

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



**TOLEDO CITY COUNCIL  
 Regular City Council Meeting  
 May 20, 2026**

**1. Call to Order**

- a. Mayor Mix called the May 20, 2026 Regular Meeting of the Toledo City Council to order at approximately 6:04 PM at City Hall, 206 N. Main Street, Toledo, Oregon.

**2. Roll Call**

- a. City Manager Huebner took roll call and determined a quorum is present.
- b. City Manager Huebner confirmed a quorum was present with five of the six active councilors in attendance. He noted for the record that Council President Silvia had submitted his resignation from the city council effective the prior morning.

Council Member	Present	Absent	Via Zoom
Mayor Mix	X		
Vacant			
Councilor Chambers		X	
Councilor Kauffman	X		
Councilor Keating	X		
Councilor Burns	X		
Councilor Riley	X		

- c. Staff Present: City Manager Rich Huebner, Public Works Director Brian Lorimor, Police Chief Michael Pace (Online), HR Director Shawna Gribskov, Library Director Harrison Baker, Interim Finance Director Judy Richter, Finance Director Mindy Suttter, Planning Assistant Arlene Inukai, City Attorney Souvanny Miller, and City Recorder Paul Johnson

**3. Visitors/Public Comment**

- a. Online/In-person Comments:
  - i. Jonathan Mix addressed the Council in his capacity as a Planning Commissioner, offering informal remarks regarding the integration of parks improvements and traffic calming measures. He noted a budget line item for trails and proposed the concept of a connected trail or improved sidewalk system linking the city's parks. He cited pedestrian safety concerns along Highway Business 20 and raised the need for improved ADA accessibility at park facilities, including wheelchair-accessible paths and restroom availability.

- b. Submitted Comments
  - i. No online or submitted public comments were received.

**4. Consent Agenda**

- a. **Motion** to approve the Consent Agenda as presented was made by Councilor Keating and seconded by Councilor Burns. The motion carried unanimously, 5-0.

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

**5. Toledo Beat and/or Presentations to the Council**

- a. Toledo History Museum and Yaquina River Historical Railroad
  - i. Brenda Brown of the Toledo History Center and Lisa Watson of the Yaquina Pacific Railroad Museum and Historical Society presented their fourth quarter reports. Both representatives highlighted the collaborative development and distribution of a joint brochure promoting all three Toledo museums, which has reached audiences as far as the Oregon Rail Heritage Foundation in Portland. The History Center also shared its spring fundraising letter as an additional revenue source.
  - ii. Watson reported that the Railroad Museum is undertaking large-scale restorations of its historic caboose and railway post office car, with grant funding being actively pursued. She emphasized that the city's operational funding contributions are critical to keeping the museums open.
  - iii. Councilor Keating raised the question of how the recently passed state legislation allowing transient lodging tax (TLT) collections to be split up to 50/50 between general government and tourism uses might affect county funding for the museums. Watson indicated that while official guidance has not been received, the museums have been informally told to expect a contract and maintain status quo, though a modest funding cut in the upcoming fiscal year is anticipated. She noted that all five Lincoln County museums operate collaboratively and intend to present public comment at the county's upcoming budget meetings. City Manager Huebner clarified that the legislation permits—but does not mandate—the 50/50 split, giving the county flexibility to phase in any changes.
  - iv. City Manager Huebner advised that an RCA authorizing the fourth quarter expenditure would appear on the June 3 consent agenda, and that the contributions committee application process for the new fiscal year would open after July 1, providing another funding avenue for both organizations.
  - v. A brief discussion followed regarding the structure of the city's contributions committee and strategic reserve fund processes. Councilor

Keating suggested that it may be worth examining whether contributions to charitable 501(c) (3) organizations currently being approved directly by council should instead be routed through the contributions committee. City Manager Huebner acknowledged the question, noting that council has the policy authority to make such a change, but also pointed out that directing funds through the committee would remove council's direct control over specific recipients.

