

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



TOLEDO CITY COUNCIL

Regular Meeting – also via Zoom Meeting Platform

February 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. 01-03-2024 City Council Meeting Minutes Amended
 - b. 01-17-2024 City Council Executive Session Minutes Amended
 - c. 01-17-2024 City Council Meeting Minutes Amended
 - d. 01-24-2024 City Council Goal Meeting Minutes Amended
 - e. 02-07-2024 City Council Meeting Minutes Amended
 - f. 02-21-2024 City Council Meeting Minutes Amended
 - g. 03-20-2024 City Council Meeting Minutes Amended
 - h. 04-03-2024 City Council Meeting Minutes Amended
 - i. 04-03-2024 City Council Executive Session Minutes Amended
 - j. 04-17-2024 City Council Meeting Minutes Amended
 - k. 05-01-2024 City Council Meeting Minutes Amended
 - l. 06-05-2024 City Council Executive Session Minutes Amended
- 5. Community Service Reports and/or Presentations to the Council**
 - a. Toledo Summer Festival Princesses
 - b. Lincoln County Historical Society Final Report
 - c. Toledo History Museum

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.

- d. Yaquina Historical Railroad Museum
- 6. Discussion and Information Items**
 - a. Art Toledo – Kim Bush and Economic Development Alliance of Lincoln County
- 7. Decision Items**
- 8. Reports and Comments**
 - a. Toledo Fire Department
 - i. Toledo Fire Department Council Report 2-18-2026
 - b. Toledo Police Department
 - i. Police Department Monthly Report January 2026
 - ii. January 2026 Stats
 - c. Planning Department
 - i. Planning Department Monthly Report January 2026
 - d. Finance Department
 - i. Finance Department Monthly Report February 2026
 - e. Human Resources
 - i. HR Director Report 2.18.26
 - f. Library
 - i. Library Staff Report 2.18.26
 - g. Public Works
 - i. Public Works January 2026 Activities
 - h. City Recorder
 - i. City Recorder Report February 2026
- 9. City Council Issue Tracker**
- 10. Council Comments**
- 11. Mayor's Comments**
- 12. Future Agenda Items**
- 13. Adjournment**

**TOLEDO CITY COUNCIL
REGULAR MEETING
January 3, 2024**

1. CALL TO ORDER

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

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

Staff present: City Manager (CM) Doug Wiggins, City Recorder (CR) Lisa Figueroa, Finance Director/Assistant City Manager (ACM) Amanda Carey, City Attorney (CA) Mike Adams, Police Chief (PC) Michael Pace, Fire Chief (FC) Larry Robeson, Library Director (LD) Deborah Trusty

2. VISITORS/PUBLIC COMMENT

There were no comments.

3. CONSENT AGENDA

Minutes from the meeting held September 6, 2023 and the work session held September 27, 2023

Motion – It was moved and seconded (Bush/Burns) to approve the consent agenda as presented and the motion carried unanimously.

4. DISCUSSION ITEMS

Discussion to consider whether to draft an ordinance prohibiting Fireworks sales in Toledo as requested by Lincoln County

Mayor Cross noted Lincoln County requested all cities within Lincoln County to ban fireworks and the sale of fireworks.

FC Robeson noted the Fire Defense Board, which includes Fire Chiefs within the County met to discuss the issue. He said typically, the Board has a unified view on issues and follows the view of the Oregon State Fire Marshall. He said he understands the perspective of why the request to ban fireworks is an issue, however he implied the ban will not stop the illegal activities that already occur. It was commented banning fireworks will not prevent the citizens who travel to other states to purchase illegal fireworks and set them off in the city limits and the citizens who comply with the law should not be reprimanded. The Council expressed concern for the nonprofit organizations in Toledo who rely on the fundraising sales of fireworks for their organization and how it would be enforced.

Shannon Hermann, citizen said the sale of fireworks is the second largest fundraiser for their organization.

After further deliberation, there was a consensus of the Council who do not agree with the request from Lincoln County and would not support a ban of fireworks or the sale of them.

5. DECISION ITEMS

Approve Fire Health and Safety Officer position and salary range

FC Robeson provided the council report. He said he would like to replace the Maintenance position with a new title and additional responsibilities. He noted the position would be in charge of all personal protective equipment and it would assist with all city employees that need safety training. The Council inquired about the future of the maintenance position. FC Robeson replied Daniel Morford, who was in the Fire Maintenance position will continue to serve Toledo while he is in Siletz.

Motion – It was moved and seconded (Bush/Silvia) to approve the position and salary range for the Fire Health and Safety Officer and the motion carried unanimously.

Bond Measure (topic added)

CM Wiggins provided a summary of the ballot measure that failed in the November 2023 special election. He indicated if Council plans to consider a new ballot measure in the primary election, then Council needs to provide direction to staff in regards to preparing a resolution for the ballot measure. The Council considered whether they should ask the electors to fund both the Ammon Reservoir tank replacement and the public safety building or split them into two separate measures. There was consideration to have both measures go to the ballot at the same time and it was suggested to forward the Ammon Reservoir Tank replacement first and then submit the public safety building at a future election. The Council requested this item be brought back for further discussion and possible decision item to include Councilors Mix and Kauffman.

6. REPORTS AND COMMENTS

FC Robeson provided a department report and said they are reviewing the data for 2023.

CR Figueroa reminded the Council of upcoming trainings and events in January and February.

ACM Carey updated the Council on activities in the Finance Department. She noted she plans to implement an IVR system, which is a module to take credit card payments over the phone securely. She said it can be integrated with the current financial software, which would allow them to input their information and not staff.

CM Wiggins reported budget season will begin soon and he will work with the Department Directors to prepare the City Budget. He encouraged the Council to attend the goal setting as that provides direction to the staff in preparing the budget.

Mayor Cross provided an update to the Council on the progress in regards to the recreation center with the Greater Toledo Pool District. He said the organizations plan to enter into intergovernmental agreements so they can place a request for proposals on the building concept.

Councilor Strom said he attended the Solid Waste Advisory Committee meeting and noted the program to remove recreational vehicles (RV) is underway and the City still has funds available to remove another RV.

Mayor Cross commented on his vacation to California. He said other cities have the same struggles as Toledo, but he appreciates how much the citizens in Toledo handle the challenges they face.

7. ADJOURNMENT

The meeting adjourned at 7:03 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
City Council Meeting – also via the Zoom Meeting Platform
January 3, 2024

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

Amended minutes approved and signed on February 18, 2026.

APPROVE:

ATTEST:

Mayor Tracy Mix

City Recorder Paul Johnson

TOLEDO CITY COUNCIL
EXECUTIVE SESSION
January 17, 2024

1. EXECUTIVE SESSION

Mayor Rod Cross called the Executive Session to order at 5:02 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)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations and ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.

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
X		City Manager (CM) Doug Wiggins
X		City Recorder Lisa Figueroa
X		City Attorney Mike Adams
X		Finance Director/Assistant CM Amanda Carey
		Fire Chief Larry Robeson
		Police Chief Mike Pace
		Library Director Deborah Trusty
		Public Works Director Brian Lorimor

Others Present:

Lane County Council of Governments Local Government Personnel Services Principal Attorney
Pierre Robert

No decisions were made in Executive Session.

2. ADJOURNMENT

The Executive Session adjourned at 5:40 p.m.

APPROVE:

/s/Mayor Rod Cross

ATTEST:

/s/City Recorder Lisa Figueroa

City Hall
206 N. Main St.
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TOLEDO CITY COUNCIL
City Council Executive Session – also via the Zoom Meeting Platform
January 17, 2024

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

Amended minutes approved and signed on February 18, 2026.

APPROVE:

ATTEST:

Mayor Tracy Mix

City Recorder Paul Johnson

**TOLEDO CITY COUNCIL
REGULAR MEETING
January 17, 2024**

1. CALL TO ORDER

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

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

Staff present: City Manager (CM) Doug Wiggins, City Recorder (CR) Lisa Figueroa, Finance Director/Assistant City Manager (ACM) Amanda Carey, City Attorney (CA) Mike Adams, Police Chief (PC) Michael Pace, Fire Chief (FC) Larry Robeson, Library Director (LD) Deborah Trusty

2. **Resolution No. 1541, a resolution a resolution of the Toledo City Council ratifying the State of Emergency declared by the City Manager on January 14, 2024

CM Wiggins presented the resolution, which was added to the agenda. He said the recent ice storm caused significant damage in the City. He said a meeting was held with several department directors and the Mayor, which led to a State of emergency declaration. He indicated the Council must ratify the declaration but they can extend it if they desire. There was deliberation on how long to extend the declaration and after further discussion they agreed to extend it to January 26.

Motion – It was moved and seconded to (Bush/Mix) approve Resolution No. 1541, a resolution of the Toledo City Council ratifying the State of Emergency declared by the City Manager on January 14, 2024 and extending the state of emergency through January 26, 2024 and the motion carried unanimously.

3. VISITORS/PUBLIC COMMENT

Barry Bruster, resident addressed the Council. He questioned whether the City has any groups similar to the CERT team. The Council indicated there were several services offered in the city from various groups as needed such as a warming shelter, etc.

4. CONSENT AGENDA

Minutes from the executive session held October 18, 2023 and the meetings held October 18 and October 25, 2023

Motion – It was moved and seconded (Strom/Mix) to approve the consent agenda as presented and the motion carried unanimously.

5. DISCUSSION ITEMS

Discussion and consideration to pursue a ballot measure to the voters in the May primary election

CM Wiggins presented the council report. He indicated the previous bond failed in November of 2023 and staff was seeking direction from the Council as to whether they would like to pursue the bond again. He asked whether the Council wanted to seek the same bond or split the bond and make two separate requests; one for the Ammon Tank replacement and one for improvements to the Public Safety Building. He noted Jonas Biery is available to provide information and answer questions regarding the bond.

Mr. Biery addressed the Council. He said the bond in November would requested \$3.5 million to fund two projects, the Ammon Tank replacement and upgrades to the Public Safety Building. He said the tax levy rate would have been approximately \$.50. He said if the projects were separate bond requests, the Ammon Tank levy rate would be approximately \$.35 and the Public Safety Building would cost approximately \$.15. He said the Council could seek both bonds at the same time or pursue one first and then the other one at a later date. The Council deliberated whether they should pursue both projects or one and it was noted there were several comments/discussions on social media that indicated the public would have preferred individual bond requests. Mr. Biery indicated the difference in cost is not significant from the current bond, which will expire this year. He said if the City does not get on the May election, there will not be a consistent levy rate and there will be a gap year. After further discussion, there was a consensus of the Council to seek a bond for the replacement of Ammon Tank in the May primary election.

Resolution No. 1540, a resolution supporting the Lincoln County Homeless Strategic Plan and granting the Lincoln County Homeless Response Advisory Board authority to execute the continued project administration for this strategy

Morant McLeod Partner, Ernest Stephens presented to the Council and referenced the Administrative draft on page 63 of the packet. He indicated Lincoln County is seeking support of the Plan by the Council through a resolution. CM Wiggins noted page 6 indicated there are some elements of the report missing and inquired whether it is available now. Mayor Cross indicated it was accepted and he would contact the Homeless Advisory Board so the City has a copy of the final report. Mr. Stephens said there are no significant differences between the report included in the packet and the final report. The Council questioned whether the Advisory Board is seeking financial support at this time and Mr. Stephens responded not at this time.

Motion – It was moved and seconded (Mix/Bush) to approve Resolution No. 1540, a resolution of the Toledo City Council supporting the Lincoln County Homeless Strategic Plan and granting the Lincoln County Homeless Response Advisory Board Authority to execute the continued project administration for this strategy and the motion carried unanimously.

Consideration to schedule discussions or appoint a task force committee to recommend updates to the Toledo City Charter for the 2024 general election

CR Figueroa presented the council report. She indicated the Council has held several brief discussions in regards to amending the City Charter, which must be submitted to voters of the City to approve any changes. She suggested the Council consider a charter review committee. She said charter review committees have been successful in other cities because it includes public

participation and referenced the packet, which included an outline for possible charter review and amendments. Following discussion by the City Council, there was a consensus to bring back information to establish a committee to review the City Charter.

Begin review of City Council rules

CR Figueroa summarized the council report and indicated the rules were last reviewed in 2020, before the pandemic. She indicated she would like to begin reviewing them again and could bring back one or two sections at a time to review and the Council agreed.

6. DECISION ITEMS

Resolution No. 1538, a resolution authorizing an Intergovernmental Agreement with the Toledo Urban Renewal Agency for the Provision of Administrative and Development Services

CM Wiggins summarized the council report and indicated the Urban Renewal District/Agency (URA) has to be a separate entity from the City, including its own bank accounts. He indicated the intergovernmental agreement with the City would allow staff to provide administrative services to the URA.

Motion – It was moved and seconded (Bush/Kauffman) to approve Resolution No. 1538, a resolution of the Toledo City Council authorizing an intergovernmental agreement with the Toledo Urban Renewal Agency for the provision of administrative and development services and the motion carried unanimously.

Resolution No 1539, A resolution recognizing grant revenue and making appropriations for spending for Fiscal Year 2023-2024

ACM Carey provided the council report. She said Library Department was able to secure \$3,000 in grant and donation revenue, which was not included in the budget. She indicated state budget law allows Cities to accept and appropriate unforeseen revenue by resolution.

