



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

Toledo City Council
Regular Meeting – also via Zoom Meeting Platform
July 8, 2026

Virtual Meeting: The Toledo 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 Toledo 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 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 & Pledge of Allegiance**
- 2. Roll Call & Quorum Determination**
- 3. Public Comments**
 - a. In-Person/Online Comments
 - b. Submitted Comments
- 4. Consent Agenda**
 - a. June 17, 2026 City Council Meeting Minutes
 - b. June 17, 2026 City Council Executive Session Minutes
 - c. June 24, 2026 City Council Special Meeting Minutes
 - d. June 24, 2026 City Council Work Session Minutes
 - e. Resolution No. 1613 A Resolution Updating the Master Fee Schedule

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.

- f. Resolution No. 1614, acknowledging Scrivener's Errors and authorizing re-issuance of previously approved resolutions.
- 5. Toledo Beat and/or Presentations**
- a. City Recorder Presentation
 - b. Toledo Police Department Meritorious Award — Matthew Miner
- 6. Discussion and Information Items**
- 7. Requests for Council Action**
- a. Timber's Restaurant and Lounge Application for Temporary Use of an Annual License — 1st Annual Toledo Chamber Main Street Car Show
 - b. Timber's Restaurant and Lounge Application for Temporary Use of an Annual License - Art Oysters and Brews
 - c. Resolution No. 1615, a resolution of the Toledo City Council Adopting a Salary Schedule for Non-Represented Employee Positions for fiscal year 2026-2027.
- 8. Staff Reports**
- a. City Manager Report
- 9. Issue Tracker & Future Agenda Items**
- a. Council 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
6:30 p.m.



TOLEDO CITY COUNCIL
City Council Regular Meeting
June 17, 2026

1. Call to Order & Flag Salute

- a. Mayor Tracy Mix called the Toledo City Council Regular Meeting to order at 6:30 p.m. on Wednesday, June 17, 2026, held in person at Toledo City Hall, 206 N. Main St, Toledo, OR 97391, and also via Zoom. The Pledge of Allegiance was not recited, as it had been conducted at a preceding meeting earlier that evening.

2. Roll Call & Quorum Determination

- a. City Recorder Johnson took roll call.
- b. **Present:** Councilor Burns, Councilor Keating, Councilor Kauffman, Councilor Riley, Council President Chambers, Mayor Mix
- c. **Absent:** None
- d. City Recorder Paul Johnson confirmed a quorum of five members was present. It is noted that Councilor Burns arrived after the meeting was called to order at 6:38 p.m.
- e. Staff Present: City Manager Rich Huebner, Public Works Director Brian Lorimor, Police Chief Michael Pace, Fire Chief Dave Lapof, HR Director Shawna Gribskov, Library Director Harrison Baker, Finance Director Mindy Suitter and City Recorder Paul Johnson
- f. Online: City Attorney Souvanny Miller and Interim Finance Director Judy Richter.

3. Public Comments

- a. **In-Person/Online Comments**
 - i. No members of the public were present in person or online who wished to address the Council on items not on the agenda.
- b. **Submitted Comments**
 - i. City Recorder Johnson noted that one submitted comment had been included on the website as an “other” document in the meeting documentation. No additional submitted comments were received.

4. Consent Agenda

- a. Motion to approve the Consent Agenda as presented was made by Councilor Keating and seconded by Councilor Riley. The motion carried 5–0. Councilor Burns was not present for this vote.
 - i. *Items on the Consent Agenda included minutes from the following meetings: June 3, 2026 City Council Meeting; May 27, 2026 City Council*

Work Session; May 27, 2026 City Council Special Meeting; May 20, 2026 City Council Executive Session; May 20, 2026 City Council Meeting; May 6, 2026 City Council Meeting; May 6, 2026 City Council Executive Session; April 15, 2026 City Council Meeting; and January 31, 2026 City Council Meeting.

5. Toledo Beat and/or Presentations

a. Juneteenth Proclamation

- i. Mayor Mix read aloud the Juneteenth Proclamation, formally designated June 19, 2026, as Juneteenth in the City of Toledo. The proclamation recognized President Lincoln's signing of the Emancipation Proclamation, the historical significance of June 19, 1865, when General Gordon Granger announced the end of the Civil War in Galveston, Texas, the contributions of Claire Peoples as Oregon's mother of Juneteenth, the Oregon Legislature's passage of House Bill 2168 in 2021 recognizing Juneteenth as a state holiday, and President Biden's signing of the Juneteenth National Independence Day Act on June 17, 2021, making it a federal holiday. The proclamation encouraged all Toledo residents to join in the observance. Proclamation copies were noted to be displayed in City Hall.

b. 250th Commemorative Year Proclamation

- i. Mayor Mix read aloud a proclamation recognizing 2026 as America's 250th Commemorative Year in the City of Toledo. The proclamation marked the 250th anniversary of the adoption of the Declaration of Independence on July 4, 1776, and encouraged all residents to participate in celebrations, events, and moments of reflection honoring the nation's history and future.

6. Discussion and Information Items

- a. There were no Discussion and Information Items.

7. Public Hearing on the Proposed Budget for Fiscal Year 2026-2027

- a. Mayor Mix opened the public hearing at 6:38 PM.
- b. City Manager Rich Huebner provided the staff report. He noted that the Toledo Budget Committee, of which all Council members are a part, met on May 5th and May 12th to review the proposed budget. One scrivener's error identified by Mayor Mix was corrected in the final document prior to passage by the Budget Committee. The proposed operating budget for Fiscal Year 2026–2027 totals \$26,722,746. The associated resolution establishes a property tax rate of \$5.18 per \$1,000 of assessed value and adopts bonded debt of \$176,687.
- c. Council President Chambers flagged that the tax rate and bonded debt figures appeared in the background section of the RCA rather than in the motion language itself, and asked whether those details should be incorporated into the motion. City Manager Huebner confirmed this was an oversight on his part and thanked Council President Chambers for catching it. Mayor Mix also clarified for the public that the \$5.18 tax rate is a codified rate, not one set or adjusted at the Council's discretion each year.

