



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

Toledo City Council  
**Regular Meeting – also via Zoom Meeting Platform**  
May 20, 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](mailto: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**
  - a. In-person/Online Comments
  - b. Submitted Comments
- 4. Consent Agenda**
  - a. May 6, 2026 City Council Meeting Minutes
  - b. May 6, 2026 City Council Executive Session Minutes
  - c. January 21, 2026 City Council Meeting Minutes
  - d. January 31, 2026 City Council Special Meeting Minutes
  - e. Adoption of Council Goals
- 5. Toledo Beat and/or Presentations to the Council**

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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.

- a. Toledo History Museum and Yaquina River Historical Railroad
- 6. Discussion and Information Items**
  - a. Recognition of Toledo High School Graduates
- 7. Request for Council Action**
  - a. Consideration of New Water & Sewer rates, May 2026
  - b. Resolution 1605 adopting a supplemental budget for fiscal 2025-2026
  - c. Resolution No. 1606 Appropriating grants and donations to the Library in the combined amount of \$7,300.
  - d. Toledo/Newport/Siletz Regional Drought Planning
  - e. Parks Equipment Surplus
  - f. Resolution No. 1607, Adopting Findings of Fact Related to Local Community Events and Festivals and Approving a Fee Waiver for Such Activities
  - g. Temporary Fireworks Vendor Policies
- 8. Reports and Comments**
  - a. Police Department Reports
  - b. Fire Department Reports
  - c. Code Enforcement Report
  - d. City Recorder Report
  - e. HR Director Report
  - f. Public Works Report
  - g. Planning Department Report
  - h. Finance Department Report
  - i. Library Department Report
- 9. Issue Tracker & Future Agenda Items**
  - a. Issue Tracker
  - b. Future Agenda Items
- 10. Council Comments**
- 11. Mayor's Comments**
- 12. Adjournment**

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



**TOLEDO CITY COUNCIL  
 Regular City Council Meeting  
 May 6, 2026**

**1. Call to Order**

- a. Mayor Tracy Mix called the Toledo City Council Regular Meeting to order on Wednesday, May 6, 2026, at 6:00 PM at Toledo City Hall, 206 North Main Street, Toledo, Oregon 97391. The meeting was held in a hybrid format, in person and via Zoom.

**2. Roll Call**

- a. City Recorder Paul Johnson conducted the roll call. A quorum was established with five of six seated councilors present.

<b>Council Member</b>	<b>Present</b>	<b>Absent</b>	<b>Via Zoom</b>
Mayor Mix	X		
Council President Silvia	X		
Councilor Chambers			X
Councilor Kauffman		X	
Councilor Keating			X
Councilor Burns	X		
Councilor Riley	X		

- b. Staff Present: City Manager Rich Huebner, Finance Director Mindy Suitter, Interim Finance Director Judy Richter, and City Recorder Paul Johnson

**3. Visitors/Public Comment**

- a. In Person/Online Comments
  - i. Nicole Moody of Depoe Bay introduced herself to the Council, noting she is a candidate for Lincoln County Commissioner and has been attending city council meetings throughout the county.
- b. Submitted Comments
  - i. Provided online as an “Other” document.
  - ii. Councilor Chamber raised a question regarding the practice of including lengthy written public comment submissions directly within the publicly available council packet. He expressed a preference for keeping written submissions separate from the packet, noting that all council email addresses are publicly available for direct contact.
  - iii. City Attorney Souvanny Miller stated she would research whether written public comment is required to be included in the council packet, or

whether it could be made available as a separate attachment. City Manager Richard Huebner noted that the agenda management system allows for attachments to be labeled separately from the packet itself, such as under a "Submitted Comments" tab.

- iv. Councilor Keating suggested that if the Council wished to explore limitations on the volume of written public comment, a page or word count limitation—comparable to the three-minute time limit for in-person comment—could be considered, while also ensuring that written comment remains accessible for those unable to attend in person. Mayor Mix expressed openness to receiving lengthy written submissions but agreed that including them within the formal council packet may be unnecessary. The Mayor cautioned against inadvertently eroding First Amendment rights and suggested the topic be discussed at a future work session after staff research is completed.
- v. City Attorney Miller affirmed that separating public comment from the packet is appropriate, as the packet represents the city's presentation of agenda items, while public comment is a distinct category. She also noted that a page limitation on written comment may be more legally complex than a time limitation on spoken comment, as time restrictions are justified by the need to maintain an orderly meeting, a rationale that does not apply equally to written submissions.
- vi. The Council reached consensus to defer the matter to the May 27, 2026 work session for further discussion. City Manager Huebner noted for the public record that a substantial written public comment submission had been received and is available in the online meeting packet.

**4. Consent Agenda**

- a. Motion to approve the consent agenda as presented was made by Council President Silvia and seconded by Councilor Burns. The motion carried unanimously (5-0, with Councilor Kauffman absent).

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

**5. Toledo Beat and/or Presentations**

- a. 57th Annual Professional Municipal Clerks Week Proclamation
  - i. Mayor Mix read aloud the proclamation recognizing the week of May 3–9, 2026 as Professional Municipal Clerks Week in the City of Toledo, acknowledging the vital role of municipal clerks in local government. Mayor Mix presented a small gift to City Recorder Paul Johnson and extended appreciation for his dedication and service to the community.

- b. National Police Week Proclamation
  - i. Mayor Mix read aloud the proclamation recognizing May 10–17, 2026 as National Police Week in the City of Toledo. The proclamation honored the service and sacrifice of law enforcement officers, with specific recognition of Patrolman Gary Sumpter, the Toledo Police Department's only line-of-duty death. Mayor Mix noted the proclamation was being issued in advance of the observance period due to the absence of a Council meeting during that week. Mayor Mix signed the proclamation.

## 6. Discussion and Information Items

- a. Water and sewer rate changes effective 5/22/2026
  - i. City Manager Huebner introduced Finance Director Mindy Switter, who presented the proposed water and sewer rate adjustments. The proposal calls for a uniform 4% rate increase for both water and sewer services, effective May 22, 2026, intended to keep pace with inflation. Director Switter noted that the 4% figure is in close alignment with the Consumer Price Index (CPI), which registered approximately 3.5% for the relevant period. The additional margin above CPI is intended to allow the city to continue building modest reserves. By way of comparison, the prior year's increases were 3% for sewer and 7% for water, with the higher water increase attributed to a period of years during which rates were not adjusted by a previous administration.
  - ii. City Manager Huebner confirmed that the proposed increases are designed to keep both utility funds solvent while minimizing the impact on ratepayers. The average residential customer can expect an increase of approximately \$8.00 per month across both utilities combined.
  - iii. Councilors expressed appreciation for the clarity of the presentation. Mayor Mix noted that the rate increase for water the prior year had been particularly challenging for the community and that the more moderate 4% figure for both utilities this year was a positive sign. Council President Silvia recalled that the Council had also declined to introduce a public services fee the prior year due to the concurrent 7% water increase.
  - iv. City Manager Huebner confirmed the item would return as a formal action item at the May 20, 2026 regular business meeting, noting a minor typographical error in the agenda header which should reference May 20 rather than May 22.
  - v. No public comment was received on this item.
- b. Appointment of Councilor to Cascade West Area Commission on Transportation
  - i. City Manager Huebner presented background on the Cascade West Area Commission on Transportation (CWACT), an advisory body to the Oregon Department of Transportation (ODOT) consisting of 38 voting members representing counties, incorporated cities, port districts, federally recognized Indian tribes, and private sector representatives across Linn, Benton, and Lincoln Counties. The Commission meets on the fourth Thursday of even-numbered months from 5:00–7:00 PM, with meetings rotating among various in-person locations or available via video conference.

- ii. The Council was asked to appoint one member to serve as the city's representative. Council President Silvia indicated he had previously served in this capacity but stepped down due to an excess of other commitments. Councilor Keating volunteered, citing his existing familiarity with the Commission's work—including its role in elevating the Highway 20/229 intersection to a priority project with the Governor's office—and noted that his existing committee obligations already fall on the fourth Thursday of each month. No other councilors expressed interest in the position.
  - iii. The Council reached consensus to appoint Councilor Keating to serve as the City of Toledo's representative to the Cascade West Area Commission on Transportation.
- c. Council Goals
- i. City Manager Huebner presented a draft of what had previously been referred to as the Council Goals document, reframed by retreat facilitator John Morgan as the City of Toledo Strategic Action Plan. The revised format organizes the Council's priorities into goals, measurable objectives, assignment of responsibility among administration, finance, and council, and defined timelines. As one illustrative example, City Manager Huebner highlighted the first goal—to improve and stabilize the city's financial health—with a corresponding objective to develop a financial strategic plan, assigned jointly to administration, finance, and council, with a target completion of March 2027 in time to inform the Fiscal Year 2027–28 budget process.
  - ii. Councilor Chambers offered several suggestions for refinement. He noted that the term "financial strategic plan" under the first goal may benefit from being retitled to something more operationally specific, such as a "financial sustainability plan," to clarify the intent. Under the economic development goal, he recommended adding an objective specifically addressing retail vacancy—such as recruiting businesses to fill vacant storefronts and removing barriers to occupancy—as well as a distinct objective addressing blighted buildings through code enforcement and abatement tools. Finally, under the volunteerism goal, he suggested adding language acknowledging the city's role in supporting community events and festivals as a means of fostering vibrancy.
  - iii. No councilors expressed opposition to any of Councilor Chambers' suggestions. City Manager Huebner confirmed he would incorporate the feedback and return the revised document for formal adoption at the May 20, 2026 regular business meeting.
- d. Fireworks Retail Permits
- i. City Manager Huebner initiated a discussion on fireworks retail permitting, noting no formal attachments were included given that the item had been discussed only at a high level in prior meetings. With the July 4th holiday approaching and a gap between regular business meetings, he sought Council direction on whether to pursue regulations and, if so, what criteria to prioritize.
  - ii. City Manager Huebner emphasized that any regulations adopted must be

objective and cannot show favoritism to any specific retailer or organization by name. Permissible regulatory approaches include limiting the total number of permits, establishing minimum distance requirements between vendors, restricting the types of establishments that may sell fireworks, and defining categories of eligible applicants. He noted that existing city code already limits fireworks sales to commercially zoned areas.

- iii. Mayor Mix expressed interest in establishing parameters around the number of stands permitted and their locations, and suggested a work session to flush out the details. Councilor Chambers proposed that, as an interim measure, staff could pause the processing of any applications until the Council establishes its criteria. He also suggested a possible policy framework that would limit applications to nonprofits affiliated with Toledo events and festivals, noting that objective categorical criteria can favor certain types of applicants without constituting impermissible favoritism. City Manager Huebner confirmed he could administratively pause processing pending Council action, without the need for a formal moratorium vote, based on the Council's consensus.
  - iv. Discussion also touched on the question of whether JC Market—a longstanding local retailer that sells fireworks from an established brick-and-mortar location—should be accommodated in any regulatory framework. Council members broadly indicated that JC Market should not be inadvertently excluded. City Attorney Miller suggested a possible distinction between a display stand permit and a permit for sales within a physical retail location. Councilor Burns raised the question of applicable sales period dates, noting that state law governs the permissible sales window through July 6th, with cities able to impose more restrictive timeframes but not more permissive ones.
  - v. The Council reached consensus that City Manager Huebner should develop a draft regulatory framework and return with a recommendation at the May 20, 2026 regular business meeting. In the interim, staff will hold any received applications without processing them pending Council action.
- e. Thursday Market Fee Waiver Request
- i. City Manager Huebner reintroduced this item, which had been presented at the prior business meeting without action. The Chamber of Commerce is planning to begin its outdoor Thursday Waterfront Market in June, and the city had previously considered a resolution granting a fee waiver for the use of the waterfront field. The Council had tabled formal action at the prior meeting, requesting the item return for further discussion.
  - ii. Councilor Keating expressed support for a fee waiver but recommended it be accompanied by a usage agreement establishing shared responsibility for any damage to the field, given that the fees are intended in part to cover maintenance costs associated with use.
  - iii. Council President Silvia concurred and suggested that any fee waiver policy be limited to nonprofit organizations, with equitable treatment

- across all nonprofit users of the space. Mayor Mix raised the idea of a sliding scale based on gross organizational revenue, which would provide full waivers to smaller nonprofits and reduced rates or full fees for those with larger budgets. Councilor Chambers expressed concern about this approach, noting that Summerfest—which generates significant revenue but also incurs substantial costs to produce—could be disadvantaged by a revenue-based test despite its major positive impact on the community.
- iv. Councilor Keating expanded on this concern, noting that organizations serving Toledo residents may not always be headquartered in the city, and that a residency-based restriction could exclude beneficial partners such as the Tri-County United Way. He suggested focusing instead on whether an organization is a public-serving nonprofit, regardless of headquarters location.
  - v. City Manager Huebner noted the analogy to the city's relationship with the producers of the Art, Oysters & Brew event—an outside organization that facilitates what is effectively a city program. City Attorney Miller noted that a policy establishing objective eligibility criteria, applicable to all similarly situated applicants, would be legally appropriate. City Manager Huebner indicated he would draft a proposed resolution incorporating the discussion and return it for Council action at the May 20, 2026 meeting.

## **7. Request for Council Action**

- a. Missing and Murdered Indigenous Persons Proclamation
  - i. City Manager Huebner presented a proposed proclamation recognizing May as Missing and Murdered Indigenous Persons Awareness Month in the City of Toledo. Unlike the earlier proclamations, this proclamation includes signature lines for all council members and therefore requires formal Council approval. City Manager Huebner credited City Recorder Johnson with bringing the item forward and praised the quality of the draft language, which he noted was assembled by drawing from the best-worded elements of comparable proclamations issued by the state and other municipalities.
  - ii. City Recorder Johnson spoke to the personal significance of the proclamation, noting the proximity of the Confederated Tribes of Siletz Indians to Toledo and the intertwined relationship between the city and the tribal community. He shared that upon researching the issue, he learned that individuals from the local tribe are among those who are missing, and expressed that it was important for the city to acknowledge and stand beside its neighbors on this issue.
  - iii. Councilor Burns asked for clarification on the inclusion of LGBTQIA+, Two-Spirit, and transgender individuals within a proclamation focused on indigenous persons. City Manager Huebner clarified that the proclamation's references to those identities are expressly qualified by the preceding clause identifying American Indian and Alaska Native peoples—meaning the categories describe indigenous individuals who also hold those identities, not a broader population.
  - iv. No public comment was received.

- v. Following discussion, the Council unanimously approved the proclamation.
- vi. Mayor Mix read the full text of the proclamation into the record, and all councilors present signed the document for inclusion in the permanent city record.
- vii. **Motion** to approve the proposed Missing and Murdered Indigenous Persons Proclamation as a proclamation of the City of Toledo was made by Council President Silvia and seconded by Councilor Burns. The motion carried unanimously (5-0, with Councilor Kauffman absent).