Motion – It was moved and seconded (Mix/Kauffman) to adopt Resolution No. 1539, a resolution of the Toledo City Council recognizing grant revenue and making appropriations for spending for Fiscal Year 2023-2024 and the motion carried unanimously.

Intergovernmental Agreement with the Greater Toledo Pool and Recreation District for planning of a Recreation Center

CA Adams presented the council report and indicated the City has a Memorandum of understanding with the Greater Toledo Pool and Recreation District (GTPD) for the planning of a community recreation center. He said the Intergovernmental Agreement (IGA) would stipulate conditions for an initial Request for Proposals and how the organizations will pay for the costs of the engineering services. He said staff recommends approval of the IGA. Staff answered clarification questions in regards to the IGA.

Motion – It was moved and seconded (Mix/Burns) to approve an Intergovernmental agreement with the Greater Toledo Pool and Recreation District for the planning and bidding for a recreation center using the construction manager general contractor process and the motion carried unanimously.

Ordinance No. 1416, an ordinance of the Toledo City Council amending the Toledo Municipal Code, Title 8, Health and Safety; creating Chapter 8.24, The Toledo Livability Code, repealing Chapter 15.12 and declaring an emergency

CM Wiggins provided the council report. He indicated this discussion began several months ago and staff received lots of public input. He said the version before the Council is version 22 from the initial draft that was presented previously.

Mr. Bruster thanked staff for listening to the concerns and comment from landlords. He commented implanting regulations against landlords will result in rent increases in Toledo. The Council deliberated with Mr. Bruster regarding the regulations and the Council clarified landlords would be required to make improvements/upgrades if the issue does not meet code and after a complaint is made. The Council indicted this ordinance will protect both landlords and tenants.

Jerry Howe, landlord addressed the Council. He said the Council cannot dictate the livability of people and cannot see how the ordinance will help landlords with irresponsible tenants. CA Adams indicated having the ordinance in place would provide a means for the City to cite them before the Municipal Court Judge.

John Robinson, contractor and landlord commented and thanked the staff for the ordinance. He said he read the proposed ordinance and saw it as a livable needs document that ensures basic needs such as running water and heat are provided for people. He responded to a comment earlier regarding increased rent and noted there is a shortage of apartments and single-family housing in the United States.

CA Adams noted three changes:

- Section 8.24.180 - Interior Conditions of Tenant Occupied Residential Structures and Recreational Vehicles, (A) should read as “...*whether they are current on their rent or otherwise in violation of a written or unwritten agreement or regardless of ownership, rental status or vacancy.*”
- 8.24.290 – Solid Waste Removal, (C) Landlord Responsibilities should read as “*The landlord of any 1 and 2 family dwelling, except as otherwise provided by written agreement between the landlord and the tenant, shall:...*”
- (C)(2) shall read as, “...*or alternatively, upon agreement with tenant, the tenant can maintain the waste in a receptacle and the tenant can dispose of tenant’s waste at the landfill...*”

He recommended approval of the ordinance with those noted amendments.

Motion – It was moved and seconded (Silvia/Burns) to adopt an ordinance of the Toledo City Council amending the Toledo Municipal Code, Title 8, Health And Safety; creating Chapter 8.24, The Toledo Livability Code, regulating the exterior conditions of all residential and non-residential structures, interior conditions of residential tenant occupied structures, and recreational vehicles occupied for a temporary residential use; repealing Toledo Municipal Code Chapter 15.12; as amended and declaring an emergency and the motion carried unanimously.

Mayor Cross asked if any Councilor present request the ordinance be read in full and no one commented.

Motion – It was moved and seconded (Bush/Silvia) to adopt an ordinance of the Toledo City Council amending the Toledo Municipal Code, Title 8, Health And Safety; creating Chapter 8.24, The Toledo Livability Code, regulating the exterior conditions of all residential and non-residential structures, interior conditions of residential tenant occupied structures, and recreational vehicles occupied for a temporary residential use; repealing Toledo Municipal Code Chapter 15.12; as amended and declaring an emergency and the motion carried unanimously.

The Council recessed at 8:00 p.m. and reconvened at 8:08 p.m.

Appoint members to the Cascades West Area Commission on Transportation

CR Figueroa presented a report to the Council in regards to the position for the Cascades West Area Commission on Transportation. She indicated Councilor Burns took over the vacant position last calendar year but the term expired at the end of the calendar year. Councilor Burns indicated she does not want to serve in that position again. Councilor Silvia volunteered for the position.

There was a consensus of the Council to appoint Councilor Silvia as the primary member and Councilor Strom as the alternate member.

7. REPORTS AND COMMENTS

FC Robeson provided a department report and indicated the department had 41 calls during the ice storm.

PWD Lorimor updated the Council and thanked the public works crew and the public safety departments for their assistance during the ice storm. He said the City was able to continue water services from a generator.

PC Pace commented on the efforts of his department during the ice storm. He reported the dispatch center lost power for some time but was able to get back up and running. He said there were a couple of deaths during the storm but they could not transported to Lincoln County because of the Highway closure and commented the City needs to consider the storage and transportation of dead bodies during such emergencies.

CR Figueroa indicated the videos of the Council meetings are now available on Youtube as of January this year.

ACM Carey said the department has been improving processes and exploring automated phone payments. She said the program she is considering will provide customer support and manage the personal confidential information (PCI) compliance.

LD Trusty provided an update to the Council. She said the department was able to loan out all of their hotspots during the ice storm.

CM Wiggins thanked the public works and public safety departments for their hard work during the ice storm. He said the department directors would evaluate staff's operations during the ice storm and assess whether they will need to improve any processes/procedures. He indicated he is also starting to look at the budget.

Councilor Mix commented on the recent ice storm and said she saw several community members sharing their resources with other members who lost power, etc. and she was thankful people were there for each other. Councilors Strom and Silvia concurred with Councilor Mix's comments.

Mayor Cross thanked staff for their work and indicated he heard several comments on how quickly the public safety and public works departments responded.

8. ADJOURNMENT

The meeting adjourned at 8:50 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
City Council Meeting – also via the Zoom Meeting Platform
January 17, 2024

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

Amended minutes approved and signed on February 18, 2026.

APPROVE:

ATTEST:

Mayor Tracy Mix

City Recorder Paul Johnson

TOLEDO CITY COUNCIL
GOAL SETTING
January 24, 2024

1. CALL TO ORDER

The Council and staff ate lunch and then Mayor Rod Cross called the meeting to order at 12:17 p.m. also via Zoom in Toledo, Oregon.

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

Staff present: City Manager (CM) Doug Wiggins, City Recorder (CR) Lisa Figueroa, City Attorney (CA) Mike Adams, Finance Director/Assistant CM Amanda Carey, Public Works Director (PWD) Brian Lorimor, Police Chief (PC) Michael Pace, Fire Chief (FC) Larry Robeson, Library Director (LD), Deborah Trusty, Assistant LD Harrison Baker

2. WORKING LUNCH/GOAL SETTING WORKSHOP

CM Wiggins provided an introduction to goal setting, an overview on how to develop goals and issues to consider when preparing goals for the next fiscal year. He reviewed the goals from 2023-2024, including accomplishments and completed projects.

The Council recessed at 1:25 p.m. and reconvened at 1:35 p.m.

3. DEPARTMENT DIRECTOR PRESENTATIONS

The Department Directors provided presentations in regards to their department goals and requests for fiscal year 2024-2025.

Council President Bush arrived at 1:50 p.m.

Library presentation

Information Technology presentation

Fire presentation

The Council recessed at 3:08 p.m. and reconvened at 3:20 p.m.

Police presentation

Public Works presentation

The Council recessed at 4:54 p.m. and reconvened at 5:10 p.m.

Finance presentation

Recorder presentation

The Council recessed at 6:30 p.m. for dinner and reconvened at 6:45 p.m.

Summary of Department Goals

Following the break CM Wiggins provided a summary of the department goals and worked with the Council to develop goals for the next fiscal year.

The proposed goals were drafted and would be presented to the Council at a future meeting for adoption:

- City Council's goal is to enhance and sustain public infrastructure and facilities. This includes implementing plans for parks, stormwater, and street improvements, upgrading water lines, improving fire infrastructure, and evaluating leased vehicles. The overall objective is to create a safe, efficient, and sustainable environment for residents and visitors.
- Keep tech moving forward & implementing measures to insure security and redundancy
- Maintain and grow an inclusive/welcoming work environment and foster greater retention.
- Improve civic engagement and transparency through a comprehensive community outreach program, fostering open communication, educating residents about government initiatives, and actively involving diverse community members in decision-making processes for effective local governance.
- Improve Emergency Preparedness (update the Emergency Operations Plan) by the end of the fiscal year.
- Promote economic development by fostering business investment, securing grants for projects like commercial rehabilitation, and supporting the development of housing resources through initiatives such as rehabilitation loans, non-profit projects, and reducing barriers for private development.

2. ADJOURNMENT

The meeting adjourned at 8:05 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
City Council Goal Setting Meeting – also via the Zoom Meeting Platform
January 24, 2024

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

Amended minutes approved and signed on February 18, 2026.

APPROVE:

ATTEST:

Mayor Tracy Mix

City Recorder Paul Johnson

**TOLEDO CITY COUNCIL
REGULAR MEETING
February 7, 2024**

1. CALL TO ORDER

Mayor Rod Cross called the meeting to order at 6:01 p.m. also via Zoom in Toledo, Oregon.

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

Staff present: City Manager (CM) Doug Wiggins, City Recorder (CR) Lisa Figueroa, Finance Director/Assistant City Manager (FD) Amanda Carey, City Attorney (CA) Mike Adams, Police Chief (PC) Michael Pace, Fire Chief (FC) Larry Robeson, Public Works Director (PWD) Brian Lorimor

2. PROCLAMATIONS/PRESENTATIONS

Presentation – Oregon State University community garden update

Heather Thomas provided an update to the City Council regarding the community garden along A Street behind the Toledo Skate Park. She said there has been additional assistance from the 4-H club with the garden and noted the greenhouse is in need of minor repairs, which they will provide.

State of the City address

Mayor Rod Cross provided a State of the City address. He read from a prepared statement and listed several highlights of activities and projects completed within the last year (copy archived with meeting packet and available on the city website).

3. VISITORS/PUBLIC COMMENT

John Robison, citizen, addressed the City Council. He indicated he provided comments when the Council reviewed the recently adopted Livability Code. He said he built several housing units in the City, which were rented from several residents relocating from out-of-state. He complimented the Council for the updates to the Comprehensive Plan and said he supports the consideration to compensate volunteers for their service as City Council members. He said there are many individuals with busy schedules who cannot offer additional time to serve, however if the compensation were offered, maybe more qualified candidates would be able to serve.

4. CONSENT AGENDA

Minutes from the meeting held November 1, 2023

Approve addendum to agreement with Oregon State University for a community garden

CR Figueroa noted the draft minutes need to be amended to include Council Members Silvia, Strom and Burns.

Motion – It was moved and seconded (Strom/Silvia) to approve the consent agenda as amended and the motion carried unanimously.

5. DISCUSSION ITEMS

Draft resolution creating a City Charter review committee

CR Figueroa indicated last month, there was consideration by the Council to appoint a committee to review the City Charter for amendments. She said she is preparing a resolution to bring back to the Council in regards to the establishment of the committee and inquired which members of the Council would like to participate. Mayor Cross and Councilors Burns and Silvia volunteered for the committee.

6. DECISION ITEMS

Ordinance No. 1419, an ordinance of the Toledo City Council amending Ordinance No. 1231 (1995) and Toledo Municipal Code; Title 5; Chapter 5.04, Business Licenses Generally; repealing Chapter 5.08, Pinball Machines and Similar Devices

CA Adams provided the council report. He indicated the renewal process for business licenses is currently on the City's fiscal year rather than the calendar [tax] year. He said the change would update the renewal process to match the calendar year as well as change the pro-rated license fee making it more convenient for businesses. FD Carey added the upcoming update to the online payment system will be able to accept online payments for various fees for the City, however, it will only be able to accept one type of rate for the prorated fee. CA Adams noted the change to the license requirement for persons 16 years or younger has increased from \$1,000 to \$3,500. He said the ordinance deletes Chapter 5.08, regulating pinball machines and similar devices because it is not enforced and unnecessary.

Motion – It was moved and seconded (Bush/Burns) to approve Ordinance No. 1419, an ordinance of the Toledo City Council Amending Ordinance No. 1231 (1995) and Toledo Municipal Code; Title 5; Chapter 5.04, Business Licenses Generally; Repealing Ordinance No. 1244, Section 12 (1996), Ordinance No. 873, Sections 1-6 (1971), and Chapter 5.08, Pinball Machines and Similar Devices; and Declaring an Emergency by title only and the motion carried unanimously.

It was moved and seconded (Bush/Silvia) to adopt Ordinance No. 1419, an ordinance of the Toledo City Council Amending Ordinance No. 1231 (1995) and Toledo Municipal Code; Title 5; Chapter 5.04, Business Licenses Generally; Repealing Ordinance No. 1244, Section 12 (1996), Ordinance No. 873, Sections 1-6 (1971), and Chapter 5.08, Pinball Machines and Similar Devices; and Declaring an Emergency by title only and the motion carried unanimously.