- d. **Public Comment on the Proposed Budget for Fiscal Year 2026-2027**
 - i. No public testimony was received in person or online or previously submitted.
 - e. The public hearing was closed at 6:41 PM.
- 8. Public Hearing on the City of Toledo's Election to Receive State Shared Revenues for Fiscal Year 2026–2027**
- a. Mayor Mix opened the public hearing at 6:42 PM.
 - b. City Manager Huebner explained that while state shared revenues—including marijuana taxes and so-called "sin taxes" such as cigarette and alcohol revenues distributed proportionally by the state—are already incorporated into the total operating budget figure, state law requires a separate public hearing on the city's intent to receive those revenues.
 - c. **Public Comment on the Declaration of the City of Toledo's Intent to Receive State Shared Revenues for Fiscal Year 2026–2027**
 - i. No public testimony was received in person or online, previously submitted.
 - d. The public hearing was closed at 6:44 PM.
- 9. Requests for Council Action**
- a. **Resolution No. 1608 - Adoption of the proposed City Operating Budget for Fiscal Year 2026-2027**
 - i. Council President Chambers offered remarks for the record, noting that the absence of extensive deliberation at this stage should not be misread—the Council had spent multiple evenings reviewing the budget at the line-item level during the Budget Committee process. He expressed some concern regarding the stability of certain revenue sources and indicated he was supporting passage with some reservation, while expressing enthusiasm for the Council's stated goal of examining revenue stability more closely in the coming year. City Manager Huebner echoed those sentiments, acknowledging that he shared the same reservations when presenting the budget to the Budget Committee.
 - ii. Motion to approve Resolution No. 1608, a resolution of the Toledo City Council adopting the 2026–2027 Operating Budget, appropriating funds and levying taxes for Fiscal Year 2026–2027, with a budget total of \$26,722,746, establishing a tax rate of \$5.18 per \$1,000 of assessed value and \$176,687 in bonded debt, was made by Councilor Keating and seconded by Councilor Kauffman. The motion carried 6–0.
 - iii. Following the vote, City Manager Huebner recognized the work of all department heads and the Finance Department, including Finance Director Judy Richter, for their thorough and disciplined work in preparing the budget. Mayor Mix echoed those sentiments, noting that staff is routinely asked to prioritize a limited number of needs from a much larger list, and praised the quality and clarity of the document presented to the Budget Committee, including the fact that only one scrivener's error was identified.

b. Resolution No. 1609 - Election of State Shared Revenues

- i. City Manager Huebner presented Resolution No. 1609, explaining that it formally declares the City of Toledo's election to receive state shared revenues for Fiscal Year 2026–2027 and certifies compliance with ORS 475C related to marijuana sales within city limits. The city currently has one licensed marijuana retailer, which was confirmed to meet all statutory criteria, including distance requirements from educational institutions. Staff recommended approval.
- ii. Motion to approve Resolution No. 1609, a resolution of the Toledo City Council declaring the City of Toledo's election to receive state shared revenues for Fiscal Year 2026–2027 and certifying compliance with ORS 475C related to marijuana sales inside city limits, was made by Councilor Keating and seconded by Councilor Riley. The motion carried 6–0.

c. Resolution No. 1610 - Dahl Disposal Rate Increase

- i. City Manager Huebner introduced the item and invited Dave Larmouth, Community Relations and Administrative Manager for Dahl Disposal Services, to present the rate increase request.
- ii. Mr. Larmouth provided an overview of Dahl Disposal's operations, the 2025 statistics, and the key factors driving the request. He noted that the GP Juno composting program shut down mid-year in 2025, redirecting approximately 1,100 tons of waste previously processed through that program to Coffin Butte Landfill in Benton County. He provided an update on the Oregon Recycling Modernization Act, which took full effect July 1 of the prior year, noting changes to accepted curbside materials including food and beverage cartons, plastic tubs and buckets, and rigid nursery pots, as well as new contamination reduction standards targeting bagged recyclables, plastic film, hoses and cords, and batteries.
- iii. Mr. Larmouth announced that Dahl Disposal intends to implement a \$20 contamination fee as an intermediate enforcement step for customers who have not responded to prior education and outreach efforts regarding prohibited materials. He emphasized that the fee would generally be waived for initial occurrences and is intended to prompt customer contact and education rather than punitive action.
- iv. Regarding finances, Mr. Larmouth reported that Dahl's rate of return for the City of Toledo service area was 9.18% in the prior year. The proposed rate adjustment of 4.57%, representing 85% of the two-year CPI-U change for the western region B/C size class cities, is projected to produce an operating ratio of 87.7% and a rate of return of approximately 11.9% for the coming fiscal year. Without the adjustment, the projected operating ratio would reach 90.9%, approaching the upper limit of the contractually required 85%–91% range. He identified rising disposal costs at Coffin Butte Landfill, increased insurance costs driven by battery-related fire incidents industry-wide, higher labor and medical benefits costs, and uncertainty in fuel pricing as key cost drivers.
- v. Mr. Larmouth noted that the most common residential service level—a 35-gallon cart with weekly garbage and every-other-week recycling and

- yard debris/food waste service—would increase from \$41.10 to \$43.00 per month, a \$1.90 increase. He also noted that the annual franchise fee paid to the City of Toledo under this arrangement is projected at \$68,865.
- vi. A discussion followed regarding the long-term future of Coffin Butte Landfill, which is anticipated to begin limiting or reducing outside intake in approximately ten years. Council President Chambers, who serves on the county solid waste consortium, inquired about incremental cost impacts on customers in the years leading up to that transition. Mr. Larmouth acknowledged the uncertainty, noting that the timing and nature of the transition will depend largely on how much notice Coffin Butte provides, and that potential solutions include long-haul transport to Arlington or Finley Buttes, intermodal container transfer, and a regional barging solution that is also being explored. He committed to working transparently with the county solid waste district as planning progresses.
 - vii. Council President Chambers expressed appreciation for Dahl Disposal's status as a locally-owned, family-operated business, noting the company's broad community investment and support for local events and nonprofits.
 - viii. Motion to approve Resolution No. 1610, a resolution of the Toledo City Council authorizing a rate increase for solid waste disposal services provided by Dahl Disposal Services and repealing Resolution No. 1554, was made by Council President Chambers and seconded by Councilor Keating. The motion carried 6–0.

d. Resolution No. 1611 - Street Lighting Utility Fee

- i. City Manager Huebner presented the proposed street lighting utility fee adjustments for Fiscal Year 2026–2027. He noted that the Council had previously adopted Resolution No. 1581 in July 2025, which set residential rates at \$8.75 per month, commercial at \$28.50, and industrial at \$45.00, while acknowledging a \$15,000 shortfall at that time. He further noted that the residential rate has not increased since Resolution No. 1525 was adopted in 2023.
- ii. For the upcoming fiscal year, Central Lincoln PUD has provided a street lighting cost of \$187,292. Based on year-to-date revenue tracking projecting approximately \$167,000 in current-year revenues, the city faces a shortfall of just over \$21,000 if no rate changes are made. City Manager Huebner acknowledged a scrivener's error in the RCA due to a copy-and-paste mistake, and clarified that the correct proposed rates are: \$10.00 per month for residential (an increase of \$1.25), \$30.00 for commercial (an increase of \$1.50), and \$50.00 for industrial (an increase of \$5.00). These rates, applied across 1,206 residential, 94 commercial, and 15 industrial accounts, are projected to yield approximately \$187,600—slightly exceeding the fund requirement and providing a minimal reserve.
- iii. Council President Chambers recalled that at the prior rate adjustment, the Council had deliberately chosen not to increase the residential rate, opting instead to place a greater share of the adjustment on commercial and industrial customers. He offered that context for the benefit of newer Council members, noting that the current residential increase reflects the

more modest gap remaining after prior adjustments and the extended period during which the residential rate has held steady. City Manager Huebner reinforced the importance of annual rate reviews to avoid the need for larger, more disruptive adjustments down the road.