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

- b. Resolution No. 1602, appropriating donations to the Library in the combined amount of \$7,100
  - i. City Manager Huebner presented Resolution No. 1602, requesting Council approval to recognize and appropriate two donations received by the Toledo Public Library. The first donation, in the amount of \$5,000 from Allen Beardsley, will support youth programs. The second donation, in the amount of \$2,100 from the Mark Sponenburg Memorial Trust, will support music education. City Manager Huebner noted the updated format of the Request for Council Action, which now reflects all reviewing parties, including the Finance Director, consistent with the city's new agenda management system.
  - ii. Council President Silvia clarified for the public that donations to the city are appropriated through this formal process to ensure they are directed to the exact purposes designated by the donor, and that no donated funds are redirected by the city. Library Director Harrison Baker was present and available for questions. Councilor Chambers requested that Director Baker convey the Council's gratitude to both donors.
  - iii. No public comment was received.
  - iv. **Motion** to appropriate two donations received by the Toledo Public Library in the combined amount of \$7,100 to support youth programs and music education respectively, and to approve Resolution No. 1602, was made by Councilor Chambers and seconded by Councilor Keating. The motion carried unanimously (5-0, with Councilor Kauffman absent).

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

- c. Fire Department Equipment Surplus
  - i. City Manager Huebner presented a request to declare certain Toledo Fire Department property as surplus to the city's needs and to authorize the Fire Department to dispose of the items through sale, lease, or donation. The items proposed for surplus are: numerous sets of personal protective equipment (PPE) that are outdated, damaged, and have exceeded the National Fire Protection Association's recommended service lifespan; a Hurst hydraulic extrication tool that was replaced over four years ago, was retained as a backup, and is no longer serviceable; and a 2007 Chevrolet Malibu automobile previously assigned to the Public Works Director position, which has a damaged transmission, was retained by the Fire Department for practice purposes, and is no longer operative.
  - ii. No public comment was received.
  - iii. **Motion** to declare the listed property as surplus to the city's needs and to authorize the Toledo Fire Department to dispose of the items through sale, lease, or donation was made by Council President Silvia and seconded by Councilor Burns. The motion carried unanimously (5-0, with Councilor Kauffman absent).

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

- d. Approval of Collateral Lease Assignment and Tripartite Agreement related to Olalla Meadows Housing Project
  - i. City Manager Huebner noted for the record that this item was added to the agenda after the initial publication due to the late submission of the agreements by Northwest Coastal Housing's legal counsel. He stated that the agreements were received by the City Attorney on the Tuesday and Friday of the week prior to the meeting, providing insufficient time for review before the original agenda publication deadline. He further stated

- that he declined to place the item on the agenda or execute any documents until the City Attorney had completed her review.
- ii. City Manager Huebner summarized the two agreements. The first, the Collateral Assignment of Lease, is an agreement between Olalla Meadows LLC (the project-specific subsidiary formed by Northwest Coastal Housing) and its lender, the Housing Assistance Council. The city is asked to acknowledge the collateral agreement and subordinate its interest in the ground lease so that Olalla Meadows can close on its financing. The second, the Tripartite Agreement, is a three-party agreement among the City, Oregon Housing and Community Services (OHCS), and Olalla Meadows LLC. This agreement contains standard OHCS language, amends the city's ground lease with Olalla Meadows, requires OHCS approval before the city may terminate or amend the lease, and commits the city to maintaining its lease obligations through the state's required affordability period, which expires December 31, 2057. City Manager Huebner noted that if Olalla Meadows were to default and neither the lender nor the state stepped in, the city would be required to maintain the property as affordable housing—either by managing it directly or by contracting a replacement operator—for the duration of the affordability period. He clarified that the city would not be required to assume the debt obligations of Olalla Meadows.
  - iii. City Attorney Miller confirmed that both agreements had been reviewed and approved as to form. She advised that the tripartite agreement is a standard, non-negotiable OHCS document that the state will not modify. Failure to execute the agreements risks not only the current closing timeline but the viability of the project altogether.
  - iv. Several councilors expressed serious reservations. Councilor Chambers stated that he had significant discomfort with any scenario in which the city could find itself operating an affordable housing project through 2057, and that he would have preferred the city to have simply conveyed the land to Northwest Coastal Housing rather than entering into a ground lease arrangement. He also expressed concern about the SDC waiver the Council had approved for the project. Council President Silvia raised concern about the lack of public notice, noting that the community had strong feelings about the project and had not been given an opportunity to comment on these specific agreements. Mayor Mix acknowledged having lost sleep over the item and shared a personal experience with a similar subordination arrangement in the private sector that did not end favorably, while noting that the involvement of qualified legal counsel provided her greater comfort in this instance.
  - v. City Manager Huebner noted that the city's 2024 ground lease already contains subordination and lender protection provisions that arguably obligate the city to these agreements, and that Northwest Coastal Housing's legal counsel had acknowledged the delayed submission. He further noted that the state's \$680,000 infrastructure grant to extend utilities to the Olalla Meadows site could potentially be subject to

- repayment if the city were to withdraw from the project.
- vi. Following the initial vote, the Council—recognizing uncertainty about the vote's outcome and the significance of the matter—recessed the regular meeting and convened an executive session pursuant to ORS 192.660(2)(h) to consult with legal counsel regarding the city's legal rights and duties with respect to current or likely litigation.
- e. **Meeting was recessed at 8:35 p.m. for an executive session. Meeting came back into session at 9:16 p.m. Councilor Keating arrived for the Executive Session and stayed for the 2<sup>nd</sup> part of the meeting.**
- i. Upon reconvening the regular meeting at 9:16 PM, City Attorney Miller provided additional information regarding specific lease provisions, including Article 15.2 (subordination clause), which states that the lease is subject and subordinate to any encumbrance placed on the parties' interests in the premises as reasonably necessary to finance construction of improvements, and Article 16.3(e) (lender protections), under which the city has already committed to entering into a new lease with the holder of the first leasehold mortgage in the event of a default by the tenant. City Attorney Miller advised that a no vote would likely conflict with these existing lease provisions and expose the city to a claim by Northwest Coastal Housing for costs and relevant damages.
  - ii. Councilor Burns, who had requested during the roll call to change her abstention to a no vote, withdrew that request following the executive session. City Manager Huebner stated on the record that pursuant to the city's charter and consistent with Robert's Rules of Order—under which an abstention does not count as a vote—the original motion had in fact carried, with three voting members in favor and two against, constituting a majority of the quorum of voting members present.
  - iii. **Motion** to approve and authorize the City Manager to execute the Collateral Assignment of Lease and the Tripartite Agreement related to the Olalla Meadows Housing Project was made by Council President Silvia and seconded by Councilor Keating. The motion carried 3-2, with one abstention (Councilor Burns abstaining; Councilor Kauffman absent). Voting in favor: Council President Silvia, Councilor Riley, and Mayor Mix. Voting against: Councilor Chambers, Councilor Keating.
  - iv. Mayor Mix, Council President Silvia, and City Manager Huebner each noted on the record that the Council's approval was given under considerable constraint, given the pre-existing lease obligations, and that the frustration of both elected and appointed leadership with the manner and timeline in which the agreements were submitted would be clearly conveyed to Northwest Coastal Housing.

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

**8. Staff Reports**

- a. In the interest of the hour, City Manager Huebner dispensed with staff reports for this meeting.

**9. Issue Tracker & Future Agenda Items**

- a. The following items were added to the May 27, 2026 work session agenda: public comment submission guidelines, and fireworks retail permit regulations. The transportation discussion item previously noted on the May 27 work session agenda was removed by consensus, as Councilor Keating confirmed that the Highway 20/229 intersection has already been placed on ODOT's priority list, rendering a formal Council advocacy discussion less urgent at this time.
- b. Mayor Mix proposed the addition of a recognition program for Toledo High School and area graduates for discussion at the May 20, 2026 meeting, including a possible certificate and letter from the City to each graduate. Discussion touched on whether recognition should extend to students graduating from private schools or homeschool programs in addition to Toledo High School. City Manager Huebner offered to contact Toledo High School Principal Chloe Minch to explore options and report back at the May 20 meeting. Council President Silvia noted that Toledo High School's senior parade through downtown is scheduled for June 3, coinciding with a regular council meeting, and that the Council could recess briefly to participate as it did the prior year.
- c. Mayor Mix also proposed scheduling a training session for the Council on the roles and responsibilities of elected officials versus city staff—commonly referred to as "staying in your lane"—including a refresher on appropriate interactions between council members and city employees. City Manager Huebner indicated he would contact the League of Oregon Cities (LOC) to identify an appropriate presenter or pre-recorded training resource and would provide an update by the following weekly check-in. Council members generally supported the idea, with a preference for scheduling the training in conjunction with an existing meeting date or on a light agenda to avoid additional demands on councilors' time.

**10. Council Comments**

- a. Council President Silvia noted that he had seen a question raised on social media regarding where artwork submitted for the city's domestic violence awareness art contest would be displayed. He suggested showcasing all submissions—not just winners—at the library or in a vacant storefront, and indicated he would speak with Library Director Baker about available space.
- b. Council President Silvia also raised the low number of active Toledo Fire Department volunteers, noting that as of the most recent budget meeting, the total combined paid and volunteer staffing was approximately seven individuals. He encouraged the Council to explore outreach strategies, such as including

recruitment materials in utility bill mailings or distributing information at community events. Mayor Mix added that the school district might be a meaningful partner, suggesting a fire cadet or CTE program pathway for high school students.

**11. Mayor’s Comment**

- a. Mayor Mix offered no formal remarks beyond what had been addressed during the evening's discussion, noting the lateness of the hour and the fullness of the agenda.

**12. Adjournment**

- a. The mayor adjourned the meeting at 9:40 p.m.

APPROVE:

ATTEST:

\_\_\_\_\_  
Mayor Tracy Mix

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

DRAFT

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



## TOLEDO CITY COUNCIL

### Executive Session – may be held via Zoom Meeting Platform

May 5, 2026

**Virtual Meeting:** The City Council may hold the meeting through the Zoom video meeting platform.

- 1. Call to Order**
- 2. Roll Call**
- 3. Meeting Justification**
  - a. The Toledo City Council will meet in Executive Session, pursuant to 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.
  - b. Representatives of the news media and designated individuals may be allowed to attend the executive session. All other members of the audience are prohibited. Representatives of the news media are specifically directed not to report on any of the deliberations except to state the general subject of the session as previously announced. No decision may be made in executive session.
- 4. Decision Items**
  - a. No decisions made in Executive Session
- 5. Adjournment**

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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.

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



**TOLEDO CITY COUNCIL  
 Regular City Council Meeting  
 January 21, 2026**

**1. Call to Order**

- a. Mayor Rod Cross called the meeting to order at 6:17 p.m.; also via Zoom in Toledo, Oregon and lead the Pledge of Allegiance.

**2. Roll Call**

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

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

- b. Staff Present: City Manager Rich Huebner, Toledo Chief Michael Pace, Public Works Director Brian Lorimor, Toledo Fire Chief Dave Lapof, HR Director Shawna Gribskov, Library Director Harrison Baker, and City Recorder Paul Johnson

**3. Visitors/Public Comment**

- a. Toledo Historical Museum and Yaquina Historical Railroad Museum.
  - i. Brenda Brown, representing the Toledo History Center, provided a quarterly report. She noted the center had participated in the Trick or Treat Main Street event with 747 kids in attendance, and also held a Christmas holiday sale. She mentioned the center has had good visitation, including a family from Japan, and that they would be requesting their third quarter payment.
- b. Yaquina Pacific Railroad Historical Society
  - i. Lisa Watson from the Yaquina Pacific Railroad Historical Society also provided an update. She reported that the society had participated in the city's pet parade and held their Christmas model railroad show, which was a successful fundraiser. She noted that the museum is temporarily closed for cleaning and reorganizing, with plans to reopen by mid-February or sooner, depending on volunteer availability.

**4. Consent Agenda**

- a. The Mayor noted that items a, b, and c had been pulled from the consent agenda and would require a different procedure. The consent agenda under consideration included items d through z.
- b. Motion to accept the consent agenda as presented for items d through z.

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

- c. Councilor Keating expressed appreciation to the City Recorder for his work catching up on meeting minutes and ensuring accurate public records.

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

- a. Lincoln County Genealogical Society
  - i. Muriel King, President of the Lincoln County Genealogical Society, presented a framed original artwork by local artist Kit Sugar depicting the former library on Alders Street. The presentation was made to recognize 40 years of support from the Toledo Public Library. King read a letter of appreciation detailing the society's history since 1986 and the library's crucial role in providing meeting space, administrative support, and housing their genealogical collection. She also noted that the library now offers access to Ancestry's library edition.
  - ii. Library Director Harrison Baker acknowledged the recognition and shared an anecdote about the importance of their genealogical collection, explaining how materials that might not circulate for decades can suddenly become valuable resources for researchers from across the country.
  - iii. Council members expressed appreciation for the society's work, recognizing the importance of genealogical research in connecting people with their family histories.

**6. Discussion and Information Items**

- a. University of Oregon’s Sustainable City Year Program (SCYP)
  - i. Councilor Keating introduced the University of Oregon's Sustainable City Year Program. He explained that the program is a collaboration between public colleges and universities across Oregon where cities can propose yearlong partnerships or individual projects. The program provides municipalities with capacity for ambitious projects by connecting them with faculty and students from relevant programs.
  - ii. Keating noted that coastal cities are underrepresented in program participation and suggested that Toledo could benefit from the program for initiatives like Main Street revitalization. He requested a future work session discussion, as the program's deadline to announce interest is the first week of March.

- iii. The cost of participation ranges from \$100,000 to \$350,000, though Councilor Keating suggested that funding could come from multiple sources including the Urban Renewal District, Oregon Community Foundation, and potential partnerships with businesses like GP.
- iv. Council agreed to add this topic to the February 7th work session, and Councilor Keating was authorized to reach out to contacts from other cities that have participated in the program to gather more information.

**7. Decision Items**

- a. RCA - Approve a Regulatory Agreement with Northwest Coastal Housing (NWCH)
  - i. City Manager Rich Huebner explained that the council had previously approved a waiver of system development charges for the Olalla Meadows housing project at their August 20, 2025 meeting. This agreement formalizes the terms of that waiver.
  - ii. City Attorney Souvanny Miller noted that one provision required discussion regarding the potential need to subordinate the city's lien to another lender. She explained this is common with affordable housing projects, as primary lenders often require their lien to be first. The agreement as written states the city's lien comes first, but includes provisions to work in good faith with NWCH if adjustments are needed for funding purposes.
  - iii. **Motion** approve the regulatory agreement between the City of Toledo and Northwest Coastal Housing (NWCH) to effectuate the previously approved system development charge (SDC) waiver for the Olalla Meadows housing development project, authorize City Manager Rich Huebner to execute the agreement, and expressly authorize City Manager Huebner in consultation with City Attorney Souvanny Miller to negotiate and execute any additional agreements necessary to work in good faith with lessee, if necessary, to subordinate the city's lien or modify the agreement in order for NWCH to obtain funding.

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

- b. RCA - Approve Ordinance No. 1434, amending Toledo Municipal Code Chapter 13.44 – Affordable Housing
  - i. City Manager Huebner presented Ordinance No. 1434, which amends Toledo Municipal Code Chapter 13.44 regarding affordable housing. He explained that the city attorney had identified several scrivener's errors

- and needed clarifications to eligibility criteria for SDC waivers.
- ii. City Attorney Miller explained the amendments were primarily to correct errors and add clarifications, such as defining affordable housing as housing for incomes lower than 80% of the median family income, clarifying that "multifamily structure" is the same as "multifamily residential structure," and aligning the code with Oregon law by specifying that it applies to residential structures containing 20 or more housing units.
- iii. **Motion** to approve on first reading by title only, Ordinance Number 1434, an ordinance of the City of Toledo, Oregon, amending Toledo Municipal Code Chapter 13.44, clarifying definitions related to affordable housing and multifamily structures and clarifying eligibility criteria for system development charges (SDC) waivers.