Resolution No. 1542, a resolution calling a measure election to submit to the Electors of the city the question of contracting a General Obligation Bonded Indebtedness in an aggregate principal amount not to exceed \$2,650,000 to finance capital costs; declaring intent to reimburse expenditures; and related matters

CM Wiggins provided the council report. He indicated the resolution was prepared by Bond Counsel to place a measure on the primary election for a levy to replace the Ammon Reservoir. There was discussion about submitting the ballot measure for the Primary Election.

Courtney Dausz, Principal Bond Counsel addressed the Council. She indicated the resolution identified and designated staff's roles to file the ballot measure. She highlighted the timeline for the measure's publication in the newspaper and when it needed to be submitted to the County Clerk.

Motion – It was moved and seconded (Bush/Silvia) to approve Resolution No. 1542, a resolution of the Toledo City Council calling a measure election to submit to the Electors of the city the question of contracting a General Obligation Bonded Indebtedness in an aggregate principal amount not to exceed \$2,650,000 to finance capital costs; declaring intent to reimburse expenditures; and related matters.

Adopt City Council goals for Fiscal Year 2024-2025

CR Figueroa summarized the council report and noted the proposed goals for fiscal year 2024-2025 listed in the packet were the result of the Council's January goal setting. She implied the Council may make any amendments they deem necessary before adopting the goals.

Motion – It was moved and seconded (Silvia/Burns) to adopt the City Council goals and objectives for Fiscal Year 2024-2025.

Contract for Personal Services to provide consulting on the Pool and Recreation Center Project

CM Wiggins provided the council report and said the steering committee chose a company to assist with the development of the recreation center. He said the company is local, connected to the community and they will be able to provide guidance through the process. He said the rates they offered were reasonable. Steering Committee member Jim Chambers commented in favor of the selection and said it would benefit the City and the Pool District to have someone with the building expertise on their side.

Motion – It was moved and seconded (Bush/Strom) to approve a Contract for Professional Services with Quality Concrete Construction Co. to provide consulting on the Pool and Recreation Center Project and the motion carried unanimously.

Approval of a contract with Road and Driveway and an expenditure up to \$51,000 to perform street improvements on SE 10th St.

PWD Lorimor summarized the council report and said the road is in need of repair. He explained the process of the repairs.

Motion – It was moved and seconded (Bush/Burns) to approve a contract with Road and Driveway and an expenditure up to \$51,000 to perform street improvements on SE 10th St and the motion carried unanimously.

Approve a contract with Road & Driveway and an expenditure up to \$25,000 for street improvements at Butler Bridge Road crossing

PWD Lorimor provided the council report. He said this area has needed repair for some time. He said the repairs would improve the railroad crossing near at the Butler Bridge Road intersection next to the Wastewater Treatment Plant and the project is in partnership with the Railroad and Georgia Pacific Mill during one of the Mill's outages. He said planning the project at that time would minimize the impact on truck traffic to the Mill.

Motion – It was moved and seconded (Bush/Silvia) to approve a contract with Road & Driveway and an expenditure up to \$25,000 for street improvements at Butler Bridge Road crossing and the motion carried unanimously.

Termination of Agreements with the Lincoln County School District for the use and lease of Memorial Field

CA Adams presented the council report and indicated the Lincoln County School District Superintendent agreed to terminate all agreements for the use of Memorial Field between the School District and the City because the school does not need to use and has not used Memorial Field in some time. He said the agreement is simple, it removes any claims from both parties and recommended the Council approve the agreement.

Motion – It was moved and seconded (Silvia/Burns) to approve the Termination of Agreements with the Lincoln County School District for the use and lease of Memorial Field and the motion carried unanimously.

Declaration of Property Line Adjustment and Statutory Warranty Deed, with access easement, and direct staff to finalize the settlement with Toledo Cemetery Association

CA Adams indicated before the meeting he distributed an updated copy of the statutory warranty deed and declaration of property line adjustments. He referenced the back page and noted the exhibits a-d and then exhibit to declaration will be included with the recorded documents. He explained in detail the description of the exhibits, which is the legal description of the .3 acre buttress and summarized the recorded survey for the property line adjustment. He said he believed the legal description of Section 8 used a 'metes and bounds' description, which referenced a starting point rather than using [for example] 'Parcel 1, Parcel 2, etc.' and he said for nearly 60 years the surrounding properties referenced that point. He said the County Surveyor (based on a 1983 Lincoln County Circuit Court case) moved that line, which created a six to eight foot wide land gap between the City's property and the Toledo Cemetery Association's property. He asked the Council when they make their motion for the final payment to also direct and authorize CA Adams to include language that states both parties agree with the correctness of the survey. It was indicated the same issue occurred years ago when the City updated its Comprehensive Plan, the City contacted the County to address it and thought it was fixed. The Council inquired what can the City do to avoid this situation again in the future and CA Adams indicated it is something he has never seen before and not sure there is anything the City can do for assurance.

Motion – It was moved and seconded (Bush/Silvia) to approve the form of the Declaration of Property Line Adjustment and Statutory Warranty Deed with access easement, delegate City Manager Doug Wiggins the authority to sign and record it on behalf of the City; additionally to delegate City Staff to take all actions necessary to formalize the property line adjustment and to pay the last \$10,000 owing on the settlement agreement to the Toledo Cemetery Association and delegate authority to CA Adams to create language for the purpose of agreement to property line and the motion carried unanimously.

7. REPORTS AND COMMENTS

FC Robeson noted he has been seeking several grants and said the radio station is underway. CM Wiggins indicated the Fire Department has been contacted by other communities to provide training and wanted to acknowledge they are recognized for their training opportunities.

PWD Lorimor reported on upcoming projects including Arcadia park bathrooms, Butler Bridge Road and sidewalk replacements on Arcadia Drive. The Council inquired about a house on SE Third St where the yard is falling onto the sidewalk. CA Adams indicated the City is in contact with the Bank's property management company in regards to the vacant property.

FD Carey noted she was able to terminate the employee that was on leave. She said she would review the job description, with a possibility it may come back to Council for consideration before she recruits for the position.

CM Wiggins said Deborah Trusty has officially retired from the Library Director position and Harrison Baker accepted the Interim Director for the time being. He said he does plan to open recruitment for a Library Director soon. He said he is working with Mayor Cross to obtain Congressional Directed Funds through the Federal Government for the Public Safety Building. He said if the City were to receive any money, the funds would not be available until 2026-2027. Councilor Silvia asked if there is any update on reducing the speed to 20 miles per hour on Sturdevant Road. CM Wiggins responded he spoke with the Lincoln County Public Works Director and noted there was discussion about transferring the highway/Sturdevant Road to the City. He said their Public Works Director is in support of the transfer of the road. The Council inquired if the City could request the County's state mandated pedestrian and bike path dollars in addition to the transfer so the City could include that with its maintenance to the road.

Councilor Burns enjoyed the meeting this evening and thanked Mayor Cross for the State of the City address.

Councilor Strom said he attended the Wooden Boat Show meeting this week and noted there will be 15-20 steamboats coming into town during the Wooden Boat Show.

Mayor Cross said he testified on a couple of bills, one of which could provide state assistance to small cities who had developers that default on their System Development Charges. He said he also participated in a multi-city request for funding. He said the request would go to the Olalla Meadows affordable housing project. He said there was discussion in open session regarding truck transportation.

8. ADJOURNMENT

The meeting adjourned at 8:50 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
City Council Meeting – also via the Zoom Meeting Platform
February 7, 2024

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

Amended minutes approved and signed on February 18, 2026.

APPROVE:

ATTEST:

Mayor Tracy Mix

City Recorder Paul Johnson

TOLEDO CITY COUNCIL
REGULAR MEETING
February 21, 2024

1. CALL TO ORDER

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

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

Staff present: City Manager (CM) Doug Wiggins, City Recorder (CR) Lisa Figueroa, City Attorney (CA) Mike Adams, Police Chief (PC) Michael Pace, Fire Chief (FC) Larry Robeson, Interim Library Director (LD) Harrison Baker, Police Officer Ryan Gaughan

2. PROCLAMATIONS/PRESENTATIONS

Presentation – Veterans of Foreign Wars recognition

Jim Buisman of the Veterans of Foreign Wars (VFW) Toledo Post 4227 addressed the City Council. He said the VFW has an annual program recognizing outstanding service of an individual who serves as either a police officer or emergency responders and he recognized Jacob Moose from the fire department volunteers.

Councilor Frank Silvia arrived at 6:05 p.m.

Presentation – Swearing in of new police officer

PC Pace introduced Ryan Gaughan as a new officer to the City Council. The oath of office was conducted for Officer Gaughan.

Interview Committee applicants for Committee vacancies

The Council interviewed Stacie Keating and Andrew Keating for the budget committee. Mayor Cross indicated a decision will be made later on the agenda.

3. VISITORS/PUBLIC COMMENT

Bill Riley, citizen addressed the Council in regards to the speed limit on Gaither Way. He said when entering Gaither Way, there is a 15 mile per hour speed limit however, it is not often followed and there are many speeding vehicles. He requested the City install more signage along 7th Street or at other nearby locations.

4. CONSENT AGENDA

Minutes from the meeting held January 3, 2024, the executive session held on January 17, 2024 and the goal setting held on January 24, 2024

CR Figueroa noted an amendment is needed in the January 3, 2024, which listed Harrison Baker as the Library Director but it should list Deborah Trusty.

Motion – It was moved and seconded (Bush/Mix) to approve the consent agenda as amended and the motion carried unanimously.

5. DISCUSSION ITEMS

Councilor Strom requested Resolution No. 1543 be moved into the discussion items for this meeting. The Council deliberated about how it should proceed with this policy and a couple of Councilors commented on the need to review the policy because it applies to them posting on social media.

CA Adams presented the council report and said it is based on a draft policy from the League of Oregon Cities and an approved policy for use by cities from City County Insurance Services (CIS). He said it does not regulate off duty private use of social media and email accounts that do not relate to public business. He said most cities adopt a policy such as the one presented because of public records laws. He referenced the Oregon State Archives Division and Oregon Administration Rules, which regulate the retention and disposition of a city's public records. City Council asked clarification questions about commenting on social media posts such as providing information in regards to city business. There was a question as to why a policy was needed if there are state laws regarding social media posts for cities and it was noted the policy provides guidance and CIS will be able to cover the City. CA Adams indicated the intent of the policy is to maintain City business on its social media sites. He noted there are several social media pages for the city departments and the Department Directors manage that. CM Wiggins indicated the City is obligated to fulfill public records requests, which may include social media posts and the City must have access to such records. He said if City social media posts were made from a personal device, than that device would have to be obtained from the employee. He mentioned the City uses Archivesocial, which is a company that specializes in capturing and retaining all messages related to a social media post including messages or pictures that may have been deleted. A couple of Councilors commented on having separate Councilor pages from their personal page on social media like Facebook. Councilor Strom commented on the impact of the policy to volunteers and CM Wiggins responded volunteers are prohibited from posting on behalf of the City on and of its social media platforms and the policy defines volunteers separately from Council members. There were several scenarios discusses as a means for Council to understand how social media posts would have to be retained.

Andrew Keating, citizen commented and indicated the policy protects the City as well as an individual's personal accounts from liability when posts are made on behalf of the City. He provided an example and said if he made a social media post, he would have to be aware of and understand the City's policies in regards to social media. The Council continued through the policy and it was suggested Councilors, employees, etc per policy to copy/screenshot a posting or email to a city e-mail in an instance where a personal device such as a phone or laptop were used for city business.

The City Council recessed at 6:28 p.m. and reconvened at 6:31 p.m.

The Council inquired whether they would have to request the CM's permission to create a social media and post as per noted in the policy. It was clarified permission would not be required if it were a personal Councilor's account.

Brent Butler, employee addressed the Council. He questioned how the policy would pertain to the employees having a union Facebook page. CA Adams responded they can have a Facebook page and can post pictures. He explained they are not allowed to take and post pictures while they are on the clock for work. CM Wiggins added the union could also take pictures when they are in their union meetings and share those because it is not during their hours of employment.

Caleb Hall, employee, asked if employees could take are allowed to take pictures of playground equipment and CA Adams reiterated comments about posting pictures when not on work hours. After further discussion, the Council commented on the employees should work with their union attorney and the city attorney to discuss employee/employer issues and returned to the policy. After further discussion, there was a consensus of the Council to move this item back under decision items.

6. DECISION ITEMS

Interviews and consideration to appoint individuals to the Budget Committee

CR Figueroa summarized the council report and outlined the available openings on the Budget Committee.

Motion – It was moved and seconded (Motion to appoint Andrew Keating to the Budget Committee term that will expire in December of 2025; appoint Barry Bruster to the Budget Committee term that will expire in December of 2025 and appoint Stacie Keating to the Budget Committee to a term that will expire in December of 2025.

There was clarification question, the staff report indicated one of the seats is to expire in 2026.

Councilor Mix amended her motion to appoint Andrew Keating to the Budget Committee term that will expire in December of 2025; appoint Barry Bruster to the Budget Committee term that will expire in December of 2025 and appoint Stacie Keating to the Budget Committee to a term that will expire in December of 2025 and the motion carried unanimously.