**6. Discussion and Information Items**

- a. Recognition of Toledo High School Graduates
  - i. City Manager Huebner reported on two opportunities identified for the Council to recognize the Toledo High School graduating class of 2026. First, Mayor Mix could deliver a brief speech prepared by City Recorder Paul Johnson, at an all-school senior assembly on Monday, June 1, at 10:46 AM. A notice of potential quorum will be issued should other councilors wish to attend. Second, the graduation parade will fall on the evening of the June 3 council meeting, providing an opportunity for council to take a brief recess and acknowledge the seniors as they pass City Hall.
  - ii. Mayor Mix expressed enthusiasm for both opportunities, noting this as a meaningful first step in establishing a tradition of recognizing graduates, with potential to expand the recognition in future years.

**7. Request for Council Action**

- a. Consideration of New Water & Sewer rates, May 2026
  - i. Finance Director Mindy Suttter was available for questions. This item had been presented for discussion at the prior meeting and returned for action. Councilor Burns asked for clarification regarding the January to April reference in the RCA. City Manager Huebner explained the city's "winter average" billing practice, whereby water usage is tracked during January through April, averaged, and applied to sewer billing for the remainder of the year. No further discussion followed.
  - ii. No in-person or online comments were made.
  - iii. **Motion** to approve Resolutions 1603 and 1604, increasing water and sewer rates and superseding Resolutions 1573 and 1574, effective May 22, 2026, was made by Councilor Keating and seconded by Councilor Riley. The motion carried unanimously, 5-0.

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

- b. Resolution 1605 adopting a supplemental budget for fiscal 2025-2026
  - i. Interim Finance Director Judy Richter presented the supplemental budget, explaining it recognizes two previously unanticipated revenue sources: insurance claim proceeds from the City's insurer CIS for the fire-damaged restroom at Memorial Park, earmarked for restroom reconstruction, and funds received to finance the city's new bookmobile. Public comment was invited; none was received.
  - ii. No in-person or online comments were made.
  - iii. **Motion** to adopt Resolution No. 1605, a resolution of the Toledo City Council adopting a supplemental budget for fiscal year 2025–2026 and making appropriations, was made by Councilor Keating and seconded by Councilor Kauffman. The motion carried unanimously, 5-0.

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

- c. Resolution No. 1606 Appropriating grants and donations to the Library in the combined amount of \$7,300.
  - i. Library Director Harrison Baker presented the item. The \$7,300 consists of the remaining \$7,000 from a \$10,000 American Library Association "Libraries Transforming Communities" grant focused on disability services and outreach (with \$3,000 of the grant already applied toward the bookmobile purchase, which includes a wheelchair lift), and a \$300 donation from a library patron. The additional \$7,000 will be used to further develop disability services, collections, and related facilities improvements. City Manager Huebner noted for the public record that this action adds to the library's budget and does not reduce it.
  - ii. No in-person or online comments were made.
  - iii. **Motion** to appropriate one donation and a portion of a grant received by the Toledo Public Library in the combined amount of \$7,300, and to approve Resolution No. 1606, was made by Councilor Kauffman and seconded by Councilor Keating. The motion carried unanimously, 5-0.

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

- d. Toledo/Newport/Siletz Regional Drought Planning
  - i. City Manager Huebner reported that Mayor Mix and he had recently attended a preliminary meeting with Mayor Kaplan of Newport and Mayor Warman of Siletz to explore a collaborative approach to anticipated summer drought conditions. He clarified that council was not being asked to approve any specific plan, but rather to authorize the mayor and city manager to continue working with the other two cities and return with a plan for council consideration.
  - ii. Councilor Keating noted that collaboration between mayors and regional government bodies might generally fall within the mayor's existing role, but acknowledged the value of the mayor's desire for transparency and council input before proceeding. Mayor Mix emphasized that her intent was to ensure council awareness and the opportunity for input, as she views regional representation as an act of the full council rather than a unilateral mayoral function. Council reached consensus to authorize the mayor and city manager to continue the regional drought planning process.
- e. Parks Equipment Surplus
  - i. City Manager Huebner presented a request to declare surplus certain park equipment removed during the recent renovation of Arcadia Parks, specifically a merry-go-round and teeter-totter, as well as an older slide and jungle gym to be removed from Maple Street Park upon installation of new equipment from the ARC. The Toledo Elks Lodge, which operates a campground on the Siletz Highway, requested the equipment for use at that facility and indicated willingness to accept all items in workable condition. The recommended motion authorized donation to the Elks Lodge if items are in working order, or donation or sale elsewhere if they are not.
  - ii. During public comment, Jonathan Mix reiterated the planning commission's ongoing work on a parks master plan and the importance of accessibility. A councilor inquired about whether more age-inclusive equipment for older children was being considered; Public Works staff and City Manager Huebner confirmed that age inclusivity is a consideration in the parks master planning process, and that the new equipment being sourced addresses both safety and inclusivity concerns.
  - iii. Councilor Kauffman requested that public communications about the