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

- c. RCA - Approve Resolution No. 1595, Authorizing Interfund Transfers
  - i. This item was tabled until a future meeting due to a discrepancy in dollar amounts. City Manager Huebner noted that the amount listed for repayment to the SDC fund (\$258,084.03) did not match the amount forgiven (\$285,472.96). The City Manager indicated he would investigate the discrepancy and bring the item back at either a special meeting the following week or at the first meeting in February.
  - ii. Councilor Chambers also raised a question about whether interest charges were statutorily required when transferring between city funds, which staff agreed to research.
  - iii. **Tabled**
- d. RCA - Motion to approve contract with Chavez Consulting
  - i. City Manager Huebner introduced a proposed contract with Chavez Consulting to provide Electronic Records Management System (ERMS) services. City Recorder Paul Johnson explained that this system would allow the city to digitize records currently stored in file cabinets and the basement, making them more accessible to the public while also creating more space for when the city moves to a new building.
  - ii. The system would serve as a state repository for digital records, allowing public access to documents. City Recorder Johnson noted that this approach would be more efficient than the Next Request platform that had

been considered as part of the Civic Plus package discussed in the next agenda item.

- iii. Council members expressed support for the system, noting its importance for disaster preparedness and transparency. Chief Pace mentioned interest in the Criminal Justice Information System (CJIS) option, which would provide secure storage for police department historical records.
- iv. **Motion** to approve the city manager to sign a contract with Chavez Consulting to provide an electronic records management system with the option to include CJIS portion of the ERMS, to explore options and equipment for the scanning of documents through an internal employee or through a third party vendor.

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

- e. RCA - Motion to approve contract with CivicPlus
  - i. City Manager Huebner presented a proposal to contract with CivicPlus for a website upgrade, along with AudioEye (an accessibility tool) and an agenda meeting management system. He explained that the current city website is outdated and needs modernization.
  - ii. Huebner described how the agenda management system would significantly streamline the process of creating council packets by automatically formatting agenda items and minutes. He noted that after discussions with staff, they determined it would be prudent to proceed with the website upgrade and agenda management system but postpone the Next Request public records platform, as the ERMS system approved in the previous item would address many of the same needs.
  - iii. There was discussion about the pricing structure, which includes a 3% annual increase and whether the discount offered would still apply if they removed one component from the package.

- iv. **Motion** to approve and authorize the city manager to negotiate and execute a contract with Civic Plus for upgrades to the city's website and associated technology.

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

- f. RCA - Resolution adopting Strategic Reserve Fund Policy
  - i. City Manager Huebner explained that this resolution adopts a policy for community requests for strategic reserve funds. The policy had been discussed in December, with council requesting changes regarding the language about unanimity in decisions. City Attorney Miller noted that instead of making unanimity a factor in considerations, it had been moved to its own separate section to indicate it's a goal but not a requirement.
  - ii. **Motion** to approve Resolution Number 1594, adopting a policy for the City of Toledo pertaining to community requests for strategic reserve funds.

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

- g. RCA - Council Rules Amendment for 2026
  - i. City Manager Huebner presented Resolution 1596 to update the City Council Rules. He noted that council had conducted work sessions in October and December 2025 to discuss potential amendments. The updates include accurate references to the city charter as updated by voters in November 2024, align the rules more closely with the League of Oregon Cities' model rules, and clarify the public comment process and council's waivers of compensation.
  - ii. City Attorney Miller noted that rather than adopting the League of Oregon Cities' land use hearings process, they had added a reference to Title 19 of the Toledo Municipal Code, which already contains a more specific appeal process.

- iii. Councilor Sylvia commented on the importance of reviewing council rules after each election cycle when new councilors join, noting that the rules had only been revised six times since 1981.
- iv. **Motion** to approve Resolution Number 1596 adopting updates to the city council rules.

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

- h. RCA - Waiver of November and partial January Code Enforcement Fee for the City of Siletz
  - i. City Manager Huebner requested council approval to waive code enforcement fees for the City of Siletz for November 2025 and half of January 2026. He explained that Community Services Officer Ron Bush had been on leave beginning November 10, 2025, and returned to limited duty on January 15, 2026. The council had previously approved waiving December's fees.
  - ii. **Motion** to approve the waiver of the November 2025 and half of January 2026 code enforcement fee for the City of Siletz.

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

- i. RCA - Approve URD Funding Agreement with Advertee’s
  - i. City Manager Huebner explained that in December, the Urban Renewal Agency had approved funding for Advertise Oregon to purchase an embroidery machine. However, upon review, it was noted that while the city's urban renewal plan allows for the purchase of equipment, it specifies that equipment needs to be a permanent addition to the business or building.
  - ii. To address this, city staff, in consultation with the city attorney, drafted an agreement requiring Advertise to maintain the business and equipment in the URD for at least five years, or refund the award amount. This would essentially make the asset "fixed" for a reasonable period.

- iii. **Motion** to approve and authorize the city manager to execute an urban renewal district rehabilitation program funding agreement with Advertise Oregon Incorporated.

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

- j. RCA - Cancel GP Untreated Water Contract
  - i. City Manager Huebner explained that in May 2025, the council had approved an untreated water services agreement with Georgia Pacific Toledo LLC. The agreement allowed the city to sell untreated raw water to GP at a rate of \$6 per thousand gallons, not to exceed 1,250,000 gallons average per day. However, when GP has requested water, the city has been unable to fulfill those requests due to the needs of the municipal system.
  - ii. Huebner noted that GP does not anticipate needing more water before the end of the initial term, so canceling the contract would remove any potential financial obligations. He also mentioned that discussions with GP about a new agreement for the next budget year are ongoing, but infrastructure challenges need to be addressed, as the city's current system cannot pump to both the water treatment plant and the Olalla reservoir simultaneously.
  - iii. **Motion** to approve the cancellation of the untreated water services agreement with Georgia Pacific Toledo LLC and authorize the city manager to execute the cancellation through written notice.

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

**8. Reports and Comments**

- a. Police Department
  - i. Chief Pace briefly noted that the department had hired a new officer who would start on February 2nd, completing their staffing. He mentioned that

- he would provide more detailed statistics in the future, as they were transitioning between two different reporting systems in 2025.
- ii. City Manager Huebner took a moment to recognize Sergeant Pitcher, who had served as acting chief while Chief Pace was on leave. Mayor Cross thanked the police department for building bonds within the community, and Chief Pace noted their philosophy of making connections during traffic stops rather than focusing on citations.
- b. Public Works and Water Loss
    - i. Director Lorimor reported on a waterline break at the base of the high school entrance that had been mitigated that morning. Council also discussed ongoing issues with road line painting, with Lorimor explaining that a contractor had failed to complete promised work but that they had found a new contractor who would finish the job when weather conditions allow.
  - c. Planning Department
    - i. City Planner Justin Peterson was on vacation and provided no report for the council.
  - d. Finance Department
    - i. Interim Finance Director Judy Richter was available to answer questions on the second quarter financials. When asked about being over 50% of the budget halfway through the year, she explained that certain expenses like insurance and workers' compensation are paid at the beginning of the year, and that while she wasn't "crazy about" the financial status, she wasn't alarmed.
  - e. Fire Department
    - i. Fire Chief Lapof noted that like the police department, they had been working with two different data systems in 2025 but were now transitioning to one system with upcoming CAD integration for 911 calls, which would streamline their reporting process.
  - f. Human Resources
    - i. Human Resources Director Gribskov emphasized the upcoming employee and volunteer appreciation event scheduled for Friday from 6-8pm at Muggly's. She mentioned they were planning to present awards for 10 years of service and invited council members to attend. She confirmed that planning commission volunteers had also been invited.
  - g. Library
    - i. Harrison Baker presented the December statistics and upcoming events including an adult wolf felting craft on January 24th, STEAM Saturday terrariums on January 31st at 1pm, a paint and sip event on January 31st at 3pm, and a new spice club starting February 1st. He also reported that the shelves on the north wall had been braced and stabilized thanks to Public Works.
  - h. City Manager
    - i. City Manager Huebner invited council members to the employee appreciation event on Friday, January 24th, where they would recognize years of service and have activities including bowling.

- ii. He also provided an update on the Southeast Road water line upsizing project that council had discussed at a special meeting the previous week. He reported having a productive conversation with the contractor, who agreed to a flat rate of \$115,000 for the work instead of using a time and materials approach. This arrangement would maintain a good relationship with the contractor while ensuring the project moved forward within the council-authorized budget.

#### **9. City Council Issue Tracker**

- a. Councilor Silvia asked why the issue tracker document was blank. City Manager Huebner explained they had started a new one for 2026 but would carry over items from 2025, particularly in preparation for the upcoming council retreat.

#### **10. Council Comments**

- a. Council President Mix
  - i. Reported on her attendance at the Planning Commission meeting and the Port of Toledo meeting. She noted that the Port is looking to hire welders and is adapting well to changing economic conditions. She also reminded council of the upcoming joint meeting with the Planning Commission on February 11th to discuss the parks plan and traffic calming measures.
- b. Councilor Keating
  - i. Raised concerns about Southeast Seventh Place, an unpaved road within city limits that has regularly been mentioned by residents during public comments. He requested information on the legal status of the road and what options might exist to address residents' safety concerns.
  - ii. Public Works Director Lorimor and City Manager Huebner explained that the road is a mix of private property and county-owned land, not city property, which prevents the city from maintaining it. Mayor Cross added historical context, noting that seven years ago he had met with property owners to discuss options including a Local Improvement District or deeding their portions of the road to the city, but neither option was acceptable to the residents at that time.
  - iii. Councilor Keating asked for a comprehensive report on "orphan roads" within city limits that face similar jurisdictional challenges, to help council better understand and address these ongoing concerns.

#### **11. Mayor's Comments**

- a. Mayor Cross shared positive feedback he had received about changes in city hall staff demeanor and willingness to work with the public. He thanked City Manager Huebner and the staff for these improvements, noting that the change was "not just noticeable, but palpable."
- b. City Manager Huebner responded by recognizing his team, stating it was an "absolute pleasure to be the city manager of this community" and an "honor to lead them."

#### **12. Future Agenda Items**

- a. Previously added during the meeting

**13. Adjournment**

- a. The mayor adjourned the meeting at 8:11 p.m.

APPROVE:

ATTEST:

\_\_\_\_\_  
Mayor Tracy Mix

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

DRAFT

Fire Hall  
358 NE Burgess Road  
Toledo, Oregon 97391  
9:00 a.m.



**TOLEDO CITY COUNCIL  
City Council Special Meeting  
January 31, 2026**

**1. Call to Order**

- a. Mayor Pro-Tem called the meeting to order at 9:00 a.m.

**2. Roll Call**

- a. City Manager Huebner indicated the following were present:

Council Member	Present	Absent	Via Zoom
Mayor Pro-Tem Mix	X		
Councilor Kauffman	X		
Councilor Silvia	X		
Councilor Burns	X		
Councilor Keating	X		
Councilor Chambers	X		

- b. Staff Present: City Manager Rich Huebner and Robin Klein, Assistant General Counsel for the League of Oregon Cities.

**3. Presentations to the Council**

- a. Robin Klein presented:
  - i. Public Records Review
  - ii. Roles and Authority of a High Functioning Council

**4. Adjournment**

- a. The Mayor Pro-Tem adjourned the meeting at 12:00 p.m.

APPROVE:

ATTEST:

\_\_\_\_\_  
Mayor Tracy Mix

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

## City of Toledo Strategic Action Plan 2026 – 2027

*The mission of the Toledo City Government is to provide efficient and necessary public service that protects and enhances the quality of life in Toledo, now and in the future, as determined by our citizens, the law, available economic resources, and strategic partnerships.*

<b>GOALS AND OBJECTIVES</b>	<b>RESPONSIBILITY</b>	<b>TIME FRAME</b>
<b>GOAL: Improve and stabilize the City’s financial health</b>		
OBJECTIVE: Develop a financial sustainability plan	Administration/Finance/ Council	March 2027
<b>GOAL: To enhance and sustain public infrastructure and facilities in order to create a safe, efficient, and sustainable environment for residents and visitors</b>		
OBJECTIVE: Implementing plans for parks, storm water, and street improvements	Public Works	December 2026
OBJECTIVE: Upgrading water lines	Public Works	Spring 2027
OBJECTIVE: Improving fire infrastructure	Public Works	Spring 2027
OBJECTIVE: Evaluating the City fleet	Public Works/Administration	December 2026
<b>GOAL: The City will focus on advancing technology while simultaneously implementing measures to ensure security and redundancy.</b>		
OBJECTIVE: Identify technology upgrades and budget accordingly	Administration/Council	April 2026
<b>GOAL: To stabilize and expand an inclusive, welcoming, and supportive work environment</b>		
Objective: Enhance retention rates	Administration	Ongoing
Objective: Carry out succession planning	Administration	October 2026
Objective: Enhance employee recognition with employee events and an employee of the month award	Administration/ Department Heads	July 2026
<b>GOAL: Enhance civic engagement and transparency</b>		
Objective: Implement a comprehensive community outreach program fostering open communication	Administration/ Department Heads	September 2026
Objective: Educate residents about government operations and initiatives	Administration	January 2027

Objective: Actively involving community members in decision-making processes to achieve effective local governance	Council/Administration	Ongoing
<b>GOAL: Improve operational preparedness</b>		
Objective: Update the Operations Plan	Administration/ Department Heads	October 2026
Objective: Enact a Continuity of Government Plan	Administration/ Department Heads/ Council	January 2027
Objective: Enhance governance of fire operations exploring organizational and relationship options	Administration/ Department Heads/ Council	March 2027
<b>GOAL: Encourage economic development and housing development</b>		
Objective: Develop and implement barrier reducing policies and plans to attract business investment and fill vacant storefronts	Council/Administration	January 2027
Objective: Obtain grants for commercial rehabilitation	Administration	October 2026
Objective: Support housing development	Council/Administration	Ongoing
Objective: Enhance working relationships with the Chamber of Commerce	Council/Administration	Ongoing
Objective: Develop a new Systems Development Charge policy	Council/Administration	December 2026
Objective: Address blighted structures through Code Enforcement	Administration	Ongoing
<b>GOAL: Develop an infrastructure to enhance volunteerism in the Community</b>		
Objective: Assess current volunteer programs of the City and community organizations	Administration/Council	September 2026
Objective: Development volunteer support structure building on current successes	Administration/Council	December 2026
Objective: Encourage community vibrancy by supporting and cultivating current and new festivals and events	Council/Administration	Ongoing



**City of Toledo  
Request for City Council Action**

<b>Council Goal:</b>	<b>Meeting Date:</b>	<b>Agenda Topic</b>
To enhance and sustain public infrastructure and facilities by implementing plans.	<b>May 20, 2026</b>	Consideration of new Water and Sewer rates
	<b>Agenda Type:</b>	
	Request for Council Action (RCA)	
<b>Prepared By:</b>		<b>Approved by:</b>
Mindy Switter		Rich Huebner, City Manager

**Reviewed by:**

Paul Johnson  
Rich Huebner

**Recommendation:**

Motion to approve resolution 1603 and 1604, increasing the water and sewer rates repealing resolution 1573 and 1574, effective May 22, 2026.

**Background:**

The water and sewer rates are reviewed for adjustment in May of every year. 2025-2026 water rates increased by 7%, while sewer rates increased by 3%. Staff recommendation for increase in 2026-2027 is 4% keeping up with inflation and city costs.