Consideration to approve an expenditure of up to \$55,000 to extend the water line on Highway Business 20

PWD Lorimor provided the council report. He said this would extend the water line along Highway Business 20 up to 940 feet with three fire hydrants and supply water to additional customers in that area. CM Wiggins indicated with the extension, there is a possibility for better pressure and looped lines.

Motion – It was moved and seconded (Mix/Bush) to approve an expenditure of up to \$55,000 for a water line extension project and the motion carried unanimously.

Resolution No. 1543, a resolution establishing an email and social media policy

CA Adams summarized the council report. Councilor Strom expressed concern in passing the resolution.

Motion – It was moved and seconded (Bush/Burns) to approve Resolution No. 1543, a resolution of the Toledo City Council establishing an email and social media policy and the motion carried six to one, with Councilor Strom opposing.

Resolution No. 1544, a resolution accepting and distributing unanticipated SAIF dividend monies

CM Wiggins noted SAIF issues dividends back to its members and this year they allocated up to \$135 million dollars. He said Toledo's share was \$22,325.00 He said he thought some of it should go back to the employees and referenced the rates noted in the resolution.

- 2.5% for every non-exempt full-time employee of the City of Toledo, employed on the date of resolution passage. Part-Time employees will be prorated as such.
- 2% for exempt employees with the City of Toledo, employed at the time of the date of resolution passage.
- Left over funds shall be placed into the employee appreciation line item in the stabilization fund for a future summer family appreciation celebration.
- Payment shall be distributed with their February paycheck.

He said after all the distributions, there would be approximately \$3,000 leftover, which would be used for a summer employee event.

Motion – It was moved and seconded (Mix/Silvia) to approve Resolution No. 1544, a resolution of the Toledo City Council accepting and allocating unanticipated monies from SAIF Corporation and the motion carried unanimously.

7. REPORTS AND COMMENTS

LD Baker listed upcoming events at the Library.

He reported to the Council the City is still on the bill to receive funding from the state for the public safety building and the dispatch center.

There was discussion about the pending bond levy for the Ammon Tank replacement. Councilor Mix suggested the City send out a flyer about the levy similar to one she received from the City of Newport. CM Wiggins said the City could compile a flyer and pay for the mailing before the bond levy is filed. Mayor Cross suggested the Councilors help compile the information needed for the mailer and forward their thoughts to CR Figueroa.

Mayor Cross indicated through League of Oregon Cities and lobbying efforts, there may be a compromise on Measure 110 where cities are not required to provide drug treatment in place because many do not have the means to have it in place. He said a letter has been circulated amongst the cities to be signed. He said there is a state program that will allow cities/emergency facilities apply for grants to install solar panels on their facilities, including construction. He said

there is another program to upgrade city buildings including electrical and said City Hall may be eligible for the program because of its age.

8. ADJOURNMENT

The meeting adjourned at 9:25 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
City Council Meeting – also via the Zoom Meeting Platform
February 21, 2024

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

Amended minutes approved and signed on February 18, 2026.

APPROVE:

ATTEST:

Mayor Tracy Mix

City Recorder Paul Johnson

**TOLEDO CITY COUNCIL
REGULAR MEETING
March 20, 2024**

CALL TO ORDER

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

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

Staff present: City Manager (CM) Doug Wiggins, City Recorder (CR) Lisa Figueroa, Finance Director/Assistant City Manager (FD) Amanda Carey, City Attorney (CA) Mike Adams, Police Chief (PC) Michael Pace, Fire Chief (FC) Larry Robeson, Interim Library Director (LD) Harrison Baker

PROCLAMATIONS/PRESENTATIONS

Presentation – Georgia Pacific Mill

Public Affairs Manager Andrea Formo, Project Manager Caleb Unema and Environmental Manager Scott Austin provided a presentation to the City Council in regards to a repair to an effluent line (a copy of the presentation was archived with the meeting packet). Ms. Formo noted Georgia-Pacific Mill will host a series of Town Halls this Spring at various locations.

Proclamation – Mayor Cross read a proclamation recognizing the Toledo High School wrestling team for

VISITORS/PUBLIC COMMENT

There were no comments.

CONSENT AGENDA

Minutes from the meeting held December 6, 2023

Motion – It was moved and seconded (Bush/Mix) to approve the consent agenda as presented and the motion carried unanimously.

DISCUSSION ITEMS

Draft resolution establishing a Nepotism and Personal Relationships in the Workplace Policy
CM Wiggins presented the council report. He noted several instances in a small town where there could be nepotism issues and indicated to be in compliance with state law, a draft policy is before the Council for consideration. CA Adams provided clarification on the policy and included information on the process of task re-assignment in the instance there is a direct connection between a supervisor and employee. He implied the policy's flexibility would allow employees to

be in a personal relationship but not be in direct supervision of one another. Several Council members expressed appreciation for the policy and its flexibility so it allows the City to retain employees. There was a question in regards to how the policy affects volunteers and CA Adams responded the policy excludes volunteers from this policy.

Motion – It was moved and seconded (Silvia/Mix) to move this item to a decision item on the agenda and it carried six to one with Councilor Strom opposed.

CA Adams suggested adding subject to ORS 659.309 (as amended). The Council concurred they could do that when they get to the motion.

DECISION ITEMS

Draft resolution establishing a Nepotism and Personal Relationships in the Workplace Policy

Motion – It was moved and seconded to approve Resolution No. 1546, a resolution of the Toledo City Council establishing a Nepotism and Personal Relationships in the Workplace Policy as amended and it carried six to one with Councilor Strom opposed.

Resolution No. 1545 creating a committee to review the City Charter

CR Figueroa presented the council report and summarized the Council's consideration to establish a committee to review the City Charter for any proposed changes. She indicated the council report lists several citizens who were willing to serve on the Committee. She reviewed the timeline for when the resolution to submit the ballot title to the county and a final amendment to the resolution language regarding the makeup of the Committee.

Motion – It was moved and seconded (Bush/Mix) to approve Resolution No. 1545, a resolution of the Toledo City Council creating a committee to review the City Charter and appointing the individuals as presented to the committee and the motion carried unanimously.

Contract approval for a Springbrook Software upgrade

FD Carey updated the Council on the status of the software upgrade to the Springbrook platform. She said she was contacted by the merchant, who indicated they could upgrade the software with the credit card conversion simultaneously. She said the payment would not be required until after the start of the fiscal year. She said the training provided to staff will be recorded and available afterwards and with the upgrade going to the cloud, it will be updated automatically whenever there are updates.

Motion – It was moved and seconded (Mix/Silvia) to approve a contract with Springbrook to upgrade to Springbrook Enterprise Cloud software and authorize the City Manager to sign and execute the contract and the motion carried unanimously.

Grant award contract with the Department of Land Conservation & Development to bring compliance with the newly adopted HB 3395 and other rules

CM Wiggins provided the council report and indicated the City applied for a \$10,000 grant through Department of Land Conservation & Development (DLCD) to help in the costs to bring the land use laws into compliance with HB 3395. He said it will help with the costs for Contract Planner Justin Peterson's time.

Motion – It was moved and seconded (Bush/Mix) to authorize the City Manager to sign the grant agreement contract from Department of Land Conservation & Development for bringing our local land use laws into compliance with House Bill 3395 and the motion carried unanimously.

Consideration to increase the City Manager’s annual salary to \$120,000

CR Figueroa presented the council report and indicated following CM Wiggin’s six month review and per his contract, he is to receive a \$5,000 pay increase from \$115,000 to \$120,000.

Motion – It was moved and seconded (Burns/Bush) to increase the City Manager’s annual salary to \$120,000 effective March 1, 2024 and the motion carried unanimously.

1. REPORTS AND COMMENTS

CR Figueroa updated the Council on the Ammon Tank Reservoir flyer, which was distributed from the Post Office through every door direct mailing. She said she would update the website as well with the flyer and other information regarding the Reservoir. She indicated there will be an Urban Renewal Agency meeting next week.

FC Robeson updated the Council on recent department activities including rope trainings, open houses, etc.

The Council inquired about the status of the restrooms at Memorial Field and CM Wiggins updated them. He said construction could begin once insurance concludes their investigation. The Council questioned whether the person would be responsible for restitution and staff indicated that person would be responsible.

PWD Lorimor reported to the Council. He said the water line extension is underway but they found an old weigh station for trucks, which they will need to get through to install the water line. He said the repair to the crossing at Butler Bridge Road was completed.

There was discussion about the upcoming budget season and FD Carey suggested a Council budget for Council expenses and events during the year including promotional expenses.

CA Adams updated the Council on current projects he was working on such as code updates and the recreation center.

LD Baker updated the Council on upcoming library projects and activities, such as the Lotus lantern workshop.

CM Wiggins said the City’s spreading license was removed. He said the location was a backup location and he is seeking other alternatives. He noted the City received \$640,000 for Olalla Meadows and the money will go to water infrastructure upgrades. He said he spoke to Representative Gomberg, who indicated police and fire stations were removed from the table, but he said he will present a state wide measure specifically for police and fire.

Mayor Cross commented about his trip to Washington D.C. and meeting with Representative Hoyle in regards to more funding on the coast. He reported on the Economic Development meeting

he attended recently and said the Economic Development Alliance of Lincoln County has been proactive and building partnerships with several organizations in the County.

ADJOURNMENT

The meeting adjourned at 8:35 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
City Council Meeting – also via the Zoom Meeting Platform
March 20, 2024

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

Amended minutes approved and signed on February 18, 2026.

APPROVE:

ATTEST:

Mayor Tracy Mix

City Recorder Paul Johnson

**TOLEDO CITY COUNCIL
REGULAR MEETING
April 3, 2024**

1. CALL TO ORDER

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

Present	Absent	
X		Mayor Rod Cross
X		Council President (CP) Kim Bush
X		Councilor Jackie Kauffman
	X	Councilor Tracy Mix
X		Councilor Frank Silvia
X		Councilor Jackie Burns
X		Councilor Stu Strom

Staff present: City Manager (CM) Doug Wiggins, City Recorder (CR) Lisa Figueroa, Finance Director/Assistant City Manager (FD) Amanda Carey, City Attorney (CA) Mike Adams, Police Chief (PC) Michael Pace

2. PRESENTATIONS

Presentation – Tyrone Halbrook

Mr. Halbrook introduced himself to the City Council and said he decided to run for a Lincoln County Board of Commissioners seat this year. He indicated he has lived in Waldport with his wife for over six years. He said he has been visiting and introducing himself to other cities and answered questions of the Council. He indicated in his line of work, he sees the impact of homelessness and addiction and implied he wants to see improvements to those issues in Lincoln County.

3. VISITORS/PUBLIC COMMENT

John Robinson, business owner addressed the Council. He said he is building the tri-plex across from the Police Department at the corner of NW 6th Street/A Street. He said there has been an issue with parking his tool trailer on the street. He said he reference the Toledo Municipal Code, which states he can request permission from the City Council to store his tool trailer on the street. He formerly requested from the Council if he could store his tool trailer on the street next to the lot he is building on and if he could use no parking signs for those adjacent parking spaces. There was a consensus of the Council to add his inquiry to the decision items of this meeting.

4. CONSENT AGENDA

Minutes from the meeting held December 20, 2023

Motion – It was moved and seconded (Kauffman/Bush) to approve the consent agenda as presented and the motion carried unanimously.

5. DISCUSSION ITEMS

Discussion and consideration of City Council budget appropriations for fiscal year 2024-2025

FD Carey presented the council report. She indicated in the past the Council would participate in community events, however there was no consideration for a budget for those events. She said she consulted with CR Figueroa on past events for consideration of a budget. CR Figueroa reviewed a list of previous events the Council has participated in over the last several years. There was discussion of events that would occur in the next year, as well as supplies and swag needed for booths, etc. Following discussion, the Council concurred with budgeting \$10,000 for community programs.

6. DECISION ITEMS

Request to hang sign on City owned sign structures

CM Wiggins provided the council report. He said the Toledo Employees Association (TEA) submitted a request to hang banners on the sign structures at the East/West Junction into the City. He said historically signs have promoted community events by the Chamber of Commerce or Art Toledo. He said a policy was presented to the Council last year, but never passed and without regulations in place, he felt the request should come before Council. He said the request was in the form of a note thanking the TEA members and leading them to the TEA's Facebook page. Several councilors commented signage should only promote community events. CA Adams suggested the Council reconsider a sign policy. Following discussion, the Council tabled the request to hang the sign until after they consider a sign policy.

Request to store trailer on site at NW 6th Street and A Street and allow no parking signage

The Council deliberated Mr. Robinson's request. It was suggested to have permit parking only for the parking spaces adjacent to the tri-plex because the apartments will need permanent parking once the building is completed. Following discussion there was a consensus of the Council to allow Mr. Robinson to

Motion – It was moved and seconded (Silvia/Burns) to grant permission to John Robinson and his construction firm to store a trailer on the three parking spaces adjoining the construction site on the East Side of A Street, between 5th Street and NW 6th Street for construction purposes for six months and the motion carried unanimously. CA Adams indicated he could present an ordinance in the future in regards to parking permits.

