

City Hall
 206 N. Main St.
 Toledo, Oregon 97391
 5:45 p.m.



**TOLEDO CITY COUNCIL
 City Council Special Meeting
 June 24, 2026**

1. Call to Order and Flag Salute

- a. Mayor Mix called the Toledo City Council Special Meeting to order at 5:45 PM on Wednesday, June 24, 2026, at Toledo City Hall, 206 N. Main St, Toledo, Oregon 97391. The meeting was also conducted via the Zoom Meeting Platform.

2. Roll Call and Quorum Determination

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

Seat #	Council Member	Present	Via Zoom	Absent
n/a	Mayor Mix	X		
2	Council President Chambers	X		
1	Councilor Riley	X		
3	Councilor Kauffman	X		
4	Vacant Seat			
5	Councilor Keating	X		
6	Councilor Burns	X		

- b. Councilor Kauffman arrived at 5:47 p.m. Councilor Keating arrived at 5:49 p.m.
- c. Staff Present: City Manager Rich Huebner, HR Director Shawna Gribskov and City Recorder Paul Johnson
- d. Staff Online: Interim Finance Director Judy Richter and City Attorney Souvanny Miller.

3. Council Action

a. Toledo Street Striping contract

- i. The City Manager presented a contract for the striping of all city streets within Toledo city limits for the upcoming budget year. The selected vendor, Specialized Pavement Marking LLC, has tentatively scheduled the work for the first week of July. Because the work will not commence until July 6th, payment will be remitted from the new budget year beginning the following Wednesday. The contract was brought before Council at this special meeting to allow the vendor to formalize the city's place on their schedule. The total contract amount of \$57,600 is included in the adopted budget but exceeds the City Manager's signing authority, necessitating Council approval. The contract utilizes a standard form developed by the city attorney.

- ii. Council President Chambers raised several points during discussion. He noted that the insurance requirements in Exhibit A had not been filled in, to which the City Manager clarified that the vendor had proactively provided their insurance documentation in advance. The City Manager committed to obtaining written confirmation before executing the contract. Council President Chambers also raised a concern that the scope of work in the contract did not explicitly address the over-striping of previously misapplied road markings on a section of Business Highway 20. The City Manager acknowledged the point and committed to obtaining written confirmation from the contractor that this work is understood to be within scope. It was further noted, and confirmed by the City Manager, that the city never paid the prior contractor responsible for the erroneous markings. Council President Chambers noted that if the over-striping incurs any additional cost, the city should explore recovery from the prior contractor. The City Manager also confirmed that the vendor is one with whom the city has a prior working relationship. Coordination with the upcoming summer festival, scheduled for the end of that same week, was also discussed, with the City Manager confirming that the work would be rescheduled to later in the month if necessary to avoid a conflict.
- iii. Stu Strom, a member of the public addressed the Council to express the view that the distinctive road markings had brought positive notoriety to the town and questioned whether over-striping them was warranted.
- iv. Councilor Burns moved to approve and authorize the City Manager to execute the small construction projects contract with Specialized Pavement Marking LLC in the amount of \$57,600 for street striping within the City of Toledo. The motion was seconded by Councilor Riley. Upon roll call, the motion carried 6-0.

Seat #	M	S	Council Member	Yay	Nay	Abstained
n/a			Mayor Mix	X		
2			Council President Chambers	X		
1		X	Councilor Riley	X		
3			Councilor Kauffman	X		
4			Vacant Seat			
5			Councilor Keating	X		
6	X		Councilor Burns	X		

b. Springbrook Contract and Amendment No. 1 for Human Resources Information System

- i. Power outage and reboot at 6:08 p.m. Back up by 6:11 p.m.*
- ii. The City Manager presented a contract and amendment for the purchase and onboarding of a Human Resources Information System (HRIS). He explained that the city's HR functions have historically been managed through paper records and spreadsheets, and that this initiative would bring the city's HR operations into a modern, integrated platform.
- iii. Two vendors were evaluated: Springbrook, the city's existing Enterprise Resource Planning (ERP) vendor used for accounting, accounts payable, payroll, and utility billing; and NeoGov, a more established platform in the public sector HR space. The deciding factor in recommending Springbrook was its full, native integration with the existing ERP payroll system. By contrast, NeoGov would have required the manual transfer of data via CSV file. While Springbrook is newer to the HR space, the City Manager noted the advantage of being an early adopter and having greater flexibility to shape the product's development.
- iv. Through negotiation, the city secured meaningful cost reductions from Springbrook's initial proposal. Implementation costs were reduced from \$35,500 to \$25,870, and the recurring annual cost was reduced from \$29,700 to \$24,750. Annual price escalation terms were also improved, from a proposed 7% annual uplift to 0% in year two, 3% in year three, and a maximum of 5% thereafter. In exchange for these concessions, Springbrook requested a three-year commitment covering both platforms. The City Manager noted that the ERP system was already on a rolling one-year commitment, meaning this agreement adds only two additional years to that arrangement. A six-month opt-out clause was negotiated specifically for the HR platform in the event the system does not perform as anticipated. The City Manager also noted that as part of the contract negotiations, Springbrook agreed to waive a \$5,000 implementation fee for an electronic time card module already included within the existing ERP system that the city had not yet activated.
- v. The contract packet includes both the standard Springbrook boilerplate contract for the HR system and Amendment No. 1, which brings both the ERP and HRIS under a single contract and codifies the negotiated discounts, the opt-out language, and the three-year commitment terms.
- vi. Human Resources Director Shawna Gribskov expressed sincere gratitude to the Council and Mayor for moving forward with the project, citing improvements to employee record-keeping, lifecycle management, and regulatory compliance.
- vii. Councilor Burns acknowledged and commended both the City Manager and HR Director for the quality of the negotiations.

