional action.
 - ii. He also reported removing a campaign sign that was inappropriately

placed on public property at the city's water tank on Grand Avenue, explaining this action was taken because political signs are not permitted on public property.

- iii. City Manager Huebner reminded council that budget committee meetings will start in May, recognizing the work of Judy, Cindy, and Mindy on budget preparation. He also noted there would be no meeting on April 22nd due to the League of Oregon Cities spring conference in Pendleton.
- iv. City Manager Huebner announced the Toledo Fire and Police Departments' open house and emergency preparedness fair on Saturday, April 18th, from 10 AM to 2 PM at the fire station, featuring emergency vehicle exploration, safety demonstrations, hands-on activities, and a kids' firefighter challenge, with hot dogs provided.

9. City Council Issue Tracker

- a. City Manager Huebner added items discussed during the meeting to the agenda tracker and asked if council had additional items for future meetings. No additional items were requested.
- b. City Recorder Johnson indicated that the Future Agenda Items tracker had been updated with the information presented during the meeting.


10. Council Comments

- a. Councilor Burns inquired about businesses placing banners on the ball field fence and whether they pay fees. City Manager Huebner explained that SET has permission to place sponsor banners, but other organizations should pay fees and get approval. He agreed to verify which banners are SET-affiliated and follow up on others. Councilor Burns publicly apologized to Councilor Keating for unkind comments, stating it contradicted who she wants to be as a city councilor and team member.
- b. Councilor Keating accepted the apology and announced a candidate forum for all county commissioner races on April 29th from 5-8 PM at the Toledo Elks, hosted by Lincoln County News Source. All 12 candidates across three races have been invited and must agree to a code of conduct. Questions will not be provided in advance.
- c. Council President Silvia emphasized the importance of civility during election season, encouraging people to remain human regardless of political differences.
- d. Mayor Mix expressed pride in the council's growth and improved working relationships, noting the progress from past conflicts to current collaborative discussions and respectful treatment of differing opinions.

11. Adjournment

- a. The Council President adjourned the meeting at 7:24 p.m.

APPROVE:



Mayor Tracy Mix

ATTEST:



City Recorder Paul Johnson