7. REPORTS AND COMMENTS

CA Adams updated the Council on Senate Bill 1576 and noted small cities do not benefit from it unless they opt in. He said he would prepare an ordinance for the Council to consider in a future meeting.

CM Wiggins said bids were received and opened for the Fir Street project and will be brought before Council for a notice of award later in the month. He updated the Council on recent activities and training. He said the City will apply for a Parks Master Plan grant and he is collecting letters of support to submit with the grant.

Councilor Silvia commented on the strategic planning training earlier in the week and indicated he learned good information for long term planning.

CP Bush concurred with Councilor Silvia's comments.

Mayor Cross indicated he attended meetings and learned there are federal funds available for after school and summer programs. CM Wiggins indicated Interim Library Director Baker is aware of those funds and plans to work with the school district for potential Library programs. He said he met with County Commissioner Jacobson, where they were able to identify several properties in Toledo that could be used as housing projects. He said he learned the former gas station (A frame) on business loop 20 was cleared for light industrial and commercial use by the Department of Environmental Quality, but not residential use. He updated the Council on upcoming meetings he planned to attend.

8. ADJOURNMENT

The meeting adjourned at 7:30 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
City Council Meeting – also via the Zoom Meeting Platform
April 3, 2024

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

Amended minutes approved and signed on February 18, 2026.

APPROVE:

ATTEST:

Mayor Tracy Mix

City Recorder Paul Johnson

TOLEDO CITY COUNCIL
EXECUTIVE SESSION
April 3, 2024

1. EXECUTIVE SESSION

Mayor Rod Cross called the Executive Session to order at 5:32 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)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

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
X		City Manager (CM) Doug Wiggins
X		City Recorder Lisa Figueroa
X		City Attorney Mike Adams
X		Finance Director/Assistant CM Amanda Carey
		Fire Chief Larry Robeson
		Police Chief Mike Pace
		Interim Library Director Harrison Baker
X		Public Works Director Brian Lorimor

Others Present:

Lane County Council of Governments Local Government Personnel Services Principal Attorney
Pierre Robert

No decisions were made in Executive Session.

2. ADJOURNMENT

The Executive Session adjourned at 5:50 p.m.

APPROVE:

/s/Mayor Rod Cross

ATTEST:

/s/City Recorder Lisa Figueroa

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



TOLEDO CITY COUNCIL
City Council Executive Session – also via the Zoom Meeting Platform
April 3, 2024

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

Amended minutes approved and signed on February 18, 2026.

APPROVE:

ATTEST:

Mayor Tracy Mix

City Recorder Paul Johnson

**TOLEDO CITY COUNCIL
REGULAR MEETING
April 17, 2024**

1. CALL TO ORDER

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

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

Staff present: City Manager (CM) Doug Wiggins, City Recorder (CR) Lisa Figueroa, Finance Director/Assistant City Manager (FD) Amanda Carey, City Attorney (CA) Mike Adams, Police Chief (PC) Michael Pace, Fire Chief (FC) Larry Robeson, Interim Library Director (LD) Harrison Baker, Public Works Director (PWD) Brian Lorimor

2. PROCLAMATIONS/PRESENTATIONS

Presentation Meritorious Award

PC Pace presented Sargent Aaron Pitcher with a Meritorious Award for managing a recent call with an individual, who was considered dangerous. He said Sargent Pitcher handled the call with professionalism and was able to calm down the suspect.

Proclamation – Public Safety Telecommunicators Week

Mayor Cross read a proclamation and declared April 14-20, 2024 as Public Safety Telecommunicators Week.

Presentation – Lincoln County 2024 Report to Community

There were no representatives and the presentation was tabled to a future meeting.

Presentation – Oregon Coast Community College

Director of Facilities & Safety, Chris Rogers and Pat O'Connor, former President of Oregon Coast Community College made a presentation to the City Council. They provided a presentation on the Trades Education College Bond Measure 21-224 that will be on the May primary ballot this year and answered clarification questions from the City Council.

3. VISITORS/PUBLIC COMMENT

There were no comments.

4. CONSENT AGENDA

Minutes from the executive sessions held March 20, March 27 and April 3, 2024 and the regular meeting held March 6, 2024

Motion – It was moved and seconded (Silvia/Bush) to approve the consent agenda as presented and the motion carried unanimously.

5. DISCUSSION ITEMS

Information for upcoming rate adjustment by Dahl Disposable Services

Outreach Manager Dave Larmouth addressed the Council and reviewed the financial information in the packet. He compared the annual and projected operation numbers for 2023. He reported they delivered approximately 16,618 tons of material to the Juno operation at Georgia-Pacific Mill last year. He said almost 10,000 tons of that material was collected from within Lincoln County and the rest came from special projects as far away as King County, Washington. He answered clarification questions of the Council regarding plastics.

6. DECISION ITEMS

Lincoln County request for continuation funding support

There were no representatives at the meeting and the Council did not discuss the topic.

Resolution No. 1547 authorizing the City to apply for a Parks Master Plan Grant

Motion – It was moved and seconded (Bush/Burns) to approve Resolution No. 1547, a resolution of the Toledo City Council authorizing the City of Toledo to apply for a local government grant from the Oregon Parks and Recreation Department to develop a Parks Master Plan and the motion carried unanimously.

Approve the Planning Technician position and salary range

Motion – It was moved and seconded (Silvia/Kauffman) to approve the position and salary range for the Planning Technician position and the motion carried unanimously.

Contract Award – Pacific Excavation for SE Fir Street improvements

Motion – It was moved and seconded (Kauffman/Silvia) to approve the contract award bid to Pacific Excavation in the amount of \$462,925 for street improvements to SE Fir Street and authorizing the City Manager to sign and execute the contract and the motion carried unanimously.

Ordinance No. 1420, an ordinance amending Title 12 of the Toledo Municipal Code creating a new Chapter 12.32

Motion – It was moved and seconded (Bush/Strom) for a first reading of the ordinance, by title only, (with specified changes, if any) an ordinance of the Toledo City Council amending Title 12, Streets, Sidewalks and Public Places, of the Toledo Municipal Code, creating a new Chapter 12.32, liability limited for the City of Toledo and other parties from private claims resulting from use of trails in public easements or unimproved Rights-of-Way under ORS 105.668.

Mayor Cross read the ordinance by title twice and the motion carried unanimously.

Authorize Mayor Cross to sign a letter of interest on behalf of the City for an upcoming grant opportunity

Motion – It was moved and seconded (Kauffman/Silvia) to authorize Mayor Cross to sign a letter of interest on behalf of the City and the motion carried unanimously.

7. REPORTS AND COMMENTS

Staff provided department reports.

8. ADJOURNMENT

The meeting adjourned at 8:20 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
City Council Meeting – also via the Zoom Meeting Platform
April 17, 2024

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

Amended minutes approved and signed on February 18, 2026.

APPROVE:

ATTEST:

Mayor Pro-Tem Tracy Mix

City Recorder Paul Johnson

**TOLEDO CITY COUNCIL
REGULAR MEETING
May 1, 2024**

**JOINT MEETING WITH THE GREATER TOLEDO POOL & RECREATION
DISTRICT (GTPRD)**

GTPRD Board members present: Kay Chambers, Peter Vince, Roy Kinion, Rachel Wallace and District Manager Hal Wallace

Discuss lease of property

CM Wiggins provided information and indicated the GTPRD requested a long-term lease, but he indicated the current lease was extended for 99 years in 10-year intervals. It was implied CA Adams could amend the lease so the intent of the lease is understandable.

Water/funding allocation

CM Wiggins indicated there was a supplemental agreement with the pool in 2021, He said when the pool was transferred to the District, and there were several leaks and a high usage of water. He said at that time, the City offered to offset the high usage by paying the District in water. He said that agreement earlier this year. He said the final payment was \$33,848.60. He believes the GTPRD will seek another supplemental agreement. Mr. Wallace said the Board will not seek anything at this time, however they may revisit the topic when as they proceed with a new building.

The Council recessed at 5:48 p.m. and reconvened at 6:00 p.m.

CALL TO ORDER

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

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

Staff present: City Manager (CM) Doug Wiggins, City Recorder (CR) Lisa Figueroa, Finance Director/Assistant City Manager (FD) Amanda Carey, City Attorney (CA) Mike Adams, Police Chief (PC) Michael Pace, Interim Library Director (LD) Harrison Baker

PRESENTATIONS

Presentation – Detective Badge Ceremony

PC Pace presented Officer Dalynn Shinholster with the Detective badge.

Presentation – Library Board Presentation

Library Board Eric Erickson addressed the City Council and reviewed the roles and responsibilities of the Board and its members. He indicated the responsibilities of the Board are unclear and requested the resolution that established the Board be repealed. He commented the Board expressed interest in increasing student involvement and would like to add a seat for a high school student. The Council asked CA Adams to meet with Mr. Erickson to review the Board's role.

Presentation – Lincoln County 2024 Report to Community

Lincoln County Public Information Officer Kenneth Lipp and County Commissioner Kaety Jacobson provided a presentation to the Council (copy included in the city council packet). He noted 33 people were connected to housing through the warming shelter, five of which were from Toledo and two of them were veterans. He said the County plans to host another warming shelter. He commented on the budget for the shelter and indicated the County would appreciate any funding the City could provide. They answered questions from the City Council.

Presentation and Funding request – Toledo History Center & Yaquina Railroad Historical Society

Toledo History Center Volunteer Brenda Brown and Yaquina Railroad Historical Society (YRHS) Director Lisa Watson addressed the Council about their organizations. They provided history about their organization. Ms. Watson indicated the YRHS is assisting with the relocation of a model railroad, into the space below community member Barry Bruster's storefront on Main Street. Both organizations requested funding assistance in the next fiscal year.

1. VISITORS/PUBLIC COMMENT

There were no comments.

2. CONSENT AGENDA

Minutes from the meeting held on January 17, 2024

Motion – It was moved and seconded (Strom/Mix) to approve the consent agenda as presented and the motion carried unanimously.

3. DISCUSSION ITEMS

There were no items for consideration.

4. DECISION ITEMS

Request for continuation of funding support – Lincoln County

The Council deliberated how much they could offer to support the program. Following discussion, the Council considered donating \$5,000 but asked the topic come back to a future meeting.

Resolution No. 1548, establishing a policy related to signs placed on the Dairy Queen sign posts and at the East and West Junction entrances into the City of Toledo

CA Adams reviewed the council report included in the packet. He said it is limited to the temporary portable signs and banners on the two posts in the right-of-way across from Dairy Queen and signs that are on the East and West Junction into town. The Council asked for clearer language under

Section 4 for clarity on the removal and installation of signage and asked it be brought back to a future meeting.

Approve Change Order #2, to complete Phase 1 of the Public Safety Building remodel

CM Wiggins provided the council report.

Motion – It was moved and seconded (Mix/Bush) to approve Change order #2 for \$354,698 to be allocated in the 2024-2025 budget to complete Phase 1 of the Public Safety Building remodel and authorize the City Manager to sign and execute the agreement and the motion carried unanimously.

5. REPORTS AND COMMENTS

Department Directors reported to the Council on current projects.

There was Council discussion in regards to System Development Charges transfers in the budget related to the Blackberry development project. Staff indicated it could be addressed in the new fiscal year after the budget has been adopted.

CM Wiggins updated the Council on the Olalla Meadows project with Northwest Coastal Housing (NWCH) related to the \$640,000 funding. He indicated once the City signs the agreement, the City is bound to complete its portion (infrastructure) within two years or the City will have to pay back the state. He said NWCH will have 36 months to complete their end and they will be required to pay back the state.

The Council provided updates on committee meetings they attended.

6. ADJOURNMENT

The meeting adjourned at 8:30 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
City Council Meeting – also via the Zoom Meeting Platform
May 01, 2024

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

Amended minutes approved and signed on February 18, 2026.

APPROVE:

ATTEST:

Mayor Pro-Tem Tracy Mix

City Recorder Paul Johnson

**TOLEDO CITY COUNCIL
EXECUTIVE SESSION
June 5, 2024**

1. EXECUTIVE SESSION

Mayor Rod Cross called the Executive Session to order at 5:33 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
		Council President Kim Bush
X		Councilor Jackie Kauffman
		Councilor Tracy Mix
X		Councilor Frank Silvia
X		Councilor Jackie Burns
X		Councilor Stu Strom
X		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

No decisions were made in Executive Session.

2. ADJOURNMENT

The Executive Session adjourned at 6:05 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
City Council Executive Session – also via the Zoom Meeting Platform
June 5, 2024

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

Amended minutes approved and signed on February 18, 2026.

APPROVE:

ATTEST:

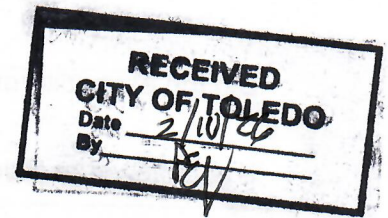
Mayor Tracy Mix

City Recorder Paul Johnson



City of Toledo
City Enhancement & In-Kind Services

Award Recipient Final Report Form
Deadline: December 31, 2025



Please submit the final report to:

Attention: City Recorder
City of Toledo
Po Box 220
Toledo, OR 97391

ORGANIZATION INFORMATION

Organization

Name:

Lincoln County Historical Society

Contact Person:

Jeff Syrop

Mailing Address:

545 SW 9th St.

Newport
City

OR
State

97365
Zip

Phone Number:

541-265-7509

E-mail address:

director@oregoncoasthistory.org

FINAL REPORT

Amount Received:

\$1,500

Describe how the contribution funds were used (e.g. supplies purchased, applied to overall administration, use additional pages if needed):

We used the contribution funds as a sponsorship toward our exhibit, Crafting Boats: A local history of boat building, which featured much Toledo history and ran from October 23, 2025 and is up until May 3, 2026. Please see the flyer. Funds helped cover staff costs, exhibit and curatorial supplies associated with this exhibit.