<b>Fiscal Impact:</b>	<b>Fiscal Year:</b>	<b>GL Number:</b>
<b>Unknown</b>	<b>2025-2026</b>	

**Attachments:**

1. 2026 1603 adjusting the rates and charges to be paid by the users of the sewerage system and repealing Resolution No. 1574
2. 2026 1604 adjusting the rates and charges to be paid by the users of the water system and repealing 1573
3. Billing amounts per usage chart 2026
4. Proposed water rates 2026
5. Sample billing May 2026
6. Sewer rate chart 2026

**CITY OF TOLEDO  
RESOLUTION NO. 1603**

**A RESOLUTION OF THE TOLEDO CITY COUNCIL ADJUSTING THE RATES AND CHARGES TO BE PAID BY THE USERS OF THE SEWERAGE SYSTEM AND REPEALING RESOLUTION NO. 1574**

**WHEREAS**, the City of Toledo has passed an ordinance establishing and regulating its sewerage system charges (Title 13.20.030); and

**WHEREAS**. The rates and charges to be paid by users may be revised annually by resolution of the City Council (Title 13.20.040).

**NOW, THEREFORE, THE CITY OF TOLEDO RESOLVES AS FOLLOWS:**

Section 1. Effective May 22, 2026, the just and equitable charge to be paid by all users of the sewerage system of the City of Toledo, Oregon, within and outside the boundaries of the City shall be based on the sewer rates provided in “Exhibit A”.

For all sewer users, the charge for sewer is the sum of the Base and Flat Rate per Thousand Charges:

a. Each user of the sewerage system shall pay a Base Charge as described in the attachment marked “Exhibit A” for each month of service billed as of May 22, 2026. This charge covers the first one-thousand (1000) gallons of treated city water used to calculate the charge paid by the user under Section 1(b).

b. The just and equitable charge to be paid by all non-industrial users of the sewerage system shall be a Flat Rate per Thousand as described in “Exhibit A”. This charge will be based on each one-thousand (1000) gallons of treated city water billed for the previous monthly average of January through April calculated each May (This calculation is referred to as a “Winter Average”). This charge is exclusive of the first one-thousand (1000) gallons of water used during a month (see Section 1(a)). The same charge shall remain in effect for the remaining months of the year until the average is calculated again. If there is no history for an account, the monthly average shall be established by the City Manager based on the history of similar users. The City Manager will evaluate winter average changes upon written request of the customer.

c. The just and equitable charge to be paid by all industrial users of the City's sewerage system shall be, at the option of the user, the charge set out in Section 1(b) above which is based on average water usage by the customer or the Flat Rate per Thousand for every one-thousand (1000) gallons of metered sewerage flow. If the customer chooses the latter method, the customer shall install and maintain to the City's satisfaction a flow meter in the sewer lines carrying the customer's

sewage.

d. If the user of the sewerage system is not also a water system user the charge to that user for sewerage service shall be based on the average monthly usage of all water users in the same customer class, except industrial users.

Section 2. The fees and charges payable in this resolution shall be twice the amounts set forth in those sections for all users who reside outside the boundaries of the City, as described in "Exhibit A".

Section 3. The installer of every new hook up to the City's sewerage system shall pay an inspection fee towards the City's cost of inspecting the work performed for the system connection, as described in "Exhibit A".

Section 4. Cap consumption is not utilized in the billing system.

Section 5. The practice of allowing customers to put their account "on vacation" shall be discontinued.

Section 6. Resolution No. 1574 is hereby repealed in its entirety.

Section 7. That rates stated in this resolution shall be in effect on May 22, 2026.

That this Resolution shall be effective upon passage by the City Council this 20<sup>th</sup> day of May, 2026.

APPROVED

ATTEST

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Mayor Tracy Mix

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City Recorder Paul Johnson

**EXHIBIT “A”**

	<b>Base charge*</b>	<b>Flat rate per thousand**</b>
<b>Inside City Limits</b>	\$21.42	\$20.83
<b>Outside City Limits</b>	\$42.85	\$41.66

\*Base charge includes the first thousand gallons of treated City water used to calculate average.

\*\* Flat rate per thousand based on average water usage January-April for non-industrial users.

Sewer Inspection Fee	\$165.00
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**CITY OF TOLEDO  
RESOLUTION NO. 1604**

**A RESOLUTION OF THE TOLEDO CITY COUNCIL ADJUSTING THE RATES AND CHARGES TO BE PAID BY THE USERS OF THE WATER SYSTEM OF THE CITY OF TOLEDO AND REPEALING RESOLUTION NO. 1573**

**WHEREAS**, the City of Toledo has passed an ordinance establishing and regulating its water system; and

**WHEREAS**, the rates and charges to be paid by users may be adjusted annually on May 22<sup>nd</sup> by resolution of the City Council.

**NOW, THEREFORE, THE CITY OF TOLEDO RESOLVES AS FOLLOWS:**

Section 1. Effective May 22, 2026, the just and equitable charge to be paid by all users of the water system of the City of Toledo, Oregon, within and outside the boundaries of the City shall be based on the meter rates provided in “Exhibit A”.

For all of water users, the charge for water is the sum of Facilities, Service and Water Use Charges:

- a. The Facilities Charge for each classification is based on one 5/8-inch meter equivalent, and the charge is increased by the following meter equivalent factor for any meter larger than the minimum size:

Meter Size	Equivalent
5/8“	1
3/4“	1.5
1”	2.6
1-1/4”	4.1
1-1/2”	5.9
2”	10.5
3”	23.6
4”	41.9
6”	94.3
8”	167.5
10”	261.0
12”	377.0

- b. The Service Charge is determined and payable for each meter.
- c. The Water Use Charge is for each 1,000 gallons of water consumed.

Section 2. The fees and charges payable in this resolution shall be twice the amounts set forth in those sections for all users who reside outside the boundaries of the City, as described in “Exhibit A”.

Section 3. The connection fee for a 5/8”, 3/4” or 1” service connection in a location which was not previously served shall be the actual cost of labor, equipment, and material furnished by the City, as defined in Section 13.12.330 of the Toledo Municipal Code. The fee for all other such connection of larger meters shall be above actual cost. The connection fee for change in the size of existing service shall be above actual cost less credit for salvaged materials from the original service.

Section 4. Administrative fees associated with a water account shall be established and provided on “Exhibit A”.

- a. If a City of Toledo employee is dispatched to discontinue water service to a user for non-payment of service, a Service Reconnect Fee will be required, payable in advance before water service is reinstated.
- b. All new water service accounts will require a Water Account Deposit before water service is begun as defined in Resolution No. 1408.
- c. If a water meter is removed for any reason other than maintenance by the City, a Meter Reinstallation Fee will be required.
- d. A Late Payment Notice Fee will be applied upon notice being sent to the customer that the account is delinquent.
- e. The Service Charge will be applied per request for service.
- f. The Meter Test Fee will be applied to cover the cost of the test of a 3/4” or 5/8” water meter. For larger meters, the Meter Test Fee shall be an amount set by the City Manager upon application for the test.

Section 6. The practice of allowing customers to put their account “on vacation” shall be discontinued.

Section 7. Resolution No. 1573 is hereby repealed in its entirety.

Section 8. The attached rates shall become effective May 22, 2026.

That this Resolution shall be effective upon passage by the City Council this 20<sup>th</sup> day of May, 2026.

APPROVED

ATTEST

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Mayor Tracy Mix

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City Recorder Paul Johnson

**City of Toledo**  
**Residential Billing Amounts per Usage in City Limits- May 22, 2026**

# in house	Gallons	Water	Sewer	St Light	Rd Maint	Ttl Bill
0	0	\$ 40.06	\$ 21.42	\$ 8.75	\$ 3.00	\$ 73.23
1-2	1000	\$ 46.30	\$ 21.42	\$ 8.75	\$ 3.00	\$ 79.47
1-2	2000	\$ 52.54	\$ 42.25	\$ 8.75	\$ 3.00	\$ 106.54
1-2-3	3000	\$ 58.78	\$ 63.08	\$ 8.75	\$ 3.00	\$ 133.61
2-3	4000	\$ 65.02	\$ 83.91	\$ 8.75	\$ 3.00	\$ 160.68
2-3-4	5000	\$ 71.26	\$ 104.74	\$ 8.75	\$ 3.00	\$ 187.75
3-4	6000	\$ 77.50	\$ 125.57	\$ 8.75	\$ 3.00	\$ 214.82
3-4-5	7000	\$ 83.74	\$ 146.40	\$ 8.75	\$ 3.00	\$ 241.89
4-5	8000	\$ 89.98	\$ 167.23	\$ 8.75	\$ 3.00	\$ 268.96
4-5-6	9000	\$ 96.22	\$ 188.06	\$ 8.75	\$ 3.00	\$ 296.03
5-6	10000	\$ 102.46	\$ 208.89	\$ 8.75	\$ 3.00	\$ 323.10

Rates

Water flat	\$	40.06
water /1000	\$	6.24
sewer flat	\$	21.42
sewer/1000	\$	20.83
street light	\$	8.75
road maint	\$	3.00

**EXHIBIT "A"**

For all of water users, the charge for water is the sum of Facilities, Service and Water Use Charges listed below:

**WATER RATES-INSIDE CITY LIMITS**

Water Use Charge (per 1000 gallons)	\$6.24
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**Facilities and Service Charge by Meter Size**

<b>Meter Size</b>	<b>Multiplier</b>	<b>Facilities Charge</b>	<b>Service Charge</b>	<b>Total Facilities and Service Charge by Meter Size</b>
5/8"	1.0	\$32.27	\$7.79	\$40.06
3/4"	1.5	\$48.41	\$7.79	\$56.20
1"	2.6	\$83.91	\$7.79	\$91.72
1.25"	4.1	\$132.31	\$7.79	\$140.10
1.5"	5.9	\$190.40	\$7.79	\$198.19
2"	10.5	\$338.85	\$7.79	\$346.64
3"	23.6	\$761.60	\$7.79	\$769.39
4"	41.9	\$1,352.17	\$7.79	\$1359.96
6"	94.3	\$3,043.18	\$7.79	\$3,050.97
8"	167.5	\$5,405.43	\$7.79	\$5,413.22
10"	261.0	\$8,422.78	\$7.79	\$8,430.57
12"	377.0	\$12,166.24	\$7.79	\$12,174.03

**WATER RATES-OUTSIDE CITY LIMITS**

Water Use Charge (per 1000 gallons)	\$12.49
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**Facilities and Service Charge by Meter Size**

<b>Meter Size</b>	<b>Multiplier</b>	<b>Facilities Charge</b>	<b>Service Charge</b>	<b>Total Facilities and Service Charge by Meter Size</b>
5/8"	1.0	\$64.54	\$15.58	\$80.12
3/4"	1.5	\$96.75	\$15.58	\$112.33
1"	2.6	\$167.81	\$15.58	\$183.39
1.25"	4.1	\$264.63	\$15.58	\$280.21
1.5"	5.9	\$380.80	\$15.58	\$396.38
2"	10.5	\$677.70	\$15.58	\$693.28
3"	23.6	\$1,523.20	\$15.58	\$1,538.78
4"	41.9	\$2,704.32	\$15.58	\$2,719.90
6"	94.3	\$6,086.35	\$15.58	\$6,101.93
8"	167.5	\$10,810.85	\$15.58	\$10,826.43
10"	261.0	\$16,845.57	\$15.58	\$16,861.15
12"	377.0	\$24,332.48	\$15.58	\$24,348.06

**ADMINSTRATIVE ACCOUNT FEES**

Service Reconnect Fee	\$50.00
Water Account Deposit	\$150.00
Meter Reinstallation Fee	\$50.00
Late Payment Notice Fee	\$15.00
Service Charge	\$20.00
Meter Test Fee	\$40.00

**Average Water Bill Increase**

	<u>Was</u>	<u>Now</u>	<u>Difference</u>
Facilities Charge	\$ 31.03	\$ 32.27	
Service Charge	\$ 7.49	\$ 7.79	
	\$ 38.52	\$ 40.06	
6,000 Consumption	\$ 36.00	\$ 37.44	
Water Total	<u>\$ 74.52</u>	<u>\$ 77.50</u>	<u>\$ 2.98</u>

**Average Sewer Bill Increase**

Base Charge	\$ 20.60	\$ 21.42	
5,000 Usage	<u>\$ 100.15</u>	<u>\$ 104.16</u>	
Sewer Total	<u>\$ 120.75</u>	<u>\$ 125.58</u>	<u>\$ 4.83</u>

**EXHIBIT “A”**

**Sewer Rates Effective May 22, 2026**

	<b>Base charge*</b>	<b>Flat rate per thousand**</b>
<b>Inside City Limits</b>	\$21.42	\$20.83
<b>Outside City Limits</b>	\$42.85	\$41.66

\*Base charge includes the first thousand gallons of treated City water used to calculate average.

\*\* Flat rate per thousand based on average water usage January-April for non-industrial users.

Sewer Inspection Fee	\$165.00
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**City of Toledo  
Request for City Council Action**

<b>Council Goal:</b>	<b>Meeting Date:</b>	<b>Agenda Topic</b>
Not Applicable	<b>May 20, 2026</b>	A RESOLUTION OF THE TOLEDO CITY COUNCIL ADOPTING A SUPPLEMENTAL BUDGET FOR THE FISCAL YEAR 2025-2026 AND MAKING APPROPRIATIONS
	<b>Agenda Type:</b> Request for Council Action (RCA)	
<b>Prepared By:</b>		<b>Approved by:</b>
Mindy Suitter, Finance Director		Rich Huebner, City Manager

**Reviewed by:**

Paul Johnson  
Rich Huebner

**Recommendation:**

Motion to adopt Resolution No. 1605, A resolution of the Toledo City Council adopting a supplemental budget for the fiscal year 2025-2026 and making appropriations

**Background:**

Oregon Local Budget Law allows a local government to prepare a supplemental budget when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning. (ORS 294.471) The governing body must adopt a resolution to adopt the supplemental budget and make any necessary appropriations.

Unanticipated revenue was received from the collection of insurance reimbursement and LCLD and other grants and donations. Higher than anticipated expenses makes it necessary to allocate more appropriations to the Other Buildings & Properties fund and Library Equipment Fund.

<b>Fiscal Impact:</b>	<b>Fiscal Year:</b>	<b>GL Number:</b>
<b>139,792</b>	<b>2025-2026</b>	<b>Various</b>

**Attachments:**

- Resolution No. 1605 Adopting Supplemental Budget Fiscal Year 2025-2026

**CITY OF TOLEDO  
RESOLUTION NO 1605**

**A RESOLUTION OF THE TOLEDO CITY COUNCIL ADOPTING A SUPPLEMENTAL BUDGET FOR THE FISCAL YEAR 2025-2026 AND MAKING APPROPRIATIONS**

**WHEREAS**, Oregon Local Budget Law allows a local government to prepare a supplemental budget when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning. (ORS 294.471) The governing body must adopt a resolution to adopt the supplemental budget and make any necessary appropriations, and

**WHEREAS**, unanticipated revenue was received from the collection of an insurance reimbursement and LCLD and other grants and donations, and

**WHEREAS**, it is necessary to appropriate funds for Other Buildings & properties and Library Equipment expenses within the Property Reserve Fund and General Reserve Fund.

