

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



**CITY OF TOLEDO**  
**Budget Committee Meeting Minutes**  
**May 26, 2026**

**1. Call to Order**

- a. With the Committee Chair's permission, the Budget Officer Rich Huebner called the meeting to order at 6:01 p.m.; also via Zoom in Toledo, Oregon. The Budget Officer led the Pledge of Allegiance.

**2. Roll Call and Determination of a Quorum**

- a. Roll call was taken and a quorum was determined (8 of 13)

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

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

**3. Consent Agenda**

- a. A motion was initially raised to table the minutes on the basis that members had not had an opportunity to review them. It was clarified that the more appropriate parliamentary action would be a motion to postpone to a specific time. It was also noted that a similar postponement would be necessary for the URA Budget Committee minutes, as the meeting agenda had not been published within the required 24-hour window ahead of the meeting due to the Memorial Day holiday.
- b. A motion to postpone the vote on the Consent Agenda, including the 05-12-2026 Budget Committee Meeting Minutes, to the next Budget Committee meeting was made by Councilor Keating and seconded by Mayor Mix. The motion carried unanimously.

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

#### 4. Discussion of Process/Procedures and Introductions

- a. The Chair opened the floor for feedback on the budget process and procedures utilized during the current budget cycle, noting that this was the first cycle for himself and two other staff members. Several substantive suggestions and observations were offered by committee members.
- b. **Member Attendance and Outreach.** Barry Bruster noted that committee members who are absent should be contacted directly, citing his own experience of nearly missing the meeting until reminded by another member. The Chair acknowledged this as a valuable practice.
- c. **Feedback from Absent Member (Anne Lerner-Ellis).** Councilor Keating relayed written feedback from citizen member Anne, which included four suggestions:
  - i. providing a larger-font version of the prior year's budget for comparison;
  - ii. presenting the budget in spiral-bound format rather than binders for ease of handling;
  - iii. Reconsidering the requirement that all department staff remain present for the entirety of the first budget meeting; and,
  - iv. Eliminating the sixteen blank pages identified in the budget document.
  - v. The Chair confirmed with staff that blank pages are purely aesthetic and that their removal would not conflict with any auditing requirements or guidelines.
- d. **Document Improvements.** The committee discussed several enhancements to the budget document itself. Members expressed a desire for a table of contents, a glossary of terms and acronyms, and a narrative or visual representation similar to an organizational chart illustrating the sources of revenue for each fund and how funds flow between accounts. It was acknowledged that while transfers between funds create complexity, a clear one-page overview of revenue sources and their destinations would significantly improve the document's readability for committee members and the public alike. Staff confirmed that a table of contents

and glossary were already being planned for the next cycle.

- e. **Meeting Structure and Scheduling.** The committee discussed restructuring the budget meeting calendar for the following year. Key points of agreement included:
- i. The budget document should be delivered to committee members no later than one week prior to the first budget meeting, effectively providing approximately two weeks of review time given the structure of the meetings.
  - ii. The first budget meeting should include the budget message, followed by individual department head presentations of their proposed projects—presented to the full budget committee, not only to the City Council as had occurred this cycle. This would allow members a full week to review the material before substantive discussions begin.
  - iii. Subsequent budget discussion meetings should proceed on a Tuesday-and-Thursday cadence until deliberations are concluded, with the goal of finishing by approximately June 1 to allow sufficient time for the required legal publication and completion of required state filing forms before the budget goes before the City Council.
  - iv. Care should be taken not to push the calendar back in a manner that conflicts with other scheduling constraints, including the City Manager's availability and quarter-end filing obligations for citizen members who work in finance-related professions.
  - v. Budget training was reaffirmed as mandatory for all committee members each year, including those who have attended in prior years. Training will remain a separate meeting from the first budget meeting.
  - vi. The budget message was discussed, with the Chair committing to limiting it to no more than two pages to allow time for department presentations within the same meeting.
  - vii. The committee briefly considered whether a night other than Tuesday might be preferable to avoid future scheduling conflicts, such as election nights. The Tuesday-and-Thursday structure was identified as the preferred approach going forward.
- f. **Charitable Contributions Committee Vacancy.** Budget Officer Huebner announced that the City's Charitable Contributions Committee has a vacant seat designated for a citizen member of the Budget Committee. He provided background on the committee's purpose: a portion of revenues from cigarette, alcohol, and marijuana taxes is allocated to a charitable contributions line item in the city budget, and the committee reviews applications from local nonprofits and other organizations providing services or holding events within Toledo. The committee is composed of one councilor, one citizen member of the budget committee, two at-large community residents, and a designated city staff member. Huebner noted that additional citizen budget committee members could also serve in the at-large capacity. The Budget Officer indicated he would send an email following his return from leave to gauge interest formally, and noted that appointments would be brought before the City Council at its June 17 meeting, with the committee itself convening after July 1. Several citizen members present

expressed interest in joining.

- g. **General Observations.** Councilor Chambers noted that he had spent significant time preparing for the first budget meeting, not knowing that it would largely be limited to receiving the budget message and document. He suggested that clearly communicating expectations ahead of each meeting would better allow members to prepare appropriately. Mayor Mix expressed appreciation for the overall quality and organization of the budget document, noting marked improvement compared to prior years and commending the work of staff.
- h. **Acknowledgment of Interim Finance Director.** Councilor Keating offered formal recognition of the interim Finance Director Judy Richter, for her sustained commitment to the City of Toledo through two complete budget cycles while working on an interim basis. The Budget Officer echoed this sentiment, noting that Judy had been an essential resource to both the city and the incoming Finance Director.
- i. **Grant Funding.** Discussion briefly touched on the importance of aggressively pursuing grant funding in the coming fiscal year to support long-term budget sustainability. It was noted that while grant revenue and its corresponding expenditures balance one another in the budget, identifying grants that could fund existing obligations—such as infrastructure—would be particularly valuable.

**5. Adjournment**

- a. The Budget Officer, with the Committee Chair’s permission, adjourned the meeting at 6:46 p.m.

APPROVE:

ATTEST:

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President Tracy Mix

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City Recorder Paul Johnson