**CITY OF TOLEDO FIRE DEPARTMENT
CITY COUNCIL REPORT
FEBRUARY 18, 2026**



TRAINING

Daniel, Robert and Amanda attended Confined Space Training that was taught by Georgia Pacific personnel at the fire station. The first two days were classroom with the third day hands on skills at the GP Juno site. With this training we will not only be an additional resource for Georgia Pacific, but our Public Works Department should they have an incident.

Deputy Chief Robeson attended a Command-and-Control class at DPSST in Salem, sponsored by the National Fire Academy. This five-day course covers all facets of managing small and large incidents and hones incident command skills.

He also will be completing his 6-day (two days every other week) Leadership class that was hosted by Dundee Fire Department. Throughout this course there have been a lot of role playing and scenario-based discussions on how to resolve issues in the fire house and managing fire personnel.

Deputy Chief Morford continues to oversee our joint in-house training. This month, along with the monthly volunteer business meeting we had Search & Rescue, and Driver Operations training where we needed to show proficiency through a cone course. HB-41 and Siletz E-51 were part of this so all crews became familiar with each other's fire apparatus.

APPARATUS

Robert and Amanda have been busy. Amanda drove Engine 42 to Benton County shops to have the tires installed and its annual inspection along with maintenance. It should be returned on the 9th.

They both have been working on finishing mounting equipment on Heavy Brush 41 which is now in service.

Brush-41 went to the shop for turbo issues and has been fixed within a few days and is back in service.

DATA

We as has the rest of the country transitioned over to the National Emergency Response Information System (NERIS). It is taking us a bit of time to learn the new format and how to pull data. We have included a sample of reports that we believe give you a overview of the Fire Departments call types, frequency and individual participation.

BUILDING

With Brians assistance we have received three quotes for replacing the western portion of the roof. When I return (gone next week) we'll get together with Brian to begin to move the process forward and get approval to proceed.

STAFFING

With Robert and Amanda and our three dedicated volunteers with some outside coverage we have been doing a good job of covering calls and responding in a timely fashion. We have two new interested individuals in volunteering and hope to get them on board in the next few weeks.

DC Morford and I have been spending more time in the station sharing a office. This is working out well for the crews and allowing us to be there to answer questions.

As always if you have any questions, please let City Manager Huebner know so he can pass on your request.

Dave

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

Count of Incidents
48

Count of Exposures **0**

Count of EMS Calls
28

Percent of EMS Calls **58.33%**

Count of Fire Calls
2

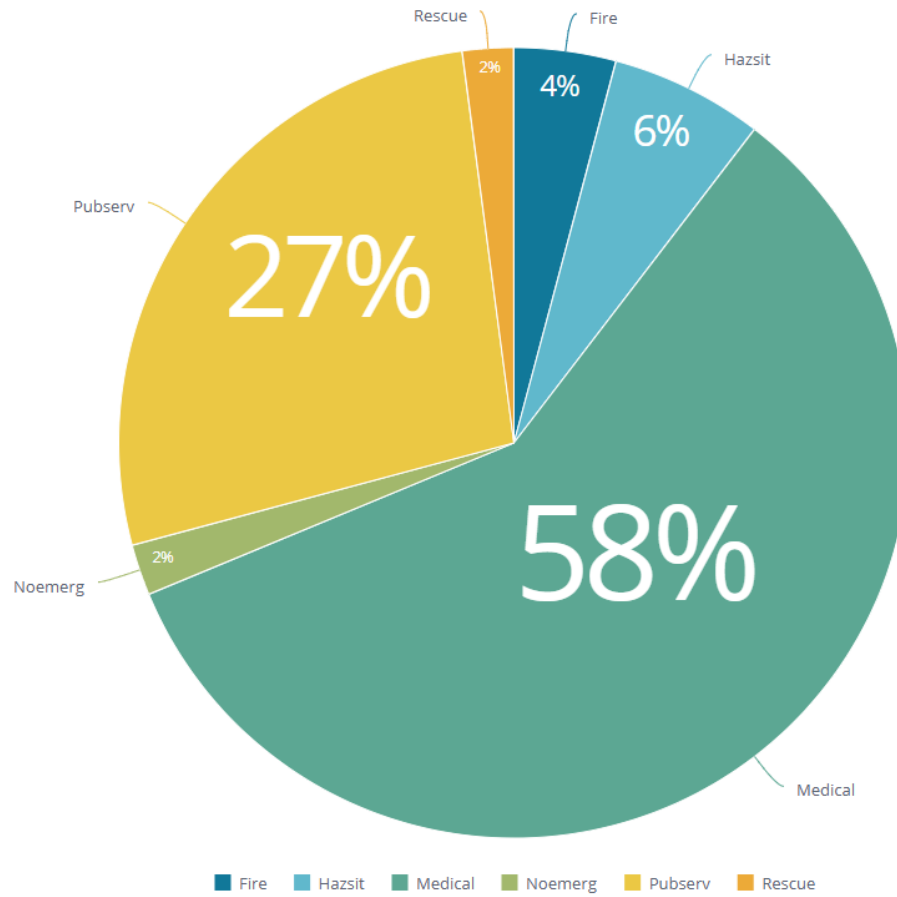
Percent of Fire Calls **4.17%**

Count of Other Calls
18

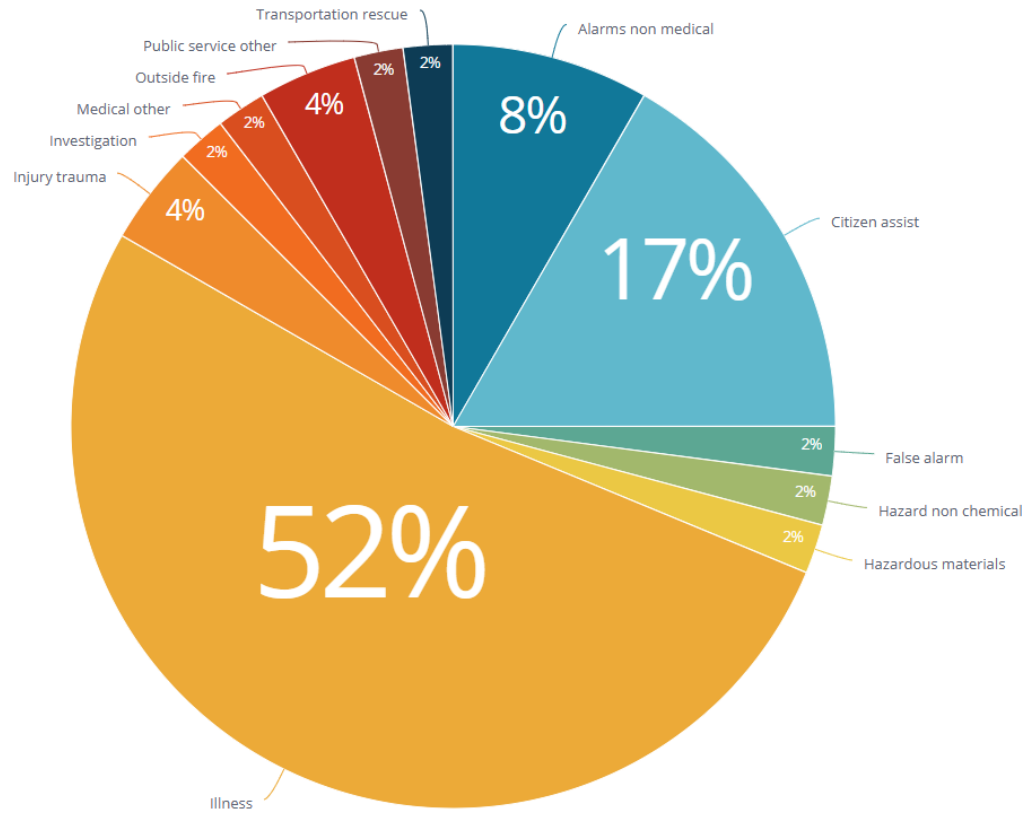
Percent of Other Calls **37.50%**

Aid Given
8

Aid Received **3**



Incident types by subcategory



Filter statement

FiltersDays in Core incident onset date/time1/1/26 to 1/31/26

Fire Resources (NERIS)

Tracks personnel and unit involvement by call volume during fire incidents

Count of Total Incidents

Count of Incidents

53

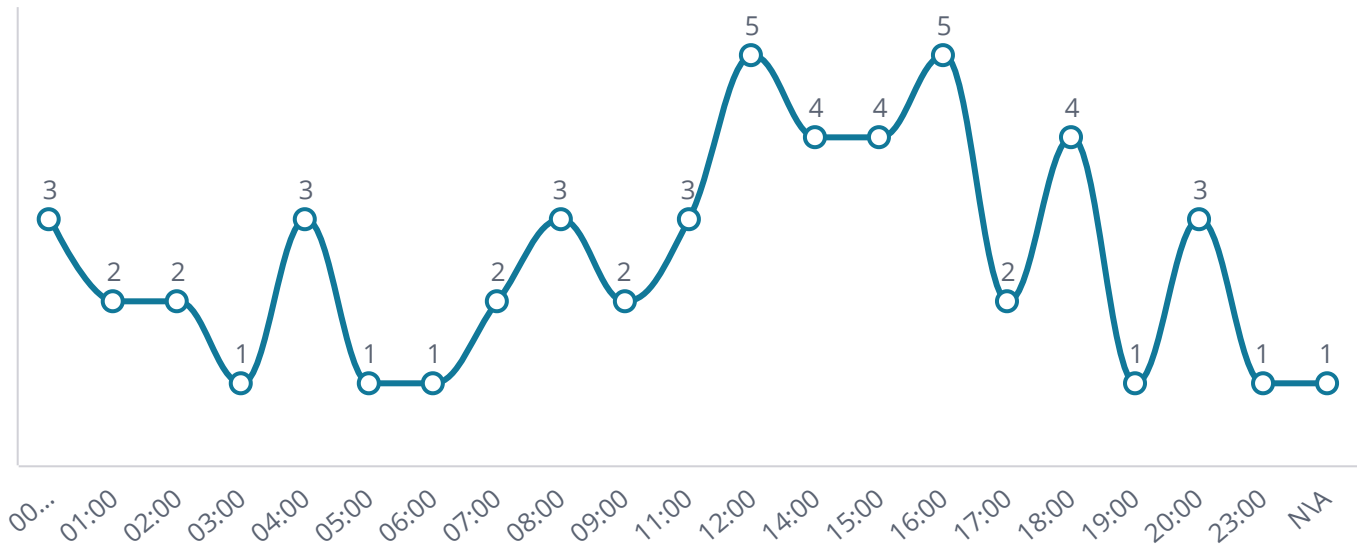
Average Time on Scene

Average Time on Scene (by Incident)

00h:26m:15s

Average Time on Scene (by Unit) 00h:23m:57s

Call Volume Over Time (by hour of day)



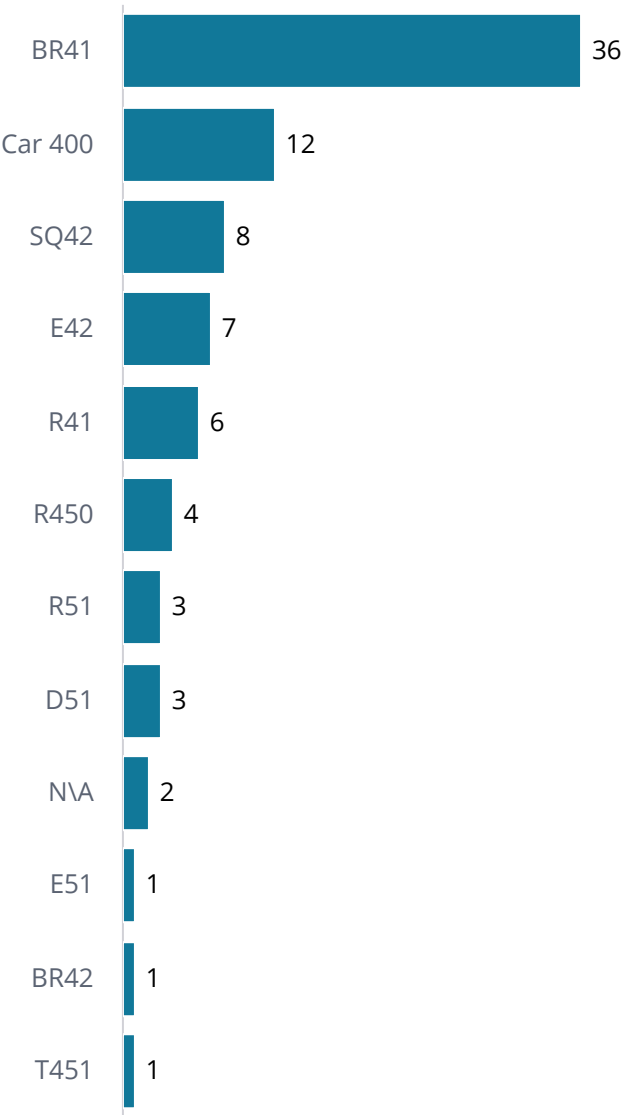
Filter statement

Filters **Days in Core incident onset date/time** 1/1/26 to 1/31/26

Incident Count Breakdown of Incidents by Unit

Unit name	Count of Incidents	Percentage of Incidents
BR41	36	67.92
BR42	1	1.89
Car 400	12	22.64
D51	3	5.66
E42	7	13.21
E51	1	1.89
R41	6	11.32
R450	4	7.55
R51	3	5.66
SQ42	8	15.09
T451	1	1.89
N/A	2	3.77
Grand Total	53	100.00