- surplus use the word "donated" or "relocated" rather than "disposed of," noting past community concern about the removal of the merry-go-round.
- iv. No in-person or online comments were made.
  - v. **Motion** to declare the listed property, the merry-go-round and teeter-totter from Arcadia Park, and the slide and jungle gym from Maple Street Park, as surplus to the city's needs, and to authorize the Public Works Department to donate said items to the Toledo Elks Lodge if in working condition, or to donate or sell them elsewhere if not, was made by Councilor Keating and seconded by Councilor Riley. The motion carried unanimously, 5-0.

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

- f. Resolution No. 1607, Adopting Findings of Fact Related to Local Community Events and Festivals and Approving a Fee Waiver for Such Activities
  - i. City Manager Huebner presented a revised resolution, noting that it broadens a previously discussed fee waiver that had been specific to the Chamber of Commerce's community market to instead apply criteria-based eligibility to any qualifying nonprofit organization using Memorial Field. He identified one correction needed prior to adoption: Section 1 incorrectly stated a minimum of 10 calendar days of use; this should read 7 calendar days, consistent with the intent to cover at least one calendar week of use.
  - ii. Councilor Keating engaged in a detailed discussion with City Manager Huebner regarding the resolution's language and intent. He raised concern about whether an organization that reserves the field for 7 or more days but holds only a single public event could qualify for a fee waiver. Huebner clarified that the resolution establishes the waiver as available rather than automatic, giving staff discretion to assess applications and, if warranted, bring these cases to council. Keating also asked whether existing maintenance arrangements with organizations such as SET (youth baseball/softball) would be preserved; Huebner confirmed that such conditions could still be imposed as part of the approval process. Keating expressed satisfaction with these clarifications and thanked staff and council for their patience throughout the multi-meeting deliberation on this item.
  - iii. No in-person or online comments were made.

- iv. **Motion** to approve Resolution No. 1607 as amended (correcting the minimum usage period from 10 days to 7 calendar days) was made by Councilor Keating and seconded by Councilor Riley. The motion carried unanimously, 5-0.

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

- g. Temporary Fireworks Vendor Policies
  - i. City Manager Huebner read Resolution No. 1608 into the record. The resolution establishes policies for the issuance of business licenses to temporary fireworks vendors selling Oregon safe fireworks, including requirements that vendor locations be on private property within a commercial zone with landowner permission, a limit of three approved applications annually, and priority extended to Toledo-based nonprofit organizations.
  - ii. Councilor Keating raised a concern about the use of the word "applications" in Section 3, questioning whether it could be interpreted to mean only three applications would be accepted rather than three approved. He also raised a secondary concern about the possibility of a single applicant submitting multiple applications to occupy all three available slots. City Manager Huebner acknowledged both points and agreed that the language in Section 3 warranted revision.
  - iii. Mayor Mix offered suggested language along the lines of "business licenses issued to temporary vendors will be limited to three approved applications annually," which was well-received. Given the need to refine the language, council reached consensus to defer action on this item. City Manager Huebner agreed to schedule a brief special meeting at 5:50 PM prior to the work session the following week to present revised language for adoption.

*The meeting paused briefly at this point as Mayor Mix, joined by the Council, and recognized City Manager Huebner on the occasion of his fortieth birthday, which fell the following day. Mayor Mix presented cupcakes, and the Council and attendees sang a birthday greeting. City Manager Huebner expressed thanks, visibly appreciating the gesture.*

**8. Reports and Comments**

- a. Police Department Reports
  - i. Chief Pace was available remotely. No questions were raised.
- b. Fire Department Reports
  - i. City Manager Huebner noted that Fire Chief Lapof was attending a

continuing certification class and was not present. No questions were raised.