- iv. Council President Chambers also publicly disclosed that he is employed by an electric power utility, and stated his view that this does not constitute a conflict of interest, as the matter before the Council relates to how the city collects revenue to pay its street lighting bill rather than to any negotiated utility matter.
- v. Motion to approve Resolution No. 1611, a resolution of the Toledo City Council setting the street lighting utility fee for Fiscal Year 2026–2027 and repealing Resolution No. 1581, was made by Councilor Keating and seconded by Councilor Riley. The motion carried 6–0.

e. Disposal of Surplus Patrol Vehicle

- i. City Manager Huebner presented the request from the Toledo Police Department to declare Patrol Car 582, a 2014 Ford Explorer, as surplus. The vehicle has reached the end of its useful life, and required repairs and maintenance exceed its current value. Chief Pace recommended disposal in accordance with city policy. Chief Pace noted the vehicle would be listed for online auction, consistent with prior practice, with expected proceeds of approximately \$2,000–\$3,000.
- ii. Motion to approve the disposal of Patrol Car 582, a 2014 Ford Explorer, was made by Council President Chambers and seconded by Councilor Keating. The motion carried 6–0.

f. OLCC Local Government Recommendation – Special Event License (Oregon Beverage Service)

- i. City Manager Huebner presented the application by Oregon Beverage Service for an OLCC Special Event License to sell alcoholic beverages at the Toledo Summer Festival, scheduled for July 10–12, 2026. Chief Pace reviewed the application and recommended approval.
- ii. Mayor Mix raised a question regarding whether service would be confined to a designated beer garden or whether open containers would be permitted throughout the festival grounds. Chief Pace confirmed that the vendor had committed to confining service to the beer garden area, and noted that the vendor was aware of a prior instance in which a request for open-container consumption at the festival had been denied by the city. Council President Chambers clarified that the beer garden containment requirement had been addressed through the event licensing process rather than the OLCC application itself, and noted that the vendor had previously provided security and managed the beer garden responsibly. A map provided by the applicant was reviewed, which showed the beer garden located in the rear of the Memorial Field area. Safety concerns regarding minors accessing beverages were also discussed, reinforcing the importance of the confined serving area.
- iii. Motion to approve the OLCC Local Government Recommendation

Special Event License for Oregon Beverage Service for the sale of alcoholic beverages at the Toledo Summer Festival on July 10, 11, and 12, 2026, was made by Councilor Keating and seconded by Councilor Kauffman. The motion carried 6–0.

10. Staff Reports

- a. Staff reports were included in the Council packet. No department heads raised additional items for verbal clarification, with the following exception:
- b. City Recorder Johnson advised the Council that the launch of the city's new, updated website, originally scheduled for the prior day, had been postponed to June 30th, and that good progress was being made toward that goal.
- c. City Manager Huebner advised the Council to anticipate a short special meeting at 5:45 PM the following Wednesday, prior to the scheduled work session, to take action on two items: (1) a contract requiring Council approval based on its value, and (2) a deed restriction requested by DEQ on the City Hall property as part of the conclusion of their testing work. Huebner explained that the deed restriction is a standard administrative mechanism to convey information about vapor and contamination in any future property sale, and that it can be removed upon completion of remediation. He noted that the DEQ grant funding this work expires at the end of June, necessitating timely action. He also reminded the Council and public that city operations will be closed on Friday, June 20th in observance of the Juneteenth holiday.

11. Issue Tracker & Future Agenda Items

- a. Councilor Keating raised the issue of food truck operations within the city, noting that in conversations with a local food truck operator while organizing vendors for the 4th of July event, she learned that city zoning restrictions were creating barriers to their operation at the Port parking lot near Waterfront Park. She noted that the Port had expressed willingness to allow food trucks in that space, but city policies were hindering their ability to set up as they had previously operated. Councilor Keating expressed interest in inviting that food truck operator to the upcoming work session to share their experience and identify barriers.
- b. Mayor Mix expressed support and suggested going further, undertaking a comprehensive review of the city's ordinances related to food trucks, noting that business models are evolving and that Toledo should become more welcoming to this type of business.
- c. City Manager Huebner provided additional context, explaining that the Waterfront Park parking lot carries two different zoning designations divided roughly at the railroad track entrance, one designated as public lands and the other as water dependent—and that the applicable designation had prevented the food truck operator from parking overnight in their preferred location. He noted that the Port had inquired about a zoning waiver, not fully appreciating the complexity of the formal zoning amendment process.
- d. He confirmed that this topic could be introduced at the upcoming work session, and committed to bringing any available staff updates on activity at a nearby commercial site of interest to that session as well.

- e. Councilor Riley also raised a question about a lot adjacent to a local hardware store and whether plans for a community kitchen and food truck parking area would be permitted under current city rules. City Manager Huebner committed to bringing any available updates on that site to the work session.

12. Council Comments

- a. No formal Council comments were recorded beyond remarks already captured under agenda items.

13. Mayor’s Comments

- a. No formal Mayor's comments were recorded beyond remarks already captured under agenda items.

14. Adjournment

- a. Mayor Mix adjourned the regular meeting at 8:06 PM, noting that the Council would take a brief recess before convening in Executive Session.

APPROVE:

ATTEST:

 Mayor Tracy Mix

 City Recorder Paul Johnson

City Hall
206 N. Main St.
Toledo, Oregon 97391
8:16 p.m.



**TOLEDO CITY COUNCIL
Executive Session**

*To Immediately Follow the Regular Meeting
June 17, 2026*

1. Call to Order

- a. Mayor Mix called the Toledo City Council Executive Session to order at 8:19 PM on Wednesday, June 17, 2026, at City Hall, 206 North Main Street, Toledo, Oregon 97391.

2. Roll Call

- a. City Recorder Johnson took roll call.
 - i. **Present:** Councilor Burns, Councilor Keating, Councilor Kauffman, Councilor Riley, Council President Chambers, Mayor Mix
 - ii. **Staff Present:** City Manager Rich Huebner, City Attorney Souvanny Miller, and City Recorder Paul Johnson.

