

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



**URBAN RENEWAL AGENCY**  
**Budget Committee Meeting Minutes**  
**May 12, 2026**

**1. Call to Order**

- a. The Toledo Urban Renewal Agency Budget Committee meeting was called to order by Budget Officer Rich Huebner at 6:04 PM on Tuesday, May 12, 2026, at Toledo City Hall, 206 North Main Street, Toledo, Oregon. Budget Officer Huebner noted that Mayor Mix had been dealing with a sore throat and would be leading the agenda on her behalf.
- b. The committee was also informed of the following staff attendance matters: Public Works Director Lorimor was expected to arrive shortly due to a family appointment; Fire Chief and Sergeant Aaron Pitcher of the police department were attending remotely, with Sergeant Pitcher filling in for Chief Pace, who was out that day attending a conference.

**2. Pledge of Allegiance**

- a. The Pledge of Allegiance was led by the Acting Chair.

**3. Roll Call**

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

Committee Member	Present	Absent	Via Zoom
Chair Mix	X		
Director Riley		X	
Director Kauffman		X	
Director Silvia	X		
Director Burns		X	
Director Keating	X		
Director Chambers	X		
Barry Bruster		X	
Ricky Dyson		X	
Dakota McKnight-Todd	X		
Anne Learned-Ellis	X		
Jonathan Mix	X		
Stephanie Smith	X		
Kim Bauman	X		

- b. City Manager Rich Huebner, IT Manager Justin Brown, Library Director Harrison Baker, HR Director Shawna Gribskov, Accounting Supervisor Cindy Oleman, Utility Clerk Caleb Hall, Finance Director Mindy Switter, Patrol Sergeant Aaron Pitcher, Fire Chief Dave Lapof, Interim Finance Director Judy Richter, and City Recorder Paul Johnson

**4. Consent Agenda**

- a. **Motion** to approve the consent agenda as presented was made by Committee Member Keating and seconded by Committee Member Sylvia. The motion carried unanimously by voice vote.

Committee Member	M	S	Yay	Nay	Abstained	Absent
Chair Mix			X			
Director Riley						X
Director Kauffman						X
Director Silvia		X	X			
Director Burns						X
Director Keating	X		X			
Director Chambers			X			
Barry Bruster						X
Ricky Dyson						X
Dakota McKnight-Todd			X			
Anne Learned-Ellis			X			
Jonathan Mix			X			
Stephanie Smith			X			
Kim Bauman			X			

**5. Discussion and Information Items**

- a. The Budget Officer opened the floor for discussion on the proposed URA budget for fiscal year 2026–2027, noting that the budget packet had been distributed at the previous week's meeting and that members had the opportunity to review it in advance.
- b. Director Chambers followed up on a question he had raised at the prior meeting regarding whether abatement could be classified as a public improvement under the capital outlay line. The Budget Officer confirmed that he had consulted the city attorney, who was confident that abatement qualifies as a public improvement. Staff also referenced the relevant section of Oregon Revised Statute, which defines "public improvement" broadly as a project for construction, reconstruction, or major renovation on real property by or for a contracting agency. Given that open-ended definition, staff expressed confidence that abatement expenditures can be drawn from the capital improvement line item.
- c. President Mix offered helpful context from her professional background, noting that in his line of work, capitalization is typically reserved for tangible assets—and that something like brush removal would more likely be characterized as property maintenance rather than a property improvement, since there is nothing tangible to show for it once the work is done. The Budget Officer agreed that the

city would generally look to its finance department for guidance on whether to capitalize a specific asset. For straightforward vegetation clearing, the likely approach would be to simply expense the cost directly rather than capitalize it.

- d. In response to the discussion, staff clarified that the primary intended use of the abatement authority would be for structures within the URA boundaries, not routine brush or vegetation clearing. The Budget Officer noted that the city's code enforcement officer is already reviewing one particular structure within the URA. That property presents a somewhat complicated situation, as the ownership of the parcel is currently unresolved—meaning there is no identifiable owner for the city to contact and direct to address the problem. The likely course of action would be to clear vegetation as a first step, assess the structural damage, place a lien on the property, and then address remaining issues once ownership is determined.
- e. No further questions or comments on the proposed budget were raised.

**6. Visitors/Public Comment**

- a. In-person/Online Comments
  - i. No public comments were received in person or online.
- b. Submitted Comments
  - i. No submitted comments were received.

**7. Decision Items**

- a. **Motion** to approve the Toledo Urban Renewal Agency Budget for Fiscal Year 2026–2027 in the amount of \$916,952 was made by Committee Member Keating and seconded by Committee Member Sylvia. The motion carried unanimously by roll call vote, with all nine present members voting in favor.

Committee Member	M	S	Yay	Nay	Abstained	Absent
Chair Mix			X			
Director Riley						X
Director Kauffman						X
Director Silvia		X	X			
Director Burns						X
Director Keating	X		X			
Director Chambers			X			
Barry Bruster						X
Ricky Dyson						X
Dakota McKnight-Todd			X			
Anne Learned-Ellis			X			
Jonathan Mix			X			
Stephanie Smith			X			
Kim Bauman			X			

**8. Adjournment**

- a. The Budget Officer adjourned the meeting at

APPROVE:

ATTEST:

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Chair Tracy Mix

\_\_\_\_\_  
City Recorder Paul Johnson

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