- c. Code Enforcement Report
  - i. No discussion.
- d. City Recorder Report
  - i. No discussion.
- e. HR Director Report
  - i. HR Director Shawna Gribskov provided brief remarks during the discussion of a potential internship program under Council Comments (see Item 10.b.ii.).
- f. Public Works Report
  - i. No discussion.
- g. Planning Department Report
  - i. No discussion.
- h. Finance Department Report
  - i. City Manager Huebner recognized Finance Director Mindy Suitter, noting that significant progress had been made on a backlog of finance department tasks since her start approximately two months prior. He highlighted that the city has initiated a process to contract with a collections agency for outstanding utility bills and court fees, a tool not previously available. Previously, the city's only recourse for non-payment had been placing liens on properties. The city will continue to offer payment plans for residents facing financial hardship.
  - ii. City Manager Huebner then returned to the topic of the Contributions Committee, requesting Council input on prospective members. He noted he had already received an expression of interest from one member of the public. He reviewed the committee's composition: one Council member, one staff member designated by the City Manager, one citizen budget committee member, and two citizens at large appointed by the Mayor with Council consent. He noted the committee consists of five members total and that he hoped to return on June 3 with nominations for Council consideration.
  - iii. Mayor Mix indicated she had two individuals in mind for citizen-at-large positions. Councilor Kauffman expressed willingness to serve as the Council representative if her schedule allowed, and indicated she would confirm. Councilor Riley offered to serve if Councilor Kauffman was unavailable. City Manager Huebner noted that meeting times are flexible and that he would be willing to designate himself as the staff member and hold evening meetings if necessary to accommodate community members' schedules.
  - iv. A question was raised, initially informally, about whether a minor could serve on the committee. City Manager Huebner committed to reviewing the municipal code and reporting back to the Council via email before the next meeting.

*Public Work Director Brian Lorimor also noted the presence of two Toledo Junior High School students attending the meeting as part of a leadership class, representing the projected graduating class of 2031. The Council welcomed their attendance.*

- i. Library Department Report
  - i. No discussion beyond what was addressed under Agenda Item 7c.

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

- a. Councilor Kauffman requested that the issue of a no-cat-dumping or animal abandonment ordinance be returned to a future agenda.
- b. Mayor Mix requested that a discussion item be added regarding a mutual aid request from Newport for legal expenses, noting the answer may be no but that a council discussion is appropriate.

**10. Council Comments**

- a. Councilor Kauffman reported that four cats from an ongoing feral colony had been fixed during the week through the Central Coast Humane Society.
- b. Councilor Burns Council discussed two youth-focused community initiatives
  - i. First, Councilor Burns shared an idea for a community soapbox derby event from City Hall to Cobblestone aimed at creating family activities and mentorship opportunities for local youth. Council members discussed possible volunteer mentors, business sponsorships, safety considerations, and potential support through the library's future "Library of Things" tool collection. The concept was identified as something to explore further.
  - ii. Second, staff provided an update on youth internship opportunities through the Confederated Tribes of Siletz Indians' TYEE Summer Program, which would allow tribal high school students to gain work experience in City departments at no wage cost to the City. Staff emphasized that partnering with established programs is preferable due to labor law and liability considerations. Council also discussed exploring college-level internship partnerships with Oregon State University and University of Oregon.

**11. Mayor's Comments**

- a. Mayor Mix reported attending the LOC Small Cities Network meeting earlier that day and highlighted several items of note.
  - i. She reminded the public that the Fleet of Flowers ceremony takes place in Depoe Bay on Memorial Day Monday.
  - ii. She noted that a recurring discussion topic at the meeting was the need to strengthen the connection between city planning commissions and city councils, and suggested Toledo could benefit from more regular information exchange with its Planning Commission beyond the single annual joint meeting.
  - iii. She also relayed a proposal that city councils across Lincoln County consider holding periodic regional meetings to share ideas and address common challenges, particularly given the current period of county leadership transition.

**12. Adjournment**

- a. The meeting was recessed at 7:50 PM for an executive session. The regular meeting reconvened at 8:44 PM. With no further business, Mayor Mix adjourned the meeting at 8:45 PM.

APPROVE:

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

ATTEST:

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