**NOW, THEREFORE, THE CITY OF TOLEDO RESOLVES AS FOLLOWS:**

Section 1. Appropriations are as follows:

<b>Changes to Building a Property Reserve</b>	Revenue	Appropriations
Refunds, Misc	\$114,996	
Other Buildings & Properties		\$114,996
<b>Changes to the General Reserve Fund</b>		
Refunds & Miscellaneous	\$24,796	
Library Equipment		\$24,796

Section 2. That this Resolution shall be effective immediately upon passage by the Toledo City Council. That this resolution is hereby adopted by the Toledo City Council on this 20<sup>th</sup> day of May, 2026.

Approved

Attest

\_\_\_\_\_  
Mayor Tracy Mix

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



**City of Toledo  
Request for City Council Action**

<b>Council Goal:</b>	<b>Meeting Date:</b>	<b>Agenda Topic</b>
Enhance civic engagement and transparency by implementing a comprehensive community outreach program.	<b>May 20, 2026</b>	Appropriate grants and donations to the Library in the combined amount of \$7,300.
	<b>Agenda Type:</b>	
	Request for Council Action (RCA)	
<b>Prepared By:</b>		<b>Approved by:</b>
Library Director Harrison Baker		Rich Huebner, City Manager

**Reviewed by:**

Paul Johnson  
Mindy Switter  
Rich Huebner

**Recommendation:**

Motion to appropriate one donation and a portion of a grant received by the Toledo Public Library in the combined amount of \$7,300.

**Background:**

The Library received one grant and one private donation, in the combined amount of \$7,300, that were not known at the time the annual budget was set. The donation is in the amount of \$300, and will be applied to 001-700-603500 Books & Materials. The American Library Association (ALA) "Libraries Transforming Communities" (LTC) grant is in the amount of \$10,000 toward disability services, \$3,000 of which is being applied to the purchase of a wheelchair-accessible bookmobile in a supplemental budget (see Resolution 1605). The remaining \$7,000 is being appropriated to 001-700-600110 Grant Expenditures to fund other relevant Library improvements.

<b>Fiscal Impact:</b>	<b>Fiscal Year:</b>	<b>GL Number:</b>
<b>\$7,300</b>	<b>2025-2026</b>	

**Attachments:**

1. 2026 1606 A Resolution to recognize grant revenue and make appropriation for the American Library Association grant and Jeff Ingram donation

**CITY OF TOLEDO  
RESOLUTION NO. 1606**

**A RESOLUTION OF THE TOLEDO CITY COUNCIL** to recognize grant revenue and make appropriation for the American Library Association LTC grant and Jeff Ingram donation to Toledo Public Library.

**WHEREAS**, the City of Toledo Public Library received the American Library Association LTC grant and Jeff Ingram donation; and

**WHEREAS**, the donations were received \$7,300 in May, 2026 and

**WHEREAS**, the status of this donation was not known at the time the annual budget was set and ORS 294.338(2) allows the budget to be adopted by resolution and

**WHEREAS**, revenue in the amount of \$7,300 needs to be recognized and an appropriation of \$7,300 needs to be made.

**NOW, THEREFORE, THE CITY OF TOLEDO RESOLVES AS FOLLOWS:**

- Section 1. Budget for GL #001-000-405250 grants should be increased by \$7,300 to \$89,400.
- Section 2. Budget for GL #001-700-600110 Grant Expenditures be increased to \$44,100.
- Section 3. Budget for GL #001-700-603500 Books & Materials be increased to \$27,300.
- Section 3. That this Resolution shall be effective immediately upon passage by the Toledo City Council.

That this resolution is hereby adopted by the Toledo City Council on this 20<sup>th</sup> day of May, 2026.

APPROVED

ATTEST

\_\_\_\_\_  
Mayor Tracy Mix

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



**City of Toledo  
Request for City Council Action**

<b>Council Goal:</b>	<b>Meeting Date:</b>	<b>Agenda Topic</b>
Enhance civic engagement and transparency by implementing a comprehensive community outreach program	<b>May 20, 2026</b>	Toledo/Newport/Siletz Regional Drought Planning
	<b>Agenda Type:</b>	
	Request for Council Action (RCA)	
<b>Prepared By:</b>		<b>Approved by:</b>
Rich Huebner, City Manager		Rich Huebner, City Manager

**Reviewed by:**

Paul Johnson  
Rich Huebner

**Recommendation:**

Motion to authorize the Mayor and City Manager to represent the City of Toledo in a regional drought planning association with the cities of Newport and Siletz, and to bring a recommendation for regional drought planning actions and communications for Council consideration.

**Background:**

On May 14, 2026, Mayor Mix and City Manager Huebner attended a meeting with the mayors of Newport and Siletz to discuss forming a regional association to develop recommendations for water conservation actions and messaging by the communities. The documents attached to this RCA were prepared by Mayor Worman of Siletz, and are for discussion purposes only at this time. Council is not being asked to approve these documents, merely to authorize the Mayor and City Manager to represent the City in future meetings in association with Newport and Siletz, and to provide recommendations from that regional association to the City Council for future consideration.

<b>Fiscal Impact:</b>	<b>Fiscal Year:</b>	<b>GL Number:</b>
<b>N/A</b>	<b>2025-2026</b>	

**Attachments:**

1. Water Conservation Draft Press Release
2. Water Conservation Draft Plan
3. Water Conservation Draft Agreement

## **Multi-City Voluntary Water Conservation — Newport, Toledo & Siletz**

Our three cities are coordinating voluntary conservation and monitoring because of an unusually dry start to summer and a forecast of near 100-year low rainfall. Early actions reduce demand and help avoid disruptive mandatory restrictions.

High-impact actions (do these now)

- Short showers: 3–4 minutes; turn water off while soaping/ brushing.
- Run full loads only (dishwasher, washer).
- Fix leaks (faucets, toilets, irrigation) promptly.
- Stop automatic irrigation; hand-water only high-value/new plants.
- Use waterless car wash or minimize vehicle washing; broom hardscapes.

Stay informed: city websites, official social pages, emails, or city notices.

Questions: Siletz City Hall 541-444-2521 | Toledo City Hall 541-336-2247 | Newport City Hall 541-574-0603

## **Please Join Newport, Toledo & Siletz in conserving water now**

This spring and summer are unusually dry. Newport, Toledo, and Siletz rely on the Siletz River for municipal water, and low river flows and groundwater levels could limit our ability to meet drinking, sanitation, and other essential needs.

We've launched a voluntary, multi-city water conservation effort to reduce demand now and build habits that protect our communities if stricter limits become necessary. Please start these high-impact actions today.

### **Key household actions (high priority)**

- Take shorter showers — aim for 3–4 minutes. Turn water off while soaping or brushing.
- Run full loads only — dishwashers and washing machines.
- Fix leaks promptly — faucets, toilets, irrigation leaks add up fast.
- Suspend routine irrigation — stop automatic sprinklers. Hand-water only high-value or newly planted plants as needed.
- Wash vehicles sparingly — use waterless products or commercial car washes that recycle water.
- Use a broom to clean driveways and sidewalks instead of hosing.

### **For businesses & institutions**

- Curtail nonessential water uses and re-evaluate irrigation and operational schedules.
- Prioritize critical sanitation and public health needs.
- Communicate conservation expectations to staff and customers.

### **What the cities are doing**

- Coordinated messaging and monitoring of river and groundwater conditions.
- Voluntary measures now to reduce the likelihood of mandatory restrictions later.
- Cities will provide further guidance and will issue mandatory restrictions if conditions worsen.

### **Stay informed**

Watch your city's official channels: city website, official social pages, emails, and mailed notices.

### **Who to call for more information**

- Siletz City Hall: 541-444-2521
- Toledo City Hall: 541-336-2247
- Newport City Hall: 541-574-0603

## Proactive water conservation partnership between the cities of Newport, Toledo & Siletz

The Cities of Newport, Toledo and Siletz have created a multi-city water conservation agreement to coordinate messaging and monitor river and groundwater conditions. Working together to proactively conserve water now to protect our communities through this unusually early and dry summer will be essential in the months to come.

Starting this conservation early will not “create” more stored water — reservoirs and groundwater have limited capacity. Early voluntary conservation reduces household demand and builds habits, so residents, businesses, and critical services are less disrupted if mandatory reductions become necessary.

Newport, Toledo, and Siletz rely on the Siletz River for municipal water; reduced river flows directly limit our ability to meet drinking, sanitation, and essential service water needs.

This winter was unusually dry; summerlike conditions began in April, and the summer forecast shows near 100-year low rainfall, reducing Siletz River flows and groundwater levels.

### **How you can make a difference- Prioritize essential uses and adopt these high-impact practices today:**

#### **High priority household actions:**

- Shorter showers: Target 3–4 minutes; turn water off while soaping or brushing.
- Full loads only: Run dishwashers and washing machines only when full.
- Fix leaks promptly: Faucets, toilets, irrigation — even small leaks add up.
- Suspend routine irrigation: Stop automatic sprinkler schedules; hand-water only high-value or newly planted vegetation as needed.
- Vehicles: Car washing or use waterless wash products and methods
- Irrigation: Avoid hosing hardscapes — use a broom.

#### **For businesses & institutions:**

- Curtail nonessential water uses and reassess irrigation and operational schedules.
- Prioritize critical sanitation and public health needs.

**City coordination & monitoring:** Newport, Toledo, and Siletz have agreed to this voluntary conservation effort together, in hopes of limiting the need for strict mandatory measures later. Cities will issue further guidance or mandatory restrictions if conditions worsen.

**How to stay informed:** Watch for official notices from your city leadership through: city websites, city media pages, emails and letters from your city management

#### **Who to call for more information:**

**Siletz City Hall- 541-444-2521;**

**Toledo City Hall- 541-336-2247;**

**Newport City Hall- 541-574-0603**



**City of Toledo  
Request for City Council Action**

<b>Council Goal:</b>	<b>Meeting Date:</b>	<b>Agenda Topic</b>
Enhance civic engagement and transparency by implementing a comprehensive community outreach program	<b>May 20, 2026</b>	Declaring certain parks equipment as surplus to the City's needs and authorizing the Public Works Department to donate said property to the Toledo Elks Lodge.
	<b>Agenda Type:</b>	
	Request for Council Action (RCA)	
<b>Prepared By:</b>		<b>Approved by:</b>
Rich Huebner, City Manager		Rich Huebner, City Manager

**Reviewed by:**

Paul Johnson  
Rich Huebner

**Recommendation:**

Motion to declare the below listed property as surplus to the City's needs and to authorize the Public Works Department to dispose of the items, if in working condition, through donation to the Toledo Elks Lodge, or through donation or sale elsewhere:

1. Merry-go-round and teeter totter from Arcadia Park.
2. Slide and jungle gym from Maple Street Park.

**Background:**

The Public Works Department has recently completed a renovation of Arcadia Park, and is planning to replace the current equipment at Maple Street Park. The Toledo Elks Lodge requested donation of the items from Arcadia Park. When informed that the items from Maple Street Park would also be available, the Lodge indicated interest in them as well. The Lodge has indicated the plan to install the equipment, if in working condition, at the Toketee Illahee Camp Grounds, operated by the Lodge, located on the Siletz Highway.

If the equipment proves to be in non-working order, the Public Works Department will sell or donate the equipment to other outlets.

<b>Fiscal Impact:</b>	<b>Fiscal Year:</b>	<b>GL Number:</b>
	<b>2025-2026</b>	

**Attachments:**

None



**City of Toledo  
Request for City Council Action**

<b>Council Goal:</b>	<b>Meeting Date:</b>	<b>Agenda Topic</b>
Enhance civic engagement and transparency by implementing a comprehensive community outreach program.	<b>May 20, 2026</b>	Resolution No. 1607 Events and Festivals Fee Waiver
	<b>Agenda Type:</b>	
	Request for Council Action (RCA)	
<b>Prepared By:</b>		<b>Approved by:</b>
Rich Huebner, City Manager		Rich Huebner, City Manager

**Reviewed by:**

Paul Johnson  
Rich Huebner

**Recommendation:**

Motion to approve Resolution No. 1607 as presented.

**Background:**

The Toledo Chamber of Commerce hosts the Toledo Community Market at Memorial Field once per week during the months of June, July, August, and September. The Chamber has requested a waiver of the rental fees related to the hosting of the Toledo Community Market. The rental fees for Memorial Field are included as part of the City's Master Fee Schedule, which is adopted annually by the City Council as part of the City's budget process. Waivers of fees included in the Master Fee Schedule must be approved by the City Council.

Council reviewed the Chamber of Commerce's request at its April 15, 2026 meeting, and chose to take no action at that time. Council further discussed Memorial Field fee policy at its May 6, 2026 meeting, and consensus developed to adopt a general fee waiver for extended-duration events and festivals run by non-profit agencies.

The proposed resolution recognizes the current extended-duration events and festivals which use Memorial Field, and enacts eligibility for a waiver of fees for such facility rentals of 10 days or more in a calendar year.

<b>Fiscal Impact:</b>	<b>Fiscal Year:</b>	<b>GL Number:</b>
<b>The daily rental fee for Memorial Field is \$150. Approval of the waiver</b>	<b>2025-2026</b>	

<b>would result in lost potential revenue of approximately \$3,750 for currently eligible events.</b>		
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**Attachments:**

1. Resolution No. 1607 Events and Festivals Fee Waiver

**CITY OF TOLEDO  
RESOLUTION NO. 1607**

**A RESOLUTION OF THE TOLEDO CITY COUNCIL ADOPTING FINDINGS OF FACT RELATED TO LOCAL COMMUNITY EVENTS AND FESTIVALS AND APPROVING A FEE WAIVER RELATED TO THE USAGE OF MEMORIAL FIELD FOR SUCH ACTIVITIES**

**WHEREAS**, Toledo is fortunate to be home to several community events and festivals that provide economic development and positive community benefit; and

**WHEREAS**, such events and festivals include, but are not limited to, the Toledo Community Market hosted by the Toledo Chamber of Commerce, the Toledo Summer Festival and Logging Show, and youth baseball and softball hosted by the Siletz/Eddyville/Toledo (SET) Baseball/Softball Association; and

**WHEREAS**, such events and festivals use Toledo Memorial Field for extended periods annually; and

**WHEREAS**, the Toledo City Council annually adopts a Master Fee Schedule, which includes a daily fee for the rental of Memorial Field;

**NOW, THEREFORE, THE CITY OF TOLEDO ADOPTS THE FOLLOWING FINDINGS OF FACT:**

Section 1. Extended duration events and festivals provide significant economic development to the Toledo community through attracting numerous attendees throughout their duration.

Section 2. Local events and festivals provide invaluable support to the Toledo business community by offering retail space to local business owners that may not be ready for or able to afford a brick and mortar storefront, and to residents through recreational opportunities and valuable life lessons for youth.

Section 3. Enforcement of the City’s Memorial Field rental fee may result in a financial burden or barrier to hosting or continuing such events and festivals.

**NOW, THEREFORE, THE CITY OF TOLEDO HEREBY RESOLVES AS FOLLOWS:**

Section 1. In recognition of the significant economic impact and support of the residents and local business community provided, both historically and in the current and subsequent years, by local events and festivals, a waiver of the Memorial Field rental fee shall be available to any non-profit organization seeking to rent the facility for 10 days or more in a calendar year.

Section 2. The above described fee waiver shall remain in effect until revoked or modified by future action of the Toledo City Council.

Section 3. That this Resolution shall be effective immediately upon passage by the Toledo City Council.

This resolution is hereby adopted by the Toledo City Council on this 20th day of May, 2026.