3. Meeting Justification

- a. Mayor Mix read the executive session justification into the record.
 - i. The Toledo City Council will meet in Executive Session, pursuant to ORS 192.660 (2) **(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.**
 - ii. Representatives of the news media and designated staff were allowed to attend the Executive Session. All other members of the audience were prohibited. Representatives of the news media were specifically directed not to report on any of the deliberations except to state the general subject of the session as previously announced.

4. Adjournment

- a. The mayor adjourned the meeting at 9:03 p.m.

APPROVE:

ATTEST:

Mayor Tracy Mix

City Recorder Paul Johnson

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

City Hall
 206 N. Main St.
 Toledo, Oregon 97391
 6:47 p.m.



**TOLEDO CITY COUNCIL
 City Council Work Session
 June 24, 2026**

****THERE WAS NO SOUND FOR THE FIRST THREE (3)
 MINUTES OF THE VIDEO****

1. Call to Order and Flag Salute

- a. The City Council Work Session was called to order on Wednesday, June 24, 2026, at 6:47 PM at Toledo City Hall, 206 N. Main St, Toledo, OR 97391. The meeting was held in a hybrid format, with Council and staff present in person and the public invited to attend electronically.

2. Roll Call & 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. Staff Present: City Manager Rich Huebner and City Recorder Paul Johnson
- c. Staff Online: Interim Finance Director Judy Richter and City Attorney Souvanny Miller
- d. The City Manager noted that roll call had been taken prior to the recording commencing and that a quorum was established, with all six current Council members present.

3. Discussion and Information Items

- a. Rezoning
 - i. The City Manager provided context, noting that the rezoning discussion was initiated in part by an issue involving Seabreeze, a food vendor seeking to operate in the Port of Toledo parking lot. The lot is divided by an informal boundary at 2nd Street, with the northern portion zoned "Public Lands" and the southern portion zoned "Water Dependent." Despite there being no physical property line between the two sections,

they constitute separate parcels. Seabreeze sought to operate and leave their vehicle overnight in the northern portion, where overnight stays are not permitted under that zone's criteria; the southern portion permits overnight vehicle stays, but was not the vendor's preferred location due to its distance from the boat ramp and restrooms.

- ii. Councilor Keating opened the substantive discussion by expressing confidence in the Planning Commission's authority over zoning matters, and indicated he did not wish for the Council to overstep into that body's jurisdiction. He raised a broader question about why portions of what appears to be a single property carry different zoning designations, and noted that a similar situation exists at the Elk's building. He suggested the city identify and evaluate other such parcels where zoning designations may have become inconsistent following consolidation.
 - iii. The Council broadly agreed that the appropriate next step was to task the Planning Commission with reviewing Toledo's zoning framework to identify and recommend changes that would make the city more food truck-friendly. Councilor Kauffman suggested that before doing so, a basic zoning primer would be beneficial, as terminology and classifications have changed significantly in recent years. The City Manager noted that City Planner Justin Peterson would be attending the July 15th regular meeting for a traffic calming ordinance discussion, and proposed adding a zoning primer to that agenda as well, with a potential joint meeting with the Planning Commission to follow. The Council expressed support for establishing regular joint meetings with the Planning Commission going forward.
 - iv. Councilor Keating also noted that the discussion had reminded him that the "orphan roads" question, concerning roads partially within city limits that are partially county-owned, had not been revisited since the fall. The City Manager acknowledged this and committed to placing it back on the tracking list.
- b. Supporting Food Trucks in Toledo
- i. This item was discussed in conjunction with Item 3a. Council members broadly expressed support for removing unnecessary barriers to food truck operations in Toledo, recognizing the operational flexibility food trucks offer small businesses in a tourism-dependent, seasonally variable market.
 - ii. Council President Chambers member raised a concern about ensuring that any zoning flexibility not come at the expense of established brick-and-mortar restaurants, which bear significantly higher barriers to entry due to System Development Charges (SDCs) and traffic impact fees. The sentiment expressed was that the Council should seek to lower barriers for all businesses equitably, rather than creating an uneven playing field.
 - iii. Council also discussed the importance of food trucks not displacing limited parking near Main Street storefronts, as maintaining accessible parking is considered essential to supporting existing downtown businesses. The general consensus was that food trucks are most beneficial when they draw additional visitors to Toledo and complement, rather than

- compete with, existing commercial activity.
- iv. The City Manager noted that the Seabreeze situation is somewhat unique in that the vendor sought a semi-permanent location, whereas most food trucks operate on a day-to-day, mobile basis across multiple communities.
 - v. The question of business license compliance was raised. The City Manager confirmed that any business operating regularly in Toledo is required to hold a city business license, and indicated he would raise the matter of enforcement consistency with the city's code enforcement officer. It was clarified that vendors participating in the Thursday Farmers Market are covered under the Chamber of Commerce's umbrella business license and are therefore not individually required to obtain one.
- c. Transportation
- i. Councilor Keating reported that this item had originally been placed on the agenda several months prior, following a serious accident at the intersection of Highway 20 and OR-229. He noted that he had recently been appointed to the executive committee of the Cascades West Area Commission on Transportation (CWAC), and that a CWAC meeting was scheduled for the following day, after which he expected to have further updates for the Council.
 - ii. Councilor Keating reported that the OR-229/Highway 20 intersection has been placed on ODOT's list of top priority projects for the upcoming fiscal year, with Highway 20 overall being a major focus area. Contributing factors include a significant increase in traffic at that intersection resulting from a landslide that has redirected vehicles previously traveling from the north through an alternate route via OR-229. The specific improvement to be implemented has not yet been determined; options under consideration may include a traffic signal, a roundabout, or a more comprehensive reconstruction, each of which presents constraints due to private property, existing driveways, and the proximity of Depot Slough to the intersection.
 - iii. Council President Chambers suggested that if Council advocacy through a formal resolution or joint statement could assist in advancing the intersection improvement, such an action would be welcome.
 - iv. Mayor Mix raised the condition of the east junction entry into Toledo, describing it as significantly deteriorated.
- d. Event Permit Ordinance
- i. The City Manager opened the discussion by noting that the Council's existing event permitting framework has generated several practical questions during application, including how to handle situations where an organizer does not anticipate reaching the 50-person threshold triggering permit requirements but ultimately does. The general sense expressed was that operators acting in good faith within the spirit of the ordinance should not face punitive consequences, but that the framework should be clear enough to avoid ambiguity.
 - ii. Council members noted that the primary goal in earlier discussions had been consistent and equal application of the ordinance across all qualifying events, having begun with a focus on the Thursday Market

before being broadened. Questions were raised about the applicability of the permit requirement to private property events and events protected under freedom of assembly, such as church gatherings. The City Manager indicated that the ordinance as written appears to apply to events open to the general public, not to private invite-only gatherings, and committed to reviewing the relevant language with the city attorney to clarify and refine it as needed.