Incident Count by Unit



Filter statement

Filters

Days in Core incident onset date/time1/1/26 to 1/31/26

Incident Count and Percentage by Personnel

Crew Name	Count of Incidents	Percentage of Incidents
Ayarza, Donald	10	18.87%
Freer, Gail	4	7.55%
Garbina, Jeremy	1	1.89%
Garrison, Jonathon	11	20.75%
Hankins, Amanda	23	43.40%
Jensen, Hunter	23	43.40%
Kilgore, Robert	26	49.06%
Maiorano, Erik	3	5.66%
Malloy, Josh	1	1.89%
Mender, Austin	1	1.89%
Robeson, Larry	12	22.64%
Sanning, Will	1	1.89%
N/A	13	24.53%
Grand Total	53	100.00%

Police Department Monthly Report

January 2026

News:

Nothing to report

Major Arrests

Arrest of TCB Security Officer after Allegations of Sexual Harassment

On January 20, 2026, at approximately 2:30 a.m., the Toledo Police Department responded to a report of a sexual harassment and assault incident involving an adult female in the Toledo Port parking lot. The suspect, later identified as Charles Belt III, was reported to be wearing a law-enforcement-style uniform and equipment, including a firearm, and operating a vehicle marked “patrol,” which initially led the victim to believe he was a sworn police officer. The investigation determined that Mr. Belt identified himself as a private security guard employed by TCB Security and was on duty at the time of the incident. The victim was able to disengage and obtain assistance from an unrelated security guard contracted by Georgia-Pacific, who ensured her safety and contacted law enforcement. During the investigation, a second female was identified who reported similar sexually inappropriate conduct by Mr. Belt during the course of his security duties. On January 26, 2026, Mr. Belt was located and taken into custody with assistance from the Newport Police Department. The case remains under investigation, and all suspects are presumed innocent unless and until proven guilty in a court of law.

Community Engagement

Public Safety Update – Electronic Door Latches

The Toledo Police Department shared a public safety advisory on social media to raise community awareness about electronic vehicle door latches and the potential risks they pose during crashes involving power loss. The post provided practical guidance to residents on locating manual door releases and preparing family members to safely exit vehicles in emergency situations. This outreach reflects the department’s continued commitment to proactive education, injury prevention, and life-safety awareness through community engagement and modern communication platforms.

Public Safety Update – Minor Online Safety

The Toledo Police Department conducted proactive community engagement to address recent cases involving minors being targeted through social media platforms. This outreach aligns with department directives and Lexipol policies related to crime prevention, community education, and victim protection. Information was disseminated through official department communication channels to educate parents, guardians, and youth on online safety risks, prevention strategies, and reporting concerns. The outreach also referenced the Department of Homeland Security's Know2Protect initiative as a credible public safety resource. This effort supports accreditation standards emphasizing community partnership, crime prevention, and proactive risk reduction through public education.

Public Safety Update – LCSO Information Sharing about Lincoln County Animal Shelter Update

The Toledo Police and Public Safety Department shared a public information post from the Lincoln County Sheriff's Office regarding the transition of the Lincoln County Animal Shelter to a new, improved facility. The post informed the community that the move is actively underway and that temporary delays in email and phone responses may occur during the transition period. The update emphasized transparency, community patience, and continued service commitment, with future information to be shared once a grand opening is scheduled.

Public Safety Update – Arrest of Security Guard

The Toledo Police Department issued a public information release regarding an arrest involving a private security officer following an investigation. The release informed the community of the nature of the incident, investigative actions taken, and the eventual arrest, while reinforcing the presumption of innocence and appropriate legal standards. The communication also provided educational context to help community members distinguish between sworn law enforcement and private security personnel using law-enforcement-style uniforms and equipment. This outreach supports department policy and accreditation standards emphasizing transparency, public trust, timely information sharing, and proactive community engagement following significant incidents.

Enforcement Campaign

Nothing to Report

Training

Lead Smarter in 2026 – Webinar

Chief Michael Pace attended a Lexipol Leadership Principles webinar focused on preparing public safety leaders for emerging challenges in 2026, including organizational change, evolving technology, and increasing operational and political pressures. The training emphasized mission-first leadership, adaptive communication, and maintaining organizational focus during periods of change. Key takeaways support City and Police Department directives related to effective leadership, clear communication, and continuous improvement. The training reinforced the importance of implementing change thoughtfully, supporting staff, and ensuring operational decisions remain aligned with the City's mission, values, and service expectations.

Behavioral Health Crisis Response Training – Lexipol Webinar

Department staff attended the Lexipol webinar From Silos to Synergy: Unifying Behavioral Health Crisis Response, which focused on improving responses to complex behavioral health emergencies through cross-disciplinary coordination. The training addressed best practices for law enforcement, fire, and EMS collaboration, clarity of roles, lawful information sharing, and balancing safety, compassion, and legal boundaries during crisis incidents. Key concepts align with Lexipol policies related to crisis intervention, use of force decision-making, de-escalation, and interagency cooperation. This training supports departmental directives emphasizing policy-based response, responder safety, legal compliance, and improved outcomes for individuals experiencing behavioral health crises.

TAC 102 Compliance/File Maintenance – Virtual

Chief Michael Pace and Wendy Pickell attended a TAC 102 Compliance and File Maintenance training hosted by the Oregon State Police Criminal Justice Information Services (CJIS) Division. The training focused on statutory and administrative requirements for records retention, file maintenance, and compliance with Oregon Administrative Rules governing law enforcement records. This training supports ongoing compliance with state CJIS standards, enhances records management integrity, and ensures departmental practices align with audit and accountability requirements.

NICS Protection Order Training – Virtual

Wendy Pickell attended the FBI NICS virtual training webinar on January 21, 2026, focused on federal firearm prohibitions under 18 U.S.C. § 922(g)(8) related to protection orders. The training reviewed the legal definition of the federal prohibition, criteria required to establish eligibility for firearm restrictions, and the role of accurate records in supporting lawful background check determinations. Instruction emphasized the importance of timely and complete data entry into national systems to ensure compliance with federal standards and enhance public safety. This training aligns with Toledo Police Department policies governing

records accuracy, legal compliance, and information sharing, while supporting accreditation standards that require ongoing professional development and adherence to state and federal reporting requirements.

Drug Investigation Training – Lincoln City

Sergeant Pitcher attended the training titled A Prosecutor's Guide to Effective Drug Investigations and Prosecutions on January 27, 2026, hosted by the Lincoln City Police Department in partnership with the Oregon Department of Justice Criminal Justice Division. The course, instructed by Senior Assistant Attorney General Lori Evans, focused on best practices in drug investigations, including informant management, surveillance techniques, legal authorities for tracker orders and search warrants, controlled buys, and evidence handling. The training emphasized effective coordination with prosecutors to strengthen case outcomes and ensure legal compliance. This training aligns with Toledo Police Department policies related to criminal investigations, evidence management, and interagency cooperation, while also supporting state accreditation standards requiring ongoing professional development and adherence to lawful investigative practices. Attendance reinforces the department's commitment to conducting thorough, ethical, and legally sound investigations.

Extreme Risk Protective Orders Training – Salem

Detective Shinholster attended the training titled Extreme Risk Protection Orders (ERPO): When, Why, and How to Utilize Them on January 28, 2026, hosted by the Department of Public Safety Standards and Training (DPSST) in Salem. The course provided multidisciplinary instruction on the research behind ERPO laws, their role in reducing gun-related violence, and best practices for determining when an ERPO is an appropriate law enforcement response. Training topics included the legal process for obtaining ERPOs, coordination with prosecutors, and procedures for the safe removal of firearms. This training aligns with Toledo Police Department policies regarding threat assessment, public safety response, and legal compliance, and supports accreditation standards emphasizing ongoing officer training and the use of legally authorized tools to protect the community. Attendance reflects the department's continued commitment to proactive violence prevention and professional excellence.

Records Management Risk and Liability Training – Virtual

Wendy Pickell attended the PRI Records Management Risk and Liability Training on January 29, 2026, a course focused on reducing organizational risk associated with law enforcement records management. The training addressed common causes of legal liability stemming from records mismanagement, quality control practices, backlog reduction strategies, and improving data accuracy and accountability. Instruction emphasized proactive risk assessment, performance measurement, and implementing updated business processes to protect agency integrity and public trust. This training aligns with Toledo Police Department policies governing records management, data accuracy, and legal compliance, and supports accreditation standards requiring ongoing staff development, risk mitigation practices, and adherence to established

records handling procedures.

Bloodborne Pathogens – Virtual

Use of Force Case Study – Eagle Point Officer-Involved Shooting - Virtual

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

Policy 347 - ADA Compliance
Policy 500 - Traffic Function and Responsibility
Policy 807 - CJIS Access, Maintenance, and Security
Policy 1000 - Recruitment and Selection
Policy 1036 - Wellness Program

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

Nothing to report.

Meetings

RAIN – Virtual

Chief Michael Pace attended the Regional Automated Information Network (RAIN) General Membership Meeting on January 22, 2026. The meeting included review and approval of the proposed FY 2026–27 budget, updates on CrimeTracer deployments, product development, and training opportunities, as well as discussion of upcoming Board of Directors vacancies. Attendance supports continued regional collaboration, information sharing, and access to law-enforcement data systems that enhance investigative capabilities and public safety operations.

WVCC Budget Committee Meeting – Virtual

Chief Michael Pace attended the WVCC Budget Committee Meeting #1 for Fiscal Year 2026–27 on January 21, 2026. The meeting focused on budget committee procedures, the meeting schedule, and review of guiding financial policies, including working capital and fund balance reserve policies. Committee members also reviewed the proposed FY 2026–27 budget, a five-year financial forecast, and the proposed capital plan. Attendance ensures the Police Department is represented in regional fiscal planning and long-term budget discussions that impact shared public safety service

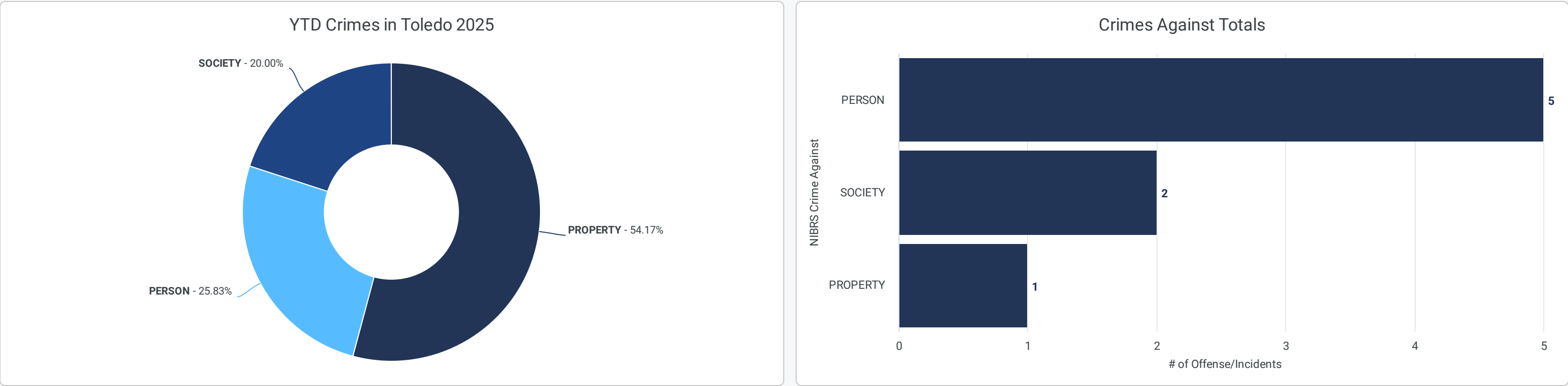
WVCC Advisory Board Meeting – Virtual

Chief Michael Pace attended the Willamette Valley Communications Center (WVCC) Advisory Board meeting on January 28, 2026, where members reviewed monthly budget updates, call statistics, and staffing and training progress. Discussions included ongoing initiatives such as PSAP relocation planning, development of coordinated response procedures for emotionally disturbed person calls, implementation of Tablet Command technology, and updates on AI-assisted call processing tools. The board also addressed CAD system efficiencies, case number transfer issues, language line services, and proposed amendments to user agreements to encourage timely agency payments, along with regional collaboration related to crisis response training and upcoming labor negotiations. Participation in this meeting supports Toledo Police Department policies emphasizing interagency coordination, fiscal oversight, and operational accountability, while also aligning with accreditation standards that require documented collaboration, communication practices, and continuous improvement in public safety services.