APPROVED

ATTEST

\_\_\_\_\_  
Mayor Tracy Mix

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



**City of Toledo  
Request for City Council Action**

<b>Council Goal:</b>	<b>Meeting Date:</b>	<b>Agenda Topic</b>
Enhance civic engagement and transparency by implementing a comprehensive community outreach program	<b>May 20, 2026</b>	Temporary Fireworks Vendor Policies
	<b>Agenda Type:</b>	
	Request for Council Action (RCA)	
<b>Prepared By:</b>		<b>Approved by:</b>
Rich Huebner, City Manager		Rich Huebner, City Manager

**Reviewed by:**

Paul Johnson  
Rich Huebner

**Recommendation:**

Motion to adopt the proposed Temporary Fireworks Vendor Policies

**Background:**

For several meetings, the City Council has discussed potential guidelines regarding the sale of Oregon Safe Fireworks within the Toledo city limits. This discussion has become pertinent this year due to the ban on the sale of fireworks in nearby communities. Council consensus has been that the Toledo community desired to maintain the opportunity for the sale of Oregon Safe Fireworks in a manner that is economically responsible and public safety focused.

The City Manager and City Attorney have discussed the legal avenues the City retains to limit the sale of Oregon Safe Fireworks, and recommends Council adopt the following guidelines:

- Fireworks sales be regulated through the City's current business license process. This is current practice, and will not require a new process or license.
- Applicants will need to identify the proposed location, which must be a physical location on private property, within a commercial zone, with permission from the owner.
- Business licenses for the sale of Oregon Safe Fireworks will be limited to three applications annually.
- Priority will be extended first to Toledo-based nonprofit organizations or fundraising groups.

The above guidelines will apply to applicants seeking to sell Oregon Safe Fireworks as a temporary vendor. It will not apply to established commercial businesses which sell

Oregon Safe Fireworks as part of their ongoing operations.

Fiscal Impact:	Fiscal Year:	GL Number:
N/A	2025-2026	

**Attachments:**

None

# Police Department Monthly Report

April 2026

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## **News:**

### **National Police Week (May 10–17, 2026)**

National Police Week, established in 1962 by President John F. Kennedy, is observed each May to honor the service and sacrifice of law enforcement officers across the United States, particularly those who have given their lives in the line of duty. This year's observance will take place May 10 through May 17, 2026. In Oregon, a memorial service is held annually at the Department of Public Safety Standards and Training (DPSST) to recognize fallen officers and support their families, colleagues, and communities. The Toledo Police Department solemnly recognizes Patrolman Gary Sumpter, the agency's only line-of-duty death, and honors his legacy of service and sacrifice. This week also serves as a time to acknowledge the continued dedication, professionalism, and commitment of our current officers, who serve the Toledo community with integrity and courage each day.

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## **Major Arrests**

### **Subject Arrested for Possession of Child Sexual Abuse Material (CSAM)**

On April 19, 2026, the Toledo Police Department initiated an investigation after receiving information regarding a local resident, Elton Don Hostler, in possession of Child Sexual Abuse Material (CSAM). Officers developed probable cause and took Hostler into custody without incident. The investigation revealed both internet-sourced material and content involving identified local victims. Hostler was lodged at the Lincoln County Jail on multiple felony charges related to the possession and distribution of CSAM. Identified victims' families have been notified, and the investigation remains ongoing.

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## **Community Engagement**

Nothing to Report

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## **Enforcement Campaign**

Nothing to Report

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## **Training**

### **CJIS Identity Proofing Webinar - Virtual**

Chief Michael Pace and Administrative Support/Evidence Technician Wendy Pickell attended a virtual training hosted by CJIS Learning and Development on Identity Proofing. The training provided an overview of identity proofing procedures required for individuals accessing Criminal Justice Information (CJI), emphasizing the need to verify identity through approved physical documentation and established security protocols. Instruction focused on ensuring compliance with CJIS Security Policy requirements, reducing the risk of unauthorized system access, and maintaining the integrity of sensitive law enforcement data. The session reinforced the importance of proper user authentication processes and accountability when granting or maintaining access to CJIS systems. This training supports department compliance with CJIS standards and aligns with accreditation requirements related to information security and access control.

### **Intoxilyzer 8000 Certification – Corvallis**

Officer Orrin Wallace attended Intoxilyzer 8000 training in Corvallis, focusing on the proper operation, maintenance, and evidentiary use of breath alcohol testing equipment. The course reinforced legal requirements, testing protocols, and documentation standards necessary to ensure accurate and defensible DUII investigations. This training supports compliance with Oregon evidentiary laws and enhances the department's ability to effectively detect and prosecute impaired driving offenses while maintaining reliability and integrity in breath test results.

### **OSP Mobile Response Team Crowd Control – Newport**

Officer Tim Cross attended a one-day crowd control training instructed by the Oregon State Police Mobile Response Team. The training focused on crowd dynamics, lawful response strategies, de-escalation techniques, and coordinated response during large-scale events and public gatherings. Emphasis was placed on constitutional considerations, liability awareness, and best practices to ensure responses remain measured, lawful, and aligned with community expectations. This training enhances the department's preparedness to safely manage large events, protect public safety, and reduce the risk of operational errors through standardized, professional response practices.

### **Property & Evidence Management (IAPE) – Salem**

Admin Support / Evidence Technician Wendy Pickell attended a two-day Property and Evidence Management training hosted by the International Association for Property and Evidence (IAPE). The course provided comprehensive instruction on legal and ethical requirements, policies and procedures, and best practices for managing property and evidence within a law enforcement agency. Topics included chain of custody, liability considerations, evidence handling (including firearms, narcotics, biological evidence, and currency), and proper documentation standards, as well as property room operations such as auditing and inventory control, purging and disposition, and storage methods. The training emphasized accountability, evidentiary integrity, and compliance with audit standards, enhancing the department's ability to securely manage evidence and reduce liability.

### **Mark43 Oregon User Group Meeting – Salem**

Admin Support / Evidence Technician Wendy Pickell attended the 2026 Spring Mark43 Oregon User Group Meeting, which focused on system updates, data analytics, and best practices for Records Management System (RMS) operations. Training included NIBRS submission processes, error troubleshooting, and validation techniques to ensure accurate reporting. Additional topics covered evidence and case management within Mark43, mobile platform functionality including eCitation tools, and common RMS workflows. The session also provided opportunities for collaboration with other agencies, discussion of future system enhancements, and feedback on platform development. This training supports improved data accuracy, reporting compliance, and efficient use of RMS tools within the department.

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

- Policy 331 – Limited English Proficiency Services
- Policy 333 – Stalking
- Policy 335 – Volunteer Program
- Policy 336 – Child and Adult Dependent Safety
- Policy 337 – Public Safety Video Surveillance System
- Policy 338 – Off-Duty Law Enforcement Actions
- Policy 339 – Chaplain Services and Peer Support Policy
- Policy 340 – Native American Graves Protection and Repatriation
- Policy 341 – Community Relations
- Policy 342 – Extreme Risk Protection Order
- Policy 343 – Generative Artificial Intelligence Use
- Policy 344 – Department Use of Social Media
- Policy 345 – ADA Compliance
- Policy 346 – Service Animals
- Policy 347 – Vehicle Pursuit
- Policy 400 – Patrol Function
- Policy 401 – Bias Based Policing
- Policy 402 – Crime and Disaster Scene Integrity

Policy 403 – Ride-Alongs  
Policy 404 – Hazardous Material Response  
Policy 405 – Hostage and Barricade Incidents  
Policy 406 – Bank Alarms  
Policy 407 – Response to Bomb Calls  
Policy 408 – Emergency Action Plan  
Policy 409 – Civil Commitments  
Policy 410 – Citation Releases  
Policy 411 – Arrest or Detention of Foreign Nationals  
Policy 412 – Rapid Response and Deployment  
Policy 413 – Aircraft Accidents  
Policy 414 – Field Training and Evaluation Program  
Policy 501 – Traffic Collision Reporting

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

Nothing to report.

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## **Meetings**

**WVCC Advisory Board Meeting – Virtual**

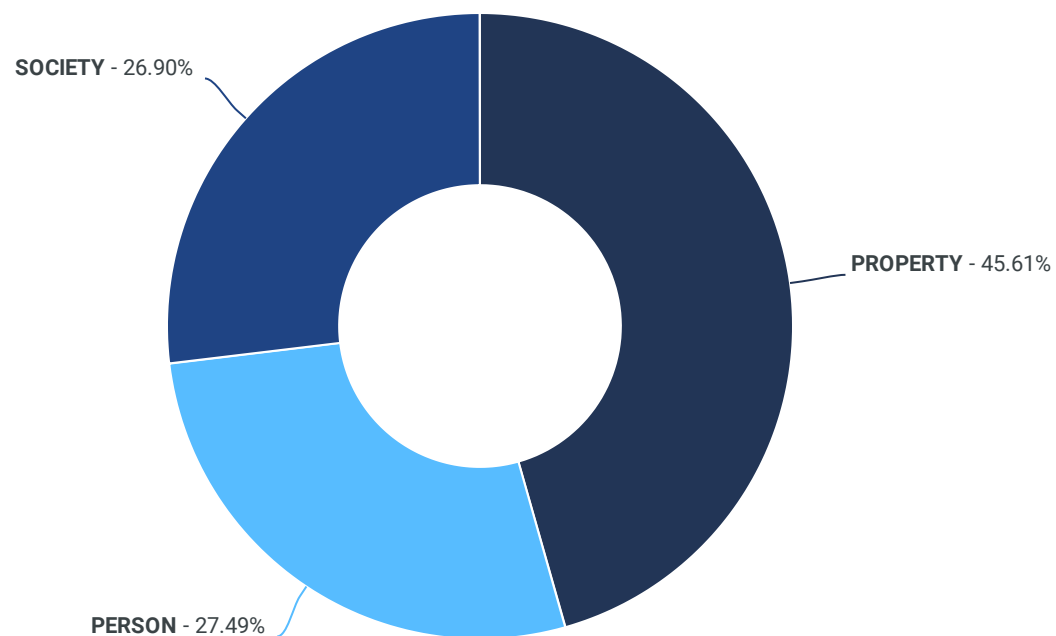
**Mark43 RMS Monthly Coordination Meeting – Virtual**

**Law Enforcement Committee Meeting - Virtual**

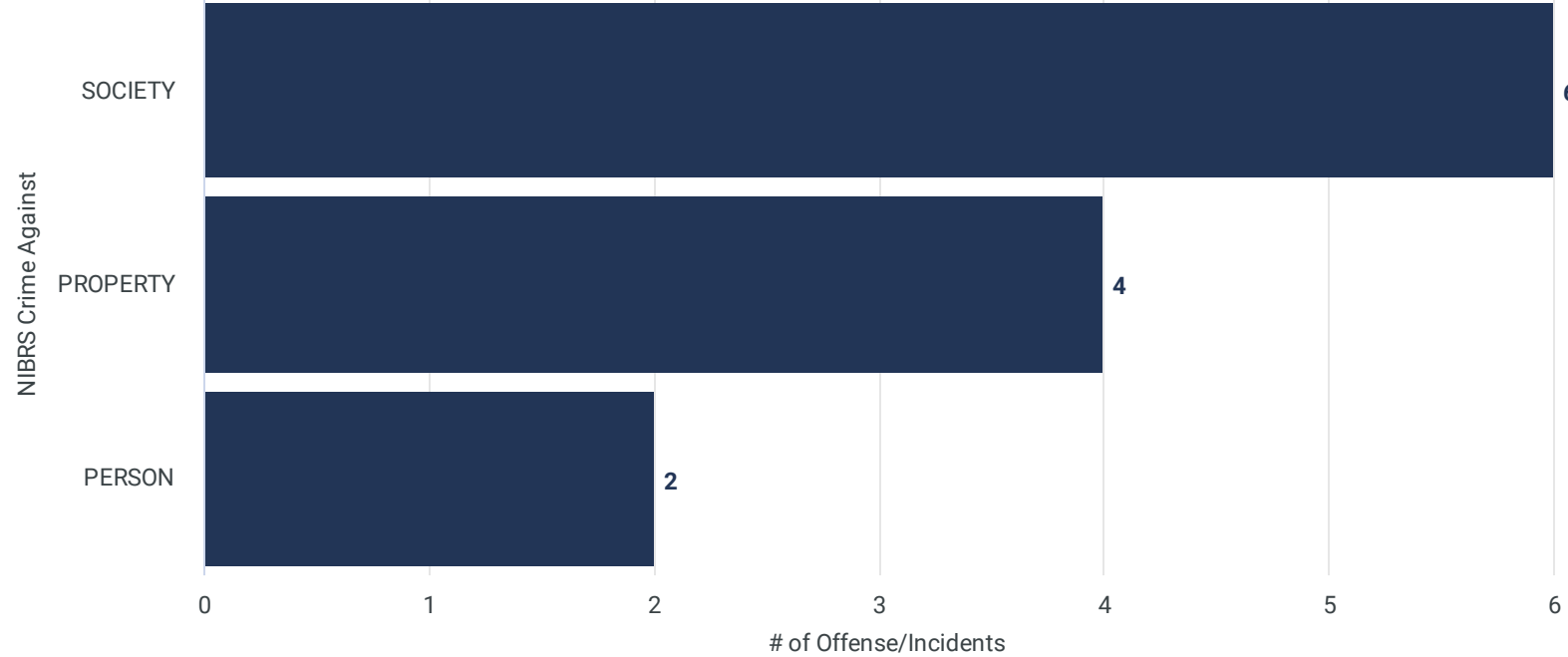


If "No Results" is Displayed - No Crime of Those Types Occurred

YTD Crimes in Toledo 2025



Crimes Against Totals



Crimes Reported

Persons Crimes

Crime	# of Offense/Incidents
HARASSMENT   166.065	1
STRANGULATION   163.187	1
<b>Totals</b>	<b>2</b>

Property Crimes

Crime	# of Offense/Incidents
THEFT III   164.043	1
BURGLARY I   164.225	1
FRAUDULENT USE OF CREDIT CARD (FELONY)   165.055	1
THEFT I   164.055	1
<b>Totals</b>	<b>4</b>