- iii. City Recorder Johnson raised the issue of process streamlining, noting that current permitting requires applicants to complete multiple separate forms, including a general event application, a parade and processions application, and a city alcohol permit in addition to the OLCC permit, some of which may be redundant in light of current state-level requirements. He indicated that some of these redundancies may be driven by existing ordinance language, which would require Council action to resolve. Council members expressed broad support for staff bringing forward any recommended consolidations or simplifications, with the expectation that such changes would be approved expeditiously. The City Manager and city attorney were directed to review the ordinance and return with recommendations.
- e. City Fee Schedule
 - i. City Recorder Paul Johnson presented the updated city fee schedule for Council review. He noted that the fee schedule undergoes an annual review, with the most notable changes this cycle occurring in the Planning Department, which saw approximately a four percent increase with fees rounded to whole numbers. The updated schedule was included in the meeting packet, and staff indicated the intent to place it on the consent agenda for adoption at the following week's regular meeting, effective July 1st.
 - ii. The City Manager noted that going forward, staff intends to align annual fee schedule reviews with the start of the budget year so that changes take effect as close to July 1st as possible, rather than at irregular intervals. Utility fees are handled on a slightly different schedule given that they are billed in arrears. One outstanding item, language related to public records request fees, was flagged by City Recorder Johnson for further discussion with the city attorney prior to the next meeting.

4. Issue Tracker & Future Agenda Items

- a. Council Issue Tracker
 - i. No specific changes to the issue tracker were discussed beyond items raised under Future Agenda Items.
- b. Future Agenda Items
 - i. Several topics were identified for future Council discussion:
 - ii. Council President Chambers proposed that the Council consider developing a more aggressive blight ordinance, featuring an escalating fine schedule for properties with persistent code violations or physical deterioration. The stated goal was compliance, including demolition of a blighted structure if necessary, rather than punitive revenue collection.

Council discussion noted that at least one government-owned building in the city presents an ongoing blight concern, and that the city needs a stronger tool to compel action from property owners, including other public entities.

- iii. Separately, Councilor Keating proposed a discussion of vacancy-related fees for commercial properties, citing the City of Pendleton's recently adopted ordinance as a model. He described the challenge facing prospective businesses seeking to locate on Main Street including above-market rental rates, deferred maintenance costs, and property owners unwilling to negotiate and expressed interest in mechanisms that could either incentivize or penalize property owners in ways that encourage occupancy and investment. Another Council member expressed that her own thinking on this issue had evolved, and that she now views commercial property ownership on a main thoroughfare as carrying a community responsibility beyond individual property rights. Staff was asked to research other Oregon municipalities with similar vacancy fee ordinances and report back.
- iv. Councilor Keating also raised the possibility of a more proactive role for the Urban Renewal Agency in directly engaging property owners of significantly blighted or underutilized properties to explore improvement opportunities.
- v. The City Manager was asked to follow up with Lisa from the Humane Society regarding the previously discussed feral cat ordinance, which had stalled following her extended absence. Councilor Keating offered to facilitate that connection directly.

5. Adjournment

- a. Prior to adjournment, the Mayor presented a sympathy card on behalf of the City of Toledo addressed to the City of St. Helens, following the tragic passing of St. Helens City Administrator John Walsh, who had served that community for nearly 14 years. The card was read aloud and circulated for Council and staff signatures before being sent to St. Helens. The meeting was adjourned at 7:52 PM.

APPROVE:

ATTEST:

Mayor Tracy Mix

City Recorder Paul Johnson



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

Council Goal:	Meeting Date:	Agenda Topic:
N/A	July 8, 2026	Resolution No. 1613, a resolution updating the Master Fee Schedule for services provided by the City of Toledo and repealing Resolution No. 1584
Prepared By:		Approved by:
Paul Johnson		Rich Huebner, City Manager

Reviewed by:

Paul Johnson
Rich Huebner

Recommendation:

Motion to approve Resolution No. 1613, a resolution updating the Master Fee Schedule for services provided by the City of Toledo and repealing Resolution No. 1584

Background:

The City of Toledo provides a variety of services to the residents and community of Toledo. With increasing expenses for services provided, it is necessary for the City of Toledo to regularly review fees/assessments and amend or update them.

The fee schedule was last updated effective September 1, 2025. The new fee schedule, if adopted, will be effective July 1, 2026.

Fiscal Impact:	Fiscal Year:	GL Number:
N/A	2026-2027	N/A

Attachments:

1. A RESOLUTION OF THE TOLEDO CITY COUNCIL UPDATING THE MASTER FEE SCHEDULE

**CITY OF TOLEDO
RESOLUTION NO. 1613**

A RESOLUTION OF THE TOLEDO CITY COUNCIL UPDATING THE MASTER FEE SCHEDULE FOR SERVICES PROVIDED BY THE CITY OF TOLEDO AND REPEALING RESOLUTION NO. 1584

WHEREAS, the City of Toledo provides a variety of services to the public and has incurred increasing expenses for services provided to the residents of Toledo; and

WHEREAS, it is necessary to regularly review and update fees and assessments charged by the City of Toledo; and

WHEREAS, this resolution and Master Fee Schedule herein attached as 'Exhibit A' amends and/or updates fees and charges for all City Departments and supersede Resolution No. 1584 effective September 1, 2025; and

WHEREAS, The Toledo Municipal Code authorizes the City Council to adopt fees annually for said services.

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

Section I. Resolution No. 1584 is hereby repealed in its entirety.

Section 2. This Resolution and Master Fee Schedule attached as 'Exhibit A - Master Fee Schedule' is hereby adopted and shall become effective on July 1, 2026

That this Resolution shall be effective upon passage by the City Council this 1st day of July, 2026.