Date Range is previous month

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



Crimes Reported

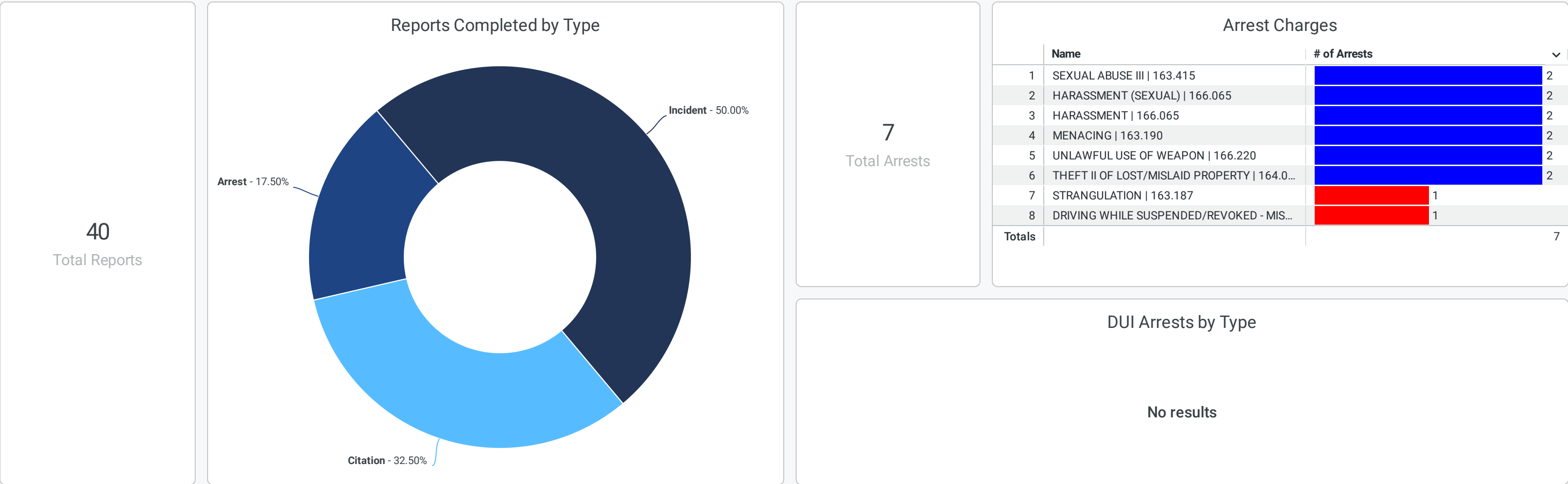
Persons Crimes		
Crime	# of Offense/Incidents	
HARASSMENT (SEXUAL) 166.065	1	
HARASSMENT 166.065	1	
SEXUAL ABUSE III 163.415	1	
MENACING 163.190	1	
UNLAWFUL USE OF WEAPON 166.220	1	
Totals	5	

Property Crimes		
Crime	# of Offense/Incidents	
THEFT II OF LOST/MISLAID PROPERTY 164.065	1	
Totals	1	

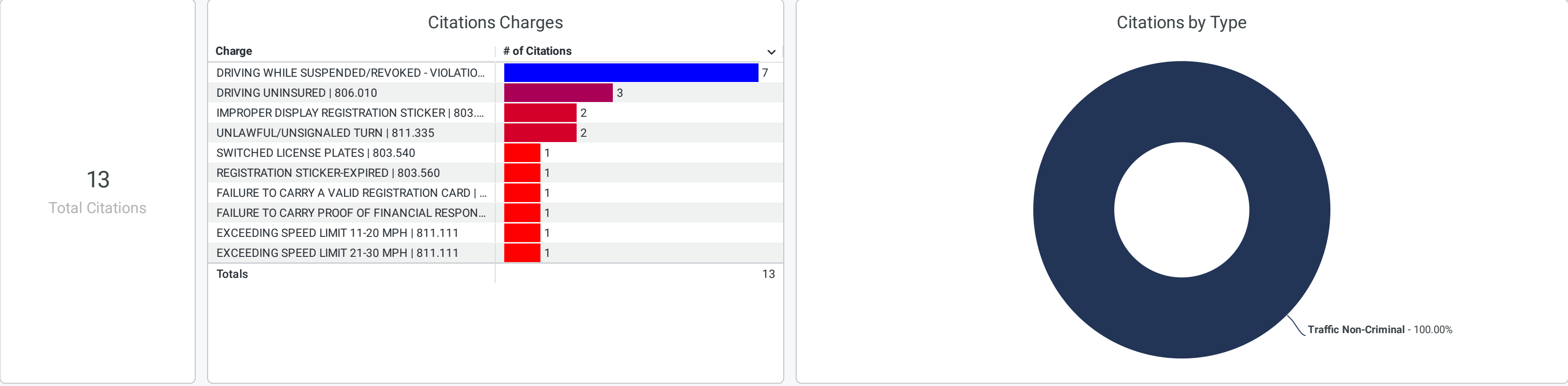
Society Crimes		
Crime	# of Offense/Incidents	
SEIZURE OF DRUG PARAPHERNALIA 475.555	1	
UNLAWFUL DELIVERY MDMA (ECSTASY) 475.870	1	
Totals	2	

All Other Crimes		
Crime	# of Offense/Incidents	
HARASSMENT 166.065	1	
CRIMINAL MISCHIEF III 164.345	1	
FAIL TO PERFORM DUTIES-DRIVER IN ACC WITH PROP DAMAGE 811....	1	
COMPUTER CRIME 164.377	1	
DRIVING WHILE SUSPENDED/REVOKED - MISDEMEANOR 811.182(4)	1	
Totals	5	

Reports & Arrests



Citations Issued



Planning Department Permit Applications January, 2026

Construction Applications:

1. Work in the Right-of-Way for sidewalk closure during building repairs at 192 S Main Street
2. Water meter replacement for a smaller service at 321 SE 3rd Street
3. Work in the Right-of-Way to abandon gas service at 385 and 375 NE 1st Street
4. Work in the Right-of-Way to create gravel sidewalk/ADA access at 1860 SE Alder Lane Drive
5. Work in the Right-of-Way for sidewalk cuts for water repairs at 584 SE 6th Street
6. Demolition permit to remove barn at 1585 SE Sturdevant Road
7. Building permit to add three bedrooms at 1081 NW Sunset Drive
8. Building permit for a new manufactured home at 1253 NW Spruce Street

Land Use Applications:

No land use applications were submitted in January, 2026

Annual Transportation Permits:

To date, 12 Annual Transportation Permit have been renewed for calendar year 2026. A total of \$2,896 has been collected for the program (362 trucks)

Annual Department Statistics				
Type of Permit	January	2026	2025	2024
Building Permit	2	2	23	37
Other Permits*	7	7	54	38
Land Use Application	0	0	19	17
Truck Permit	12	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.

Finance Department Monthly Report – February 2026

- ❖ Completed, Filed and Distributed W-2 Forms
- ❖ Completed, Filed and Distributed 1099 Forms
- ❖ Completed and filed 4th Quarter payroll reports
- ❖ Participated in Finance Director recruitment, selection & interviews
- ❖ Began budget process.
 - Review of CIP documents
 - Preparation of Budget Calendar
 - Online budget training
 - Preparation of Budget worksheets for Department Directors
 - Springbrook training sheet for monthly expense review
- ❖ Provided input on Goal Setting
- ❖ Two resolutions to update the 2025-2026 budget proposed and passed
- ❖ All of the financial transactions that keeps the City running smoothly.

HR Director Update: February 18, 2026

1. Talent Acquisition

- Jensen Strategies and leadership staff interviewed two Finance Director candidates on Tues Feb 10th. Final consideration and conditional offer are in process.
-

2. Compliance

- Continued evaluation of Human Resources systems and processes to improve efficiency, support compliance and ensure long-term sustainability. A CIP request has been submitted to support future planning and responsible investment in necessary system upgrades and technology improvements in the form of a Human Resource Information System online platform.
-

3. Benefits & Employee Support

- Initiating updates to the Management Compensation Plan (MCP), including research and clarification regarding Fair Labor Standards Act (FLSA) requirements. Most recent MCP version was adopted by Council August 21, 2024.

Toledo Public Library

Staff Report

2026-02-18

January Stats

Total Circulation of Library Materials: 3,352

In-Person visits: ~850

Patrons added: 13

Community Room Use: 64

AV Room users: 6

Volunteer hours: 62.5

Adult Program Attendance: 51

Children's Program Attendance: 111

Teen Program Attendance: 17

Podcast Downloads: 291

Reference questions: 79

Facebook Page Views: 13,506

Facebook Engagement: 747

Facebook Interactions: 286

Tolybius Games Played (since Nov. 2025): 441

➤ **Public Programs**

- February is Library Lovers' Month! Come in for a Library Bingo card with challenges to help you celebrate. Once your bingo card is complete, turn it in for fabulous prizes!
- Let's Make Slime: Feb. 20 @ 3:30 PM
- Spice Club: Feb. 28 @ 1 PM
 - Come in early to pick up your free spice, and bring your dish to the quarterly Spice Club meeting! First come, first served.
- STEAM Saturday: Feb. 28 @ 2:30 PM

➤ **Services and Collections**

- The Library received a \$10,000 grant for new shelving from Siletz Tribal Charitable Contribution Fund.
- Two new Linux Mint public computing stations are available, with a selection of open-source software and a dedicated laser printer.

Public Works Activities January 2026

- Respond to high water at Eastslope Park intersection due to King Tides
- Lincoln Way alarm call out
- City of Toledo facility janitorial- We miss our Manny
- Monthly blow offs
- Remove Christmas wreaths
- Daily work orders
- Arcadia Park remediation
- 321 SE 3rd water meter install
- Route maintenance
- Route storm drain maintenance
- I&I work on MH10A9
- Water system testing
- Drain swale maintenance
- Parks Maintenance
- Weekly street sweeping
- Facilities maintenance/roofs
- Utility locates
- Ammon Rd Lift station pump 1 & 2 maintenance
- Route tree maintenance, looked into problematic trees reported and responded to property owner to let them know their responsibility
- Low water pressure check
- Repair saddle @ NE 12th & NE Alder leak
- Respond to no water at 742 SE 4th
- Pothole SE Sturdevant
- City transfer station maintenance
- Install Hydrant meter
- Sewer flushing
- Repair Toledo elementary speed sign
- Repair crossing sign at Eastslope Rd
- Meter box maintenance
- Repaired meter bottom at residence
- WTP gutter maintenance
- Extend "no parking" curb paint on SE Butler Bridge
- Install play structure @ Arcadia park with Angell Job Corps
- LCSD meter repair
- Reinforce shelving at Library
- HS pump station alarm response
- Locate Ammon Rd Force main on SE Sturdevant
- Meter reading/shut offs/re-reads

- PD bird preventative maintenance
- Remove banner poles from lamp posts
- Mill Creek water line repair
- Flagging for blocked Eastslope Rd.
- Arcadia Park drainage remediation
- Fixed leak at high school
- Updated City Hall door locks-Installed locks for CM and Recorder
- WTP filter change preparation/water reclamation basin
- Sewer Lift station checks
- Repaired guard rail NE Alder & Bus 20
- Offload filter media @ WTP
- WWTP valve maintenance
- Library path maintenance
- 2025 I&I reporting to DEQ
- 2025 Mileage report to ODOT
- Updated notification list for when WWTP goes into bypass
- 1/8-Took samples to analytical lab in Corvallis for testing. 1/7 Council meeting had guests claiming e-coli in their water. Also contacted Oregon Health Authority to self-report accusation.
 - Results showed zero presence of E-Coli or Total Coliform. We take this ish seriously.
- Met with 2KG representative to go over filter media replacement at WTP

City Recorder Report February 2026

Records Requests

2 received, both were level 3 requests, 1 awaiting payment (\$408.08), and 1 pending acknowledgement of fees to be charged.

Event Permit Applications

Bicycle Rides Northwest Rest Stop, June 23, 2026 (Approved)

Toledo Summer Festival, July 10-12, 2026 (Approved)

2nd Annual Garlicpalooza, September 26, 2026 (Approved)

Council Minutes review and website standardization

What is it? Ensuring that all of the council meetings listed on the website are standardized in content, having all documents (agenda, packet, and signed minutes) uploaded, and the right videos connected.

2024 is nearly completed. URA and URABC meetings still need to be updated. There were many wrong videos connected to meetings; links to audio files that were non-existent; unsigned minutes; missing documents, etc.

Professional Training

Registered for the NW Clerk's Institute held in June.

Applying for a scholarship to attend the IIMC annual meeting in May.

Attended Into to Oregon Public Records (Records Management 101) Webinar

Attended Introduction to ORMS Webinar

Held first Social Media Committee Meeting.

Attended training for Social Media Archiving with CivicPlus

Completed training for and received my Notarial Commission