Society Crimes

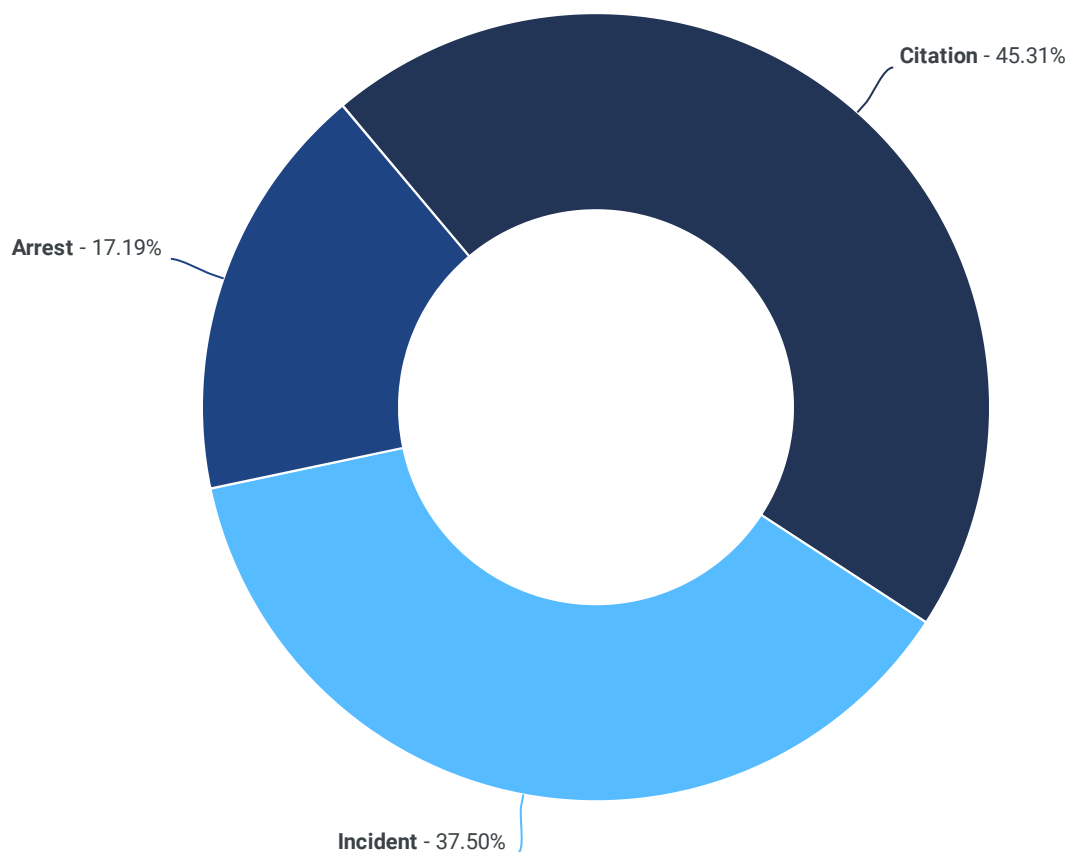
Crime	# of Offense/Incidents
DUII   813.010	3
USING CHILD-DISPLAY SEXUALLY EXPLICIT CONDUCT   163.670	2
POSSESSION OF CHILD PORNOGRAPHY I   163.688	1
<b>Totals</b>	<b>6</b>

All Other Crimes

Crime	# of Offense/Incidents
WARRANT ARREST	4
CRIMINAL MISCHIEF III   164.345	1
TAMPERING WITH WITNESS   162.285	1
FAILURE TO APPEAR II   162.195	1
<b>Totals</b>	<b>7</b>

Reports & Arrests

Reports Completed by Type



64

Total Reports

Arrest Charges

Name	# of Arrests
1 WARRANT ARREST	4
2 DUII   813.010	3
3 CRIMINAL POSSESSION OF FORGED INSTRUM...	1
4 TAMPERING WITH WITNESS   162.285	1
5 FAILURE TO APPEAR II   162.195	1
6 FORGERY I   165.013	1
7 VIOLATION OF RESTRAINING ORDER   133.310	1
8 USING CHILD-DISPLAY SEXUALLY EXPLICIT C...	1
9 IDENTITY THEFT   165.800	1
10 POSSESSION OF CHILD PORNOGRAPHY I   16...	1
<b>Totals</b>	<b>12</b>

12

Total Arrests

DUI Arrests by Type

No results

Citations Issued

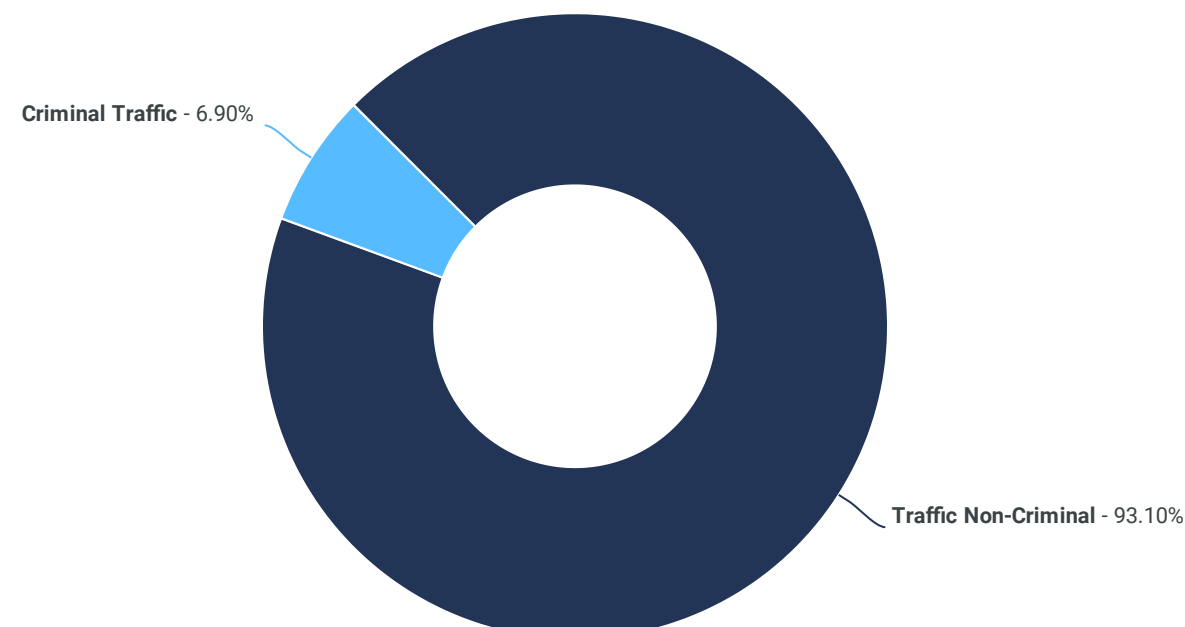
Citations Charges

Charge	# of Citations
DRIVING WHILE SUSPENDED/REVOKED - VIOLATIO...	9
NO OPERATOR'S LICENSE   807.010	7
DRIVING UNINSURED   806.010	4
EXCEEDING SPEED LIMIT 11-20 MPH   811.111	3
FAILURE TO CARRY PROOF OF FINANCIAL RESPON...	3
VBR 11-20   811.100	2
FAILURE TO PROPERLY USE SAFETY BELTS / SEAT ...	2
FAILURE TO CARRY A VALID REGISTRATION CARD   ...	2
DUII   813.010	2
REGISTRATION STICKER-EXPIRED   803.560	1
FAILURE TO SIGNAL WITH LIGHTS   811.405	1
DANGEROUS LEFT TURN   811.350	1
FAILURE TO RENEW REGISTRATION   803.455	1
FAILURE TO INSTALL IDD   813.602	1
FAIL TO OBEY TCD (STOP SIGN)   811.265	1
<b>Totals</b>	<b>29</b>

29

Total Citations

Citations by Type





CITY OF TOLEDO FIRE DEPARTMENT  
COUNCIL REPORT  
MAY 20, 2026



April was all about our Open House and training. Thank you to the councilors and staff who were able to drop by and say hi. We estimated we had about 75 citizens come through and meet with different participants and enjoy the atmosphere. Thanks to Amanda and Hunter for putting in all the effort to make sure it went off without a hitch. With the Fire Station off the main downtown throughfare, we're not a daily presence to most citizens. This was an excellent way to stay in front of the public and answer questions. We even recruited a new Cadet and hopefully a Volunteer or two from this event.

For the most part, all apparatus is working and ready to respond. Our Squad 42 (Ford Explorer) needed to go to Salem to have some wiring issues fixed for the emergency lighting, and Brush-41 has a persistent oil leak we're still chasing. We'll address this after July 1<sup>st</sup> as some estimates put the cost upwards of \$4,000.

Both Siletz and Toledo crews are gearing up for wildland season, which brings us to training.

We have had our seasonal wildland refresher training over the course of three nights. First staff from the Oregon Department of Forestry reviewed safety practices and watch out situations. Next, we practicing digging fireline, deploying fire hose handlines, creating a fire line, and repacking hose. This all culminating with a practice burns behind the fire station where we set some small fires, and the crews had to dig line, deploy hose lines, and extinguish the fire. This was on the hillside, so it replicated real life situations. They all did great.

Andy Parker from Newport Fire came out and put DC Morford and Firefighters Kilgore and Hankins through their task performances to be certified Aerial Operators. Their final certifications will be approved by the end of June, which will keep us in compliance and allow us to teach others to be certified operators.

Firefighter Hankins just completed her Car Seat Technician class in Keizer. This was a four-day class; you wouldn't think installing car seats wouldn't take four days, but as Amanda found out and from my personnel experience it does take that long to cover all the information. Amanda is excited to participate in a few area clinics as part of the training, following this we are planning on scheduling a clinic here in October.

With June and July rapidly approaching, there will be extensive training. FF Kilgore, DC Morford, and two members from Siletz, along with myself, are traveling to Arlington, Virginia to attend the National Volunteer Fire Council (NVFC) Training Summit. Most of the travel expenses are covered by grants awarded to each individual from the NVFC. For some this will be the first time flying, and for most the first time traveling to the east coast. Shortly after our return, DC Morford, Lieutenants Ayarea and Sanning and Firefighter Kilgore will be going to Bosie, ID to complete their Advance-EMT

testing over the course of four days. When they return, they'll begin their ambulance rides to complete their clinical course work and will be applying for their A-EMT licenses by the end of September, if everything tracks as planned.

The fire station has really been getting in shape. Storage rooms are cleared of old items, equipment has been organized entered in our asset tracking system, and fire inspections are beginning to occur.

As a side note, Siletz Fire District passed our budget in short order... positive thoughts for the City of Toledo as well. I look forward to your questions,

**Dave**

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

# Fire Resources (NERIS)

Tracks personnel and unit involvement by call volume during fire incidents

Count of Incidents

Count of Incidents

42

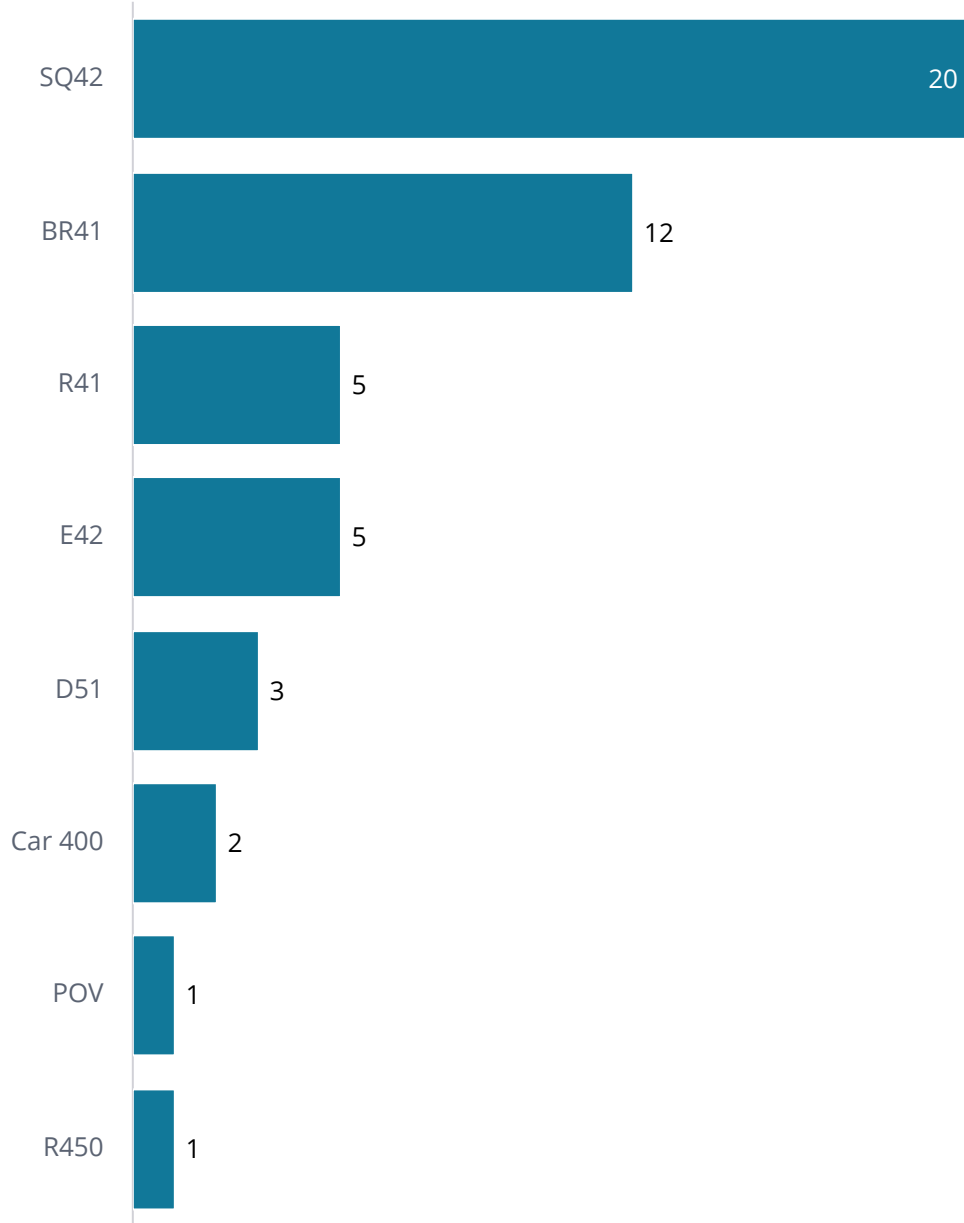
Call Volume By Hour of Day



Incident Count Breakdown of Incidents by Unit

Unit name	Count of Incidents	Percent of Incidents	Median Unit Turnout Time	90th Percentile Unit Turnout Time	Median Unit Travel Time	90th Percentile Unit Travel Time	Median Time on Scene	90th Percentile Time on Scene
BR41	12	28.57%	00h:02m:41s	00h:04m:56s	00h:02m:50s	00h:06m:00s	00h:11m:09s	00h:26m:59s
Car 400	2	4.76%	00h:00m:10s	00h:00m:10s	00h:00m:00s	00h:00m:00s	00h:03m:07s	00h:03m:07s
D51	3	7.14%	00h:00m:00s	00h:00m:00s	00h:07m:12s	00h:07m:12s	00h:32m:34s	00h:32m:34s
E42	5	11.90%	00h:00m:10s	00h:03m:20s	00h:05m:28s	00h:20m:21s	00h:11m:05s	00h:12m:48s
POV	1	2.38%						
R41	5	11.90%	00h:00m:12s	00h:03m:13s	00h:04m:35s	00h:13m:14s	00h:21m:49s	00h:52m:50s
R450	1	2.38%						
SQ42	20	47.62%	00h:00m:05s	00h:00m:16s	00h:03m:35s	00h:11m:21s	00h:20m:27s	00h:32m:43s
<b>Grand Total</b>	<b>42</b>	<b>100.00%</b>	<b>00h:00m:06s</b>	<b>00h:03m:13s</b>	<b>00h:04m:08s</b>	<b>00h:11m:21s</b>	<b>00h:14m:51s</b>	<b>00h:32m:34s</b>

Incident Count by Unit



Incident Count and Percentage by Personnel

Crew Name	Count of Incidents	Percentage of Incidents
Ayarza, Donald	8	19.05%
Freer, Gail	2	4.76%
Garbina, Jeremy	1	2.38%
Garrison, Jonathon	2	4.76%
Hankins, Amanda	16	38.10%
Jensen, Hunter	12	28.57%
Kilgore, Robert	14	33.33%
Robeson, Larry	2	4.76%
Sanning, Will	2	4.76%
N/A	10	23.81%
<b>Grand Total</b>	<b>42</b>	<b>100.00%</b>

# Police Department Monthly Report

Supplemental: Code Enforcement Officer Report

April 2026

For the month ending April 2026 there were the following code violation cases in Toledo, 11 Open Cases (2) cases closed, some cases have multiple violations pending.