Approved

Attest:

Mayor Tracy Mix

City Recorder Paul Johnson

ADMINISTRATION	
Administrative (Admin) Fee	25% of cost
Public Records Request Fees	<i>(set by Resolution No.1416)</i>
Photocopies	
8.5 x 11, per side	\$0.15
8.5 x 14 & 11 x 17, per side	\$0.50
Lien Search	\$20.00
City Documents <i>(listed; all available on the city website)</i>	\$20.00
Annual Audit Report	\$20.00
Budget Document	\$20.00
City Charter	\$20.00
Comprehensive Land Use Plan	\$20.00
Transportation System Plan	\$20.00
Water Master Plan	\$20.00
Water Management and Conservation Plan	\$20.00
Facility Use	
Meeting rooms	\$50.00/per day
Special & Outdoor Event Permit application	\$25,00
Memorial Field (use)	\$150/per day
Parade permit	\$25.00
Returned Check	\$35.00
Business License Application Processing Fee (per TMC ¹ 5.04.050)	\$25.00
Business license application	
1-2 employees	60.00
3-5 employees	85.00
6-10 employees	110.00
11-20 employees	160.00
21-50 employees	260.00
Excess of 50 employees	410.00
Business License Late Fee <i>(per TMC¹ 5.04.080)</i>	10% to 15%
Solicitor license <i>(per TMC¹ Chapter 5.04.030)</i>	<i>Follows Business License Fee schedule</i>
Collection Agency Charge	25%
Interest Charge <i>(unless otherwise specified by TMC¹)</i>	9%
Candidate filing fee	\$20.00
Liquor license Fees <i>(set by ORS 471.166(7))</i>	
New	\$25.00
Renewal	\$25.00
Ownership change	\$25.00
Application for temporary use <i>(consume alcohol in public places)</i>	\$25.00
Notary Services <i>(per notarial act)</i>	\$10.00
Pinball Machine & Other Similar Devices License <i>(Monthly license fee)</i>	\$10.00
Taxicab Operator Fee <i>(annual; set per TMC¹ 5.16.090)</i>	\$61.80

LIBRARY	
Photocopies	
Library materials (<i>first 5 pages free</i>)	
8.5 x 11, per side	\$0.15
8.5 x 14 & 11 x 17, per side	\$0.50
Color Copies, per side	\$0.25
Microfilm printing 8.5 x 11	\$0.15
Library Card Replacement	\$3.00
Lost Materials	Replacement Cost
Damaged Materials	Replacement Cost
3D Printing (PLA) Limit 1 print per day	\$.15/gm, rounded up to nearest dollar
Button Machines Limit 5 buttons per patron per day	\$1.00 per button, does not include associated printing costs
PLANNING	
Photocopies	
8.5 x 11, per side	\$0.15
11 x 17, per side	\$0.50
18 x 24	\$8.00
24 x 30	\$10.00
24 x 36	\$15.00
36 x 42	\$20.00
Annexation & Rezone	\$1,750.00
Appeal, Land Use (misc.)	\$575.00
Appeal of Type II permit	\$300.00
Appeal of Type III permit	\$575.00
Code Amendment	\$1000.00
If permit requires Measure 56 public notice	\$1000.00 + notification costs
Comprehensive Plan Amendment	\$1000.00
If permit requires Measure 56 public notice	\$1000.00 + notification costs
Conditional Use	\$575.00
Demolition Permit	\$25.00
Exception to Statewide Goal	\$2,660.00
Expedited Land Division	\$2,000.00
Floodplain Development Permit	\$25.00
Interpretation, Code (official)	\$175.00
Land Division Adjustment	\$75.00
Land Division Variance	\$535.00
Land Use Compatibility Statement Review	\$25.00
Lot Line Adjustment	\$150.00
Middle Housing Land Division	\$2,000.00
Modification of approval	75% of original application fee
Non-Conforming Use or Development Determination Letter	\$25.00
Partition – Minor	\$535.00
Partition – Major	\$930.00
Planned Unit Development	\$1000.00 + \$20 per lot

PLANNING CONTINUED	
Recreational Vehicle Permit (Temp Use Permit)	\$55.00
Replat – Minor	\$535.00
Replat – Major	\$1000.00
Restrictive Lot Line Covenant	\$100.00 + Admin Fee
Riparian Modification Permit	\$200.00
Similar Use (Planning Commission)	\$575.00
Subdivision	\$1000.00 +\$20 per Lot
Tree Permit	\$25.00
Urban Growth Boundary Amendments	\$2,660.00
Vacation – Street & Plats	\$2,000.00
Variances	
Class A (Type I)	\$75.00
Class B (Type II)	\$300.00
Class C (Type III)	\$575.00
Zone Change (Type IV)	\$1000.00
Multiple Land Use Applications	Highest tier + 75% of each additional land use application when submitted together
<i>Multiple Type I Permits (City may waive some fees where overlapping permits do not need significant additional review)</i>	
Type I permit not specified	\$75.00
Type II permit not specified	\$300.00
Type III permit not specified	\$575.00
Type IV permit not specified	\$1000.00
Grading/Excavation Permits	
20 to 100 cubic yards	\$65.00
101 to 1,000 cubic yards	\$65 for the first 100 cubic yards + \$15 for each additional 100 cubic yards or fraction thereof
1,001 to 10,000 cubic yards	\$200 for the first 1,000 cubic yards plus \$13 for each additional 1,000 cubic yards or fraction thereof
10,001 to 100,000 cubic yards	\$317 for the first 10,000 cubic yards plus \$50 for each additional 10,000 cubic yards or fraction thereof
100,001 cubic yards or more	\$767 for the first 100,000 cubic yards plus \$30 for each additional 10,000 cubic yards or fraction thereof
PUBLIC WORKS	
Bid/Contract documents	\$60.00
Specification/Procedure Manual/Standards Manual (<i>available on the city website</i>)	\$25.00
NOTE: Utility Work requiring use of city vehicles and equipment is charged per hour unless otherwise noted	
Mechanic Service Rig	\$70.00
Flatbed Truck	\$80.00
Dump Truck	\$100.00
Backhoe	\$100.00
Vactor Truck	\$170.00

PUBLIC WORKS CONTINUED	
Sludge Truck	\$115.00
Air Compressor	\$70.00
Sweeper	\$170.00
Personnel Costs	
Flagging	Personnel Cost + Admin fee
Operator(s)/crew	Actual Personnel cost
Other Personnel	Actual Personnel cost
Overtime	Actual Personnel cost + Admin fee
Sewer Connection	\$150.00
Right-of-Way Permit	\$60.00
Curbs/Sidewalk Permit	Cost + Admin fee
Engineering Review	Cost + Admin Fee
Public Works Permit Fee	\$160.00
Pavement Disturbance Fee	Cost + Admin fee
Cutting & Trenching	Cost + Admin fee
Haulable Water	\$35.00 per 1,000 gallons
Use of barricades and/or cones	\$26.00/per day
FIRE SERVICES	
Public Safety Reports	
Up to ten (10) pages	\$10.00
Additional pages	\$1.00 per side
Emergency Services related to Fire Department Services	Per State Fire Marshall Schedule
POLICE SERVICES	
Copies of Police Reports* - including CAD reports - up to 10 pages	\$10.00
Additional pages	\$1.00 per side
911 recordings	\$25.00
Video**	\$25.00 + redaction time if required
Tow/impound fee	\$150.00
Photographs	\$5.00 per photo (electronic only)
Parking fines	set by Toledo Municipal Code
False Alarm Response – after four calls per calendar year	\$50.00 each Incident
Dog Impound	assessed by Lincoln County
Dangerous Dog permit (per Ordinance No. 1403 adopted 11-16-2022)	\$100.00

*All records are subject to redaction in accordance with Oregon Statutes.