- viii. Councilor Keating moved to approve and authorize the City Manager to execute contract number Q83851 and Amendment No. 1 with Springbrook Holding LLC to effectuate the purchase and onboarding of a Human Resources Information System. The motion was seconded by Councilor Burns. Upon roll call, the motion carried 6-0.

Seat #	M	S	Council Member	Yay	Nay	Abstained
n/a			Mayor Mix	X		
2			Council President Chambers	X		
1			Councilor Riley	X		
3			Councilor Kauffman	X		
4			Vacant Seat			
5	X		Councilor Keating	X		
6		X	Councilor Burns	X		

c. City Hall Deed Restriction

- i. The City Manager presented two deed restriction documents for Council consideration, relating to the Toledo City Hall property and the adjacent public parking lot. He provided the following background: the parking lot previously housed a Texaco service station; in 1997, the city decommissioned and removed five underground storage tanks that were found to be rusted with visible holes, resulting in observed petroleum soil contamination that was reported to the Oregon Department of Environmental Quality (DEQ). Approximately 780 cubic yards of contaminated soil were removed at that time, though the remediation did not fully delineate or eliminate the contamination.
- ii. In 2023, DEQ received federal funding to address backlogged leaking underground storage tank sites, which included the Toledo City Hall property. DEQ conducted periodic indoor air and soil sampling from December 2024 through early 2026. Results confirmed that the first and second floors of City Hall, including the Council Chambers, do not contain chemicals above occupational risk levels. However, ethyl benzene was detected in the basement across multiple sampling events, with one measurement exceeding occupational screening levels. The City Manager emphasized that the basement is used exclusively for storage and that no employees spend time there approaching the four-hour-per-day limit identified by DEQ as a threshold for concern.
- iii. The City Manager explained that DEQ presented the city with three options by the end of June 2026: accept the deed restrictions, complete full remediation, or fund ongoing quarterly testing independently. Accepting the deed restrictions was presented as the most pragmatic near-term option, as it formalizes the existing mitigation practices, including limiting basement access, posting warning signage at basement entrances, restricting changes to basement configuration, and conducting annual inspections, while preserving the city's ability to pursue full remediation in the future through budgeting. The deed restrictions also expressly provide

for release upon completion of remediation. The City Manager noted that he and the city attorney had determined it was appropriate to bring this matter to Council for a vote given that the restrictions would run with the land for as long as the city owns the building.

- iv. Council discussion was substantive. Council President Chambers noted that the testing results, consisting of one above-threshold reading in an unoccupied basement area over multiple monitoring periods, suggested that prior remediation efforts may have been largely effective. He expressed support for the deed restrictions given that he does not anticipate the city selling the building, while raising a concern about ensuring that any required signage be limited strictly to the basement area. The City Manager confirmed this was the case.
- v. Councilor Kauffman raised the question of whether additional physical mitigation, such as sealing the basement walls, could be undertaken to prevent further migration of contaminants. The City Manager confirmed that such efforts remain fully available to the city and that the deed restrictions do not preclude future remediation work. He noted that DEQ has endorsed pump-out ventilation systems as a viable remediation approach, similar to radon mitigation systems, and that the city could budget for such improvements in future cycles. Councilor Keating noted that the urban renewal district funding could potentially be applied toward remediation efforts, given that deed restrictions constitute a property value factor. Councilor Riley raised the question of whether a significant seismic event would trigger a requirement for retesting, which the City Manager acknowledged as a valid point he would investigate further.
- vi. Mayor Mix noted the particular health risks associated with ethyl benzene exposure during pregnancy as context for the regulatory caution applied in this area.
- vii. Councilor Keating moved to accept and authorize the City Manager to execute two deed restriction documents, each entitled Easement and Equitable Servitudes, before the Department of Environmental Quality (DEQ), for the Toledo City Hall and adjacent public parking lot properties. The motion was seconded by Council President Chambers. Upon roll call, the motion carried 6-0.

Seat #	M	S	Council Member	Yay	Nay	Abstained
n/a			Mayor Mix	X		
2		X	Council President Chambers	X		
1			Councilor Riley	X		
3			Councilor Kauffman	X		
4			Vacant Seat			
5	X		Councilor Keating	X		
6			Councilor Burns	X		

4. Adjournment

- a. The mayor adjourned the meeting at 6:40 p.m.

APPROVE:

ATTEST:

Mayor Tracy Mix

City Recorder Paul Johnson

DRAFT