1. Junk, garbage & rubbish (8.04.110) – 2
  2. Nuisance building (8.04.050) – 4
  3. Improperly maintained fence (8.04.120) – 1
  4. Noxious vegetation (8.04.100) – 1
  5. Permit required RV (8.08.040) – 2
  6. Property or vehicle on street (10.16.060) – 1
  7. Nuisance inoperable vehicle (8.04.080) – 1
  8. Discarded Vehicle (10.24.030) – 1
  9. Use Permitted Outright (17.20.020) – 1
  10. Erosion and control standards (15.20.020) – 1
  11. Lateral Line (13.16.220) - 1
- 

For the month ending March 2026 there were the following code violation cases in Siletz (5) open cases (0) closed, some cases have multiple violations pending. (2) in court now, (2) judgment.

(2) Cases before the judge at this time

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

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

Notes:

- 192 S. Main update. In a conversation with Don Molenda (property manager) he stated work would begin the week of 4/15/26 on the interior of the building, and prep work on the exterior for the new siding would start as weather allows.

UNOCCUPIED STRUCTURES IN TOLEDO, OR. AS OF 3/16/26

- 805 NW Hwy 20 (Doc Holiday's) – Dangerous structure – Goes to district court in May over ownership of structure.
- 684 NW Hwy 20 – Dangerous structure – County has foreclosed on.
- 873 NW Burch Lane – Dangerous structure – County has foreclosed on.
- 931 NW Sunset Dr. - Dangerous structure – Conversation with property owner, he stated demo will be done early this summer.
- 1047 SE Holly Rd. – Dangerous structure – No response from owner, will keep trying to contact for status update.
- 763 SE 2<sup>nd</sup> St. – Dangerous structure – per conversation with new owner, demo is to start late this month.
- 340 SE 3<sup>rd</sup> St. – Dangerous structure – No update from property management.
- 510 SE Beech – was being remodeled, but stopped (unknown condition) property has been cleaned up (trash & debris)
- 408 NE Hilltop Ln. – Unoccupied, unknown condition – outside of structure has new windows, doors and siding, starting on painting the interior.
- 109 SE 1<sup>st</sup> St. – was a dangerous structure, but deck has been replaced (unknown condition inside) – No response from property owner, will keep trying to make contact for status update.
- 910 SE 7<sup>th</sup> Pl. – Unknown condition, is occupied. No response from property owner on my letter of inquiries into status of property.

Nothing Further to Report.



# City Recorder Report April 2026

## **Records Requests**

Seeing fewer requests this month.

## **Event Permit Applications**

Several event permits approved and sent to applicants. Includes all activities around the Classic Car Show and Swap Meet, Toledo Summer Festival (Kiddie and Grand Parades; Sidewalk Chalk Event), and the Barrel to Keg Relay.

## **Professional Training**

I did not attend any training this month. However, May and June are chocked full of training. The IIMC conference from May 16 -22, Administrative PD1 May 31 – June 5, Grant Writing Workshops on June 9 and 11. I am looking forward to all of it to become a better resources and advocate for the City.

## **Software Updates**

Agenda Meeting Management is up and running for internal and external customers. Working on getting all of the Councilors and Committee Members profiles created so I can grant access to them. There are a few kinks we are trying to work out. So far, the staff have had positive comments about using the new system.

Website update – The new website should be up and running by June 15, 2026. Between now and then there will be a tremendous amount of training happening for both Arlene and I.

## **Agenda Updates**

Not sure if you noticed, but the agenda has been condensed a little combining a couple of items, Issue Tracker/Future Agenda Items; renaming 3 sections: Staff reports (which includes the City Manager Report and Department Reports), Roll Call and Quorum Determination, Toledo Beat and/or Presentations (All things Toledo related).

## **Elections**

May 19, 2026 election and City Charter approval – all the information was sent in and showed up in the voting brochure and we should know the results within a few days-week. I will follow up with an email to inform everyone.

## **OGEC SEI Filings**

Everyone who needed to file did so. Thank you very much.

## **HR Director Update: May 20, 2026**

### **1. Talent Acquisition**

- Position posted for *Junior Facility Operator – Water Treatment* in the Public Works department. Position closes June 12.
- 

### **2. Compliance**

- Completed voluntary OSHA consultation on Tuesday, May 12... Two inspectors toured all locations (except Fire Dept) to advise on any possible hazards needing to be addressed. Full report forthcoming.

## Public Works Activities April 2026

City of Toledo facility janitorial  
Monthly blow offs  
Daily work orders  
Route maintenance  
Route storm drain maintenance  
Weekly street sweeping  
Memorial Bathroom reconstruction  
Parks Maintenance  
Utility locates  
Pump Station Maintenance  
2 x NE 10<sup>th</sup> water distribution repair  
Repair street drainage on Old Arcadia  
Skate Park grounds maintenance & Fence repair  
Clear Well Maintenance due to water survey  
Main Street maintenance  
WTP reclamation basin maintenance  
Sign maintenance  
Annual Cla-Valve maintenance  
Backflow testing  
Rock Park cleanup  
Install library shelving for hardback books  
Skid steer operation training  
Repair truck boxes 1802  
Pickup kennel from Lincoln County Animal & install at Toledo PD  
Inspect and repair manhole on SE Elder  
City Hall Parking lot maintenance

CPSI training (Playground inspections)  
SE Kauri water distribution repair  
Distribution valve maintenance  
Meter Reading/Shutoffs/Turn-ons  
Reservoir Maintenance  
Pump Station checks  
Sanitary Sewer flushing  
Street Route Maintenance – Potholes  
Weekly City shops cleaning  
Storm Drain Maintenance  
PD facilities maintenance  
Bus 20 right of way maintenance  
Repair Old Arcadia storm drainage  
Siletz Pump Station Maintenance  
Emergency Preparedness Fair  
Ammon Pump Station call out  
City transfer station clean up  
Arbor Day Education @ Library for Public  
Repair/Replace FD lights exterior & interior  
NE 4<sup>th</sup> tree trimming  
Repair Boom on brush mower  
Hang flower baskets on Main Street  
Brush mower training

**Planning Department Permit Applications  
April, 2026**

**Construction Applications:**

1. Gas service line work at 229, 283, 354, and 763 SE 2<sup>nd</sup> Street
2. Demolish roof overhang at 578 W Hwy 20
3. Work in the Right-of-Way and exaction/fill for a new utility pedestal at 412 NW Industrial Park Way.

**Land Use Applications:**

1. Temporary RV Permit at 500 NE Hwy 20

<b>Annual Department Statistics</b>				
<b>Type of Permit</b>	<b>April</b>	<b>2026</b>	<b>2025</b>	<b>2024</b>
Building Permit	1	3	23	37
Other Permits*	7	16	54	38
Land Use Application	1	7	19	17
Truck Permit	0	12	17	15
Banner Placement Permit	0	0	6	3
Value of Construction Improvements	\$18,500	\$23,500	\$8,963,211	\$ 7,465,937

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

May, 2026



## FINANCE DEPARTMENT REPORT

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- ❖ Budget
  - Preparation and finalization of 2026-2027 budget draft
  - Provided 2026-2027 budget drafts for Committee review in preparation for May 5, 2026 Budget Committee meetings for both the City of Toledo and Toledo Urban Renewal Agency
  - Preparation and advertisement of Supplemental budget for 2025-2026
  
- ❖ Audit
  - Interfacing with the Auditor to complete 2024-2025 audit
  
- ❖ Onboarding new Finance Director
  - Meet & Greet with all city departments
  - Local Budget Law training
  - CivicPlus training
  - CIS Spring Supervisor training- LC 4/15/26
  - Unclaimed property training
  - CJIS Security training and certification
  
- ❖ 2026-2027 General Insurance Renewal (Auto, Property, Equipment)
- ❖ Finance Department preparation for fiscal year end
- ❖ All necessary financial transactions to keep the City running day to day

# Toledo Public Library

## Staff Report

### 2026-05-20

#### April Stats

Total Circulation of Library Materials: 3,255

In-Person visits: 745

Patrons added: 9

Community Room Use: 60

AV Room users: 9

Notary Appointments: 1

Volunteer hours: 82

Adult Program Attendance: 41

Children's Program Attendance: 304

Teen Program Attendance: 32

Podcast Downloads: 353

Reference questions: 136

Facebook Page Views: 18,333

Facebook Engagement: 1179

Facebook Interactions: 21

#### ➤ Public Programs

- The Library was saddened to part with Programs Specialist Sophia Khan at the end of April, but we wish her continued success as her career moves forward.
- Summer Reading is just around the corner! This year's program will use a time-based incentive structure and lots of reading rewards.

#### ➤ Services and Collections

- The bookmobile has arrived! The 2008 Ford Federal shuttle bus features a wheelchair lift, large windows, and plenty of interior space. It is currently undergoing pre-deployment inspection and modifications. This vehicle will allow us to expand outreach throughout our service area.

## City of Toledo Issue Tracker 2026

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

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



## City of Toledo Issue Tracker 2025

Request Date	Date to Follow Up	Targeted Completion Date	Staff Assigned	Item	Comments/Notes	Completed
2/5/2025	09/17/25		Justin	Council tech upgrades	Plan for the 2nd week of Sept. follow-up- Councilor Keating Meeting in a week or two-9/11/2025	
4/16/2025	11/25/25	Fall	Chiefs,	Emergency Operations Plan	Subcommittee formed	Come Fall when stuff slows down work begins in earnest
5/7/2025	10/25/25	10/31/25	City Attorney/Rich	Fire policies reviewed by the City Attorney	Waiting for Attorney Review 8-21-25/and 9-11-2025	forwarded to City Attorney for review
5/7/2025			Council	Civic Center Naming	August 6 contract awarded to Scott Edwards to do visioning and prelim design- Sumpter	Done
5/20/2025		Winter	Council	Budget Committee process review	Council will consider this matter	Rich Follow-up with new finance Director
5/28/2025		12/01/25	SM/RH	Revisit Ordinance 1423	Ordinance adopted. Further amendments expected from CA and staff	
6/4/2025	10/22/25		Finance	Revenue options Public Safety, etc.	Schedule Work Session-October Tax Levy- RH to discuss with mayor and scheduled work session	
7/2/2025	10/22/25	11/30/25	Council/Staff	Review/update council rules	October Work Session	
7/10/2025			CM/Fire	faciltity use agreement	Working on next part. 9/11/25 no update	Facility use agreement in process
7/23/2025			CM/Planning	Possibly -Amend URA boundaries to include proposed donation property from Dept. of Forestry		
8/6/2025	09/17/25	10/01/25	SM/RH	Homie House	Agreement and letter of support	Create formal process
8/27/2025		10/01/25		Stray Cats	Upcoming meeting	Non-profits/community
9/3/2025			CM/Mayor	Create a mayor's committee	JR Council?- process needed	
9/17/2025	10/15/25	11/19/25		Discussion Items	Mix Report	
9/24/2025	10/15/25	ongoing		Discussion/Follow-up After Action	Working with city attorney	
9/17/2025	After 10/20			Tech Updates	Keating	

## City of Toledo Issue Tracker 2025

Request Date	Date to Follow Up	Targeted Completion Date	Staff Assigned	Item	Comments/Notes	Completed
10/15/2025	10/15/25	11/05/25	PJ	Railroad and Yaquina payment RCA		11/12/2025
	10/15/25		?	Social Media Coordinator		
	11/05/25					

City of Toledo – future agenda items list 2026

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

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

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

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

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

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

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

City of Toledo – future agenda items list 2026

Goal #	March 18, 2026 Regular Meeting	Staff Lead
	Toledo Summer Festival Princesses	PJ
	RCA – authorize payment for repair of Fire Apparatus	RH
	Discussion/update on Code Enforcement	SM
	Forestry Department Letter of Interest	RH

Goal #	March 25, 2026 Town Hall	Staff Lead
	Water Conservation	
	Fire Safety	

Goal #	April 1, 2026 Regular Meeting	Staff Lead
	Council Applicant Interview	CC
	Discussion: Thursday Market Rental Fee	RH
	Discussion: Fireworks Regulations	RH/SM
	Exec Session: Potential Litigation	RH/SM

Goal #	April 15, 2026 Regular Meeting	Staff Lead
	Budget Amendment/Supplemental Budget	RH/JR
	Water Conservation / Fire Safety	CC
	Resolution re: Thursday Market	RH
	Arts, Oysters and Brew Budget	RH
	Discussion: Toledo H2O Water Assistance Program	RH
	Arbor Day Proclamation	RH

Goal #	April 22, 2026 Work Session	Staff Lead
	Cancelled due to LOC Spring Conference	

Goal #	May 6, 2026 Regular Meeting	Staff Lead
	Fireworks Retail Permits	RH/SM
	Waiver of Fees for Thursday Community Market	RH
	Fire Department Equipment Surplus	RH/DL
	Discussion: Council Goals	RH
	Proclamations: Municipal Clerks and Missing/Indigenous Women	RH/PJ
	Appointment of Council Rep to CWAC	RH

Goal #	May 20, 2026 Regular Meeting	Staff Lead
	New Contract with Salvation Army for Utility Assistance	RH
	Adoption of Council Goals	RH
	Surplus Parks Equipment Donation to Elks Lodge (Siletz Campground)	RH
	Discussion: Recognition of Toledo Graduates	RH/PEJ/TM

City of Toledo – future agenda items list 2026

Goal #	May 27, 2026 Work Session	Staff Lead
	Talaina King – Cape Perpetua Alliance	PEJ
	Public Comment Guidelines	
	Fireworks Guidelines	
	Timecard for Councilors	RH/FS
	Council Roles Training	RH/TM

Goal #	June 3, 2026 Regular Meeting	Staff Lead
	URA Applications (Cobblestone and Rizza’s Pizza)	PJ/RH

Goal #	June 17, 2026 Regular Meeting	Staff Lead

Goal #	June 24, 2026 Work Session	Staff Lead
	Transportation	

Goal #	July 1, 2026 Regular Meeting	Staff Lead

Goal #	July 15, 2026 Regular Meeting	Staff Lead

City of Toledo – future agenda items list 2026

Goal #	July 22, 2026 Work Session	Staff Lead

Goal #	August 5, 2026 Regular Meeting	Staff Lead

Goal #	August 19, 2026 Regular Meeting	Staff Lead

Goal #	August 26, 2026 Work Session	Staff Lead

Goal #	September 2, 2026 Regular Meeting	Staff Lead

Goal #	September 16, 2026 Regular Meeting	Staff Lead

City of Toledo – future agenda items list 2026

Goal #	September 23, 2026 Work Session	Staff Lead

Goal #	October 7, 2026 Regular Meeting	Staff Lead

Goal #	October 21, 2026 Regular Meeting	Staff Lead

Goal #	October 28, 2026 Work Session	Staff Lead

Goal #	November 4, 2026 Regular Meeting	Staff Lead

Goal #	November 18, 2026 Regular Meeting	Staff Lead

**City of Toledo – future agenda items list 2026**

Goal #	November 25, 2026 Work Session	Staff Lead

Goal #	December 2, 2026 Regular Meeting	Staff Lead

Goal #	December 16, 2026 Regular Meeting	Staff Lead

Goal #	December 23, 2026 Regular Meeting	Staff Lead