**Please note: ORS 192.345(40) specifies that public records related to Body-Worn Cameras (BWC) are conditionally exempt from disclosure unless the public interest requires disclosure in the particular incident. All faces will be redacted from all video footage per this statute.



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

Council Goal:	Meeting Date:	Agenda Topic:
N/A	July 8, 2026	Resolution No. 1614, acknowledging Scrivener's Erros and authorizing re-issuance of previously adopted resolutions.
Prepared By:		Approved by:
Rich Huebner, City Manager		Paul Johnson, City Recorder

Reviewed by:
Paul Johnson

Recommendation:

Approve Resolution No. 1614, a Resolution of the Toledo City Council, acknowledging Scrivener's Errors and authorizing the City Recorder to re-issue previously approved resolutions with corrected number, through adoption of the Consent Agenda.

Background:

At its special meeting on May 27, 2026, the Toledo City Council adopted Resolution No. 1608, which adopted policies pertaining to temporary fireworks vendors. Due to a Scrivener's Error, the Council subsequently adopted the City of Toledo's 2026-2027 operating budget through enactment of a Resolution also numbered 1608. Subsequent to said Scrivener's Error, four additional Resolutions have been adopted by the Toledo City Council. Adoption of this propsoed Resolution No. 1614, the City Council expresses its desire to correct this error and authorizes the City Recorder to re-issue these resolutions, which remain valid and in full force and effect, with corrected numbering.

Fiscal Impact:	Fiscal Year:	GL Number:
N/A	N/A	N/A

Attachments:

1. 2026 Resolution No. 1614

**CITY OF TOLEDO
RESOLUTION NO. 1614**

A RESOLUTION OF THE TOLEDO CITY COUNCIL ACKNOWLEDGING SCRIVENER'S ERRORS AND AUTHORIZING THE CITY RECORDER TO RE-ISSUE PREVIOUSLY ADOPTED RESOLUTIONS WITH CORRECTED NUMBERING

WHEREAS, at its special meeting on May 27, 2026, the Toledo City Council adopted Resolution No. 1608, which adopted policies pertaining to temporary fireworks vendors; and

WHEREAS, due to a Scrivener's Error, the Council subsequently adopted the City of Toledo's 2026-2027 operating budget through enactment of a Resolution also numbered 1608; and

WHEREAS, subsequent to the above referenced Scrivener's Error, four additional Resolutions have been adopted by the Toledo City Council; and

WHEREAS, the City of Toledo desires to correct this error;

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

Section 1. The previously adopted Resolutions remain valid and in full force and effect.

Section 2. The City Recorder is hereby authorized to re-issue the below listed Resolutions with the specifically enumerated numbering change:

A RESOLUTION OF THE TOLEDO CITY COUNCIL ADOPTING THE BUDGET, APPROPRIATING FUNDS AND LEVYING TAXES FOR THE FISCAL YEAR 2026-2027

- From Resolution No. *1608* to No. *1609*

A RESOLUTION OF THE TOLEDO CITY COUNCIL DECLARING THE CITY OF TOLEDO'S ELECTION TO RECEIVE STATE SHARED REVENUES FOR FISCAL YEAR 2026-2027 AND CERTIFYING COMPLIANCE WITH ORS 475C RELATED TO MARIJUANA SALES INSIDE CITY LIMITS

- From Resolution No. *1609* to No. *1610*

A RESOLUTION OF THE TOLEDO CITY COUNCIL AUTHORIZING A RATE INCREASE FOR SOLID WASTE DISPOSAL SERVICES PROVIDED BY DAHL DISPOSAL AND REPEALING RESOLUTION NO. 1554

- From Resolution No. *1610* to No. *1611*

A RESOLUTION OF THE TOLEDO CITY COUNCIL SETTING THE STREET LIGHTING UTILITY FEE FOR THE 2026-2027 FISCAL YEAR AND REPEALING RESOLUTION NO. 1581

- From Resolution No. *1611* to *1612*

This resolution is hereby adopted by the Toledo City Council on this 1st day of July, 2026.

APPROVED

ATTEST

Mayor Tracy Mix

City Recorder Paul Johnson



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

Council Goal:	Meeting Date:	Agenda Topic:
N/A	July 8, 2026	Timber's Restaurant and Lounge Application for Temporary Use of an Annual License — 1st Annual Toledo Chamber Main Street Car Show
Prepared By:		Approved by:
Paul Johnson		Rich Huebner, City Manager

Reviewed by:

Paul Johnson
Rich Huebner

Recommendation:

Motion to Approve the Timber's Restaurant and Lounge Application for Temporary use of an Annual License for the 1st Annual Toledo Chamber Main Street Car Show

Background:

Timber's Restaurant and Lounge has submitted an application for the temporary use of its annual liquor license in support of the 1st Annual Toledo Chamber Main Street Car Show, scheduled for September 5, 2026. The event is intended to bring residents, visitors, local businesses, and car enthusiasts together in downtown Toledo for a community-centered celebration.

As part of the event, Timber's Restaurant and Lounge plans to operate a beer garden and offer a full to-go menu for attendees. This will provide an additional food and beverage option for the public while supporting the overall event experience and encouraging visitors to spend time in the Main Street area.

Timber's Restaurant and Lounge is a long-standing local business that has consistently supported community events in Toledo. Their participation in the 1st Annual Toledo Chamber Main Street Car Show reflects their continued commitment to contributing to local activities, supporting economic vitality, and helping create welcoming spaces for community gatherings. Their involvement is expected to enhance the event while also supporting the Chamber's efforts to bring more activity and visibility to Toledo's downtown business district.

Council consideration of this request is needed as part of the local review process for the temporary use of the annual liquor license associated with the event. Staff

recommends Council consider the application and provide the appropriate local government recommendation as part of the liquor license review process.

Fiscal Impact:	Fiscal Year:	GL Number:
N/A	2026-2027	N/A

Attachments:

- 1. Timbers Temporary OLCC Permit Application



OREGON LIQUOR & CANNABIS COMMISSION
**APPLICATION FOR TEMPORARY USE
 OF AN ANNUAL LICENSE (TUAL)**

1. My Annual License Type is a: <input checked="" type="checkbox"/> FULL ON-PREMISES <input type="checkbox"/> LIMITED ON-PREMISES	
2. Licensee Name (please print): Charles G Cyphert	
3. Email: timberslounge@outlook.com	
4. Trade Name of Business: Timbers Restaurant and Lounge	5. Fax (Optional):
6. Street Address of <u>Annual</u> Business: 181 S Main St	7. City: Toledo
8. Contact Person: Charlie Cyphert	9. Contact Phone: 541-336-3272
10. Event Name (if applicable): 1st Annual Toledo Chamber Main St. Car Show	
11. Date(s) of event (no more than seven days, must include delivery dates): Sep 5th	
12. Start/End hours of alcohol service: <u>10am</u> to <u>4pm</u> (include AM/PM)	
13. Address of <u>Special Event</u> (Street, City and Zip): Parking lot north of 181 S Main St	
14. Is the event, or any part of the event, outdoors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
14a. If yes , submit a drawing showing the licensed area and its boundaries.	
15. List the name(s) and service permit number(s) of alcohol manager(s) on-duty and in the licensed area: Charlie Cyphert H5D998	
16. What is the expected attendance <u>per day</u> in the area where alcohol will be sold or consumed? <u>400</u>	
<ul style="list-style-type: none"> • If the expected attendance is 301 or more per day, the event must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168) and you must <u>also</u> answer questions 17 and 18. If your answer is 300 or fewer per day, please skip to question 19. • If the expected attendance is 501 or more per day, you must submit a <u>Plan to Manage</u> along with this application along with answering questions 17 and 18. 	
17. Insurance Company: Insurance World / Trisura	18. Policy #: OSCPP-1001732-02
GOVERNMENT RECOMMENDATION You must obtain a recommendation from the local city or county before submitting this application to the OLCC.	
19. Name the city if the event address is within a city's limits, or the county if the event address is outside city limits: Toledo OR	



OREGON LIQUOR & CANNABIS COMMISSION
**APPLICATION FOR TEMPORARY USE
 OF AN ANNUAL LICENSE (TUAL)**

FOOD SERVICE REQUIREMENT: OAR 845-006-0462 defines the Food Service Requirements for a TUAL. See page 4 for more details on this requirement.

- If distilled spirits are provided at the event, **at least five different meals** must be provided at all times and in all areas where alcohol service is available.
- If distilled spirits are NOT provided at the event, **at least two different meals** must be provided at all times and in all areas where alcohol service is available.

Please select the scenario listed above that matches your event details:

FIVE DIFFERENT MEALS: An event where distilled spirits are provided.

TWO DIFFERENT MEALS: An event where distilled spirits are NOT provided.

List the meals that will be provided at the event:

- | | |
|---|----------|
| 1. <u>Food Trucks in Beer Garden</u> | 2. _____ |
| 3. <u>Full to-go menu from Timbers restaurant</u> | 4. _____ |
| 5. _____ | |

I affirm the following:

- The information on this application is true and accurate.
- Minors (people under the age of 21) and visibly intoxicated people will not be allowed to buy, possess, or consume alcohol.
- The only open containers of alcohol that may be taken off the licensed area are securely covered containers (growlers) of malt beverages, wine, or cider. I will not allow any other open container of alcohol to leave the licensed premises.
- Marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the special event licensed premises.
- The event will meet the food service requirements of a Temporary Use of an Annual License.
- I affirm I am authorized to sign this application on behalf of the applicant.

20. Applicant Name (print): Charles G Cyphert	
21. SIGNATURE: <i>Charles G Cyphert</i>	22. Date: 6/10/2026

CITY OR COUNTY USE ONLY
 The city/county named in #19 above recommends:

Grant Acknowledge Deny (attach written explanation of Deny recommendation)

City/County Staff Name and Title: _____

City/County Signature: _____ Date: _____

FORM TO OLCC: This license is valid only when signed by an OLCC representative.

OLCC USE ONLY Fee Paid: _____ Date: _____ Receipt #: _____

License is Approved Denied Not Processed - Reason: _____

OLCC Signature: _____ Date: _____



OREGON LIQUOR & CANNABIS COMMISSION
**APPLICATION FOR TEMPORARY USE
OF AN ANNUAL LICENSE (TUAL)**

FOOD REQUIREMENTS FOR TUAL

WHAT AMOUNT OF FOOD MUST I PROVIDE?

- **Five different meals:** If distilled spirits are provided at the event, **at least five different meals** must be provided at all times and in all areas where alcohol service is available.
- **Two different meals:** If distilled spirits are NOT provided at the event, **at least two different meals** must be provided at all times and in all areas where alcohol service is available.

WHAT CONSTITUTES A MEAL?

A meal is a food item that is typically served as a main course or entrée. Some examples are fish, steak, chicken, pasta, pizza, and sandwiches. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips, and crackers do not qualify as meals.

WHAT DOES DIFFERENT MEAN?

Different means meals that the OLCC determines differ in their primary ingredients or method of preparation. For example, a turkey sandwich differs from a salami sandwich, a beef burger differs from a turkey burger, and fried chicken differs from baked chicken. Different sizes of the same item are not considered different.

IS THERE AN EXCEPTION TO PROVIDING THE TWO DIFFERENT MEALS?

The OLCC must determine that the clearly dominant emphasis is food service at all times in the area where alcohol service is available in order for you to provide only one meal. The OLCC will work with you to make this determination prior to approving your application.

WHAT DOES IT MEAN TO PROVIDE FOOD SERVICE AT ALL TIMES AND IN ALL AREAS WHERE ALCOHOL SERVICE IS AVAILABLE?

Patrons must be able to obtain food service inside the special event licensed area. You may use either of the following two methods to provide food service:

- Within all areas where alcohol service is available, have the minimum required meals available for patrons at all times; or
- Within all areas where alcohol service is available, have a menu of the minimum required meals (plus any other items you may choose to include) available for patrons at all times and be able to provide the meals in the area if a patron chooses to order food. The meals could be kept at a location other than the area where the alcohol is served; however, you must be able to provide the meals to the patron in the area where alcohol service is available.

IS PROVIDING TASTINGS OF ALCOHOL CONSIDERED PROVIDING ALCOHOL SERVICE?

Yes, providing tastings of alcohol is considered providing alcohol service; therefore, the food requirements must be met.

MAY I USE FOOD PROVIDED BY A CONTRACTOR(S) TO MEET THE FOOD REQUIREMENT?

Yes, the food service may be provided by someone other than you; however, even if food service is provided by a contractor, you are fully responsible for compliance with the food requirements. You may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

WHO CAN THE CONTRACT FOR THE FOOD SERVICE BE WITH?

The contract can be between:

- You (the OLCC licensee) and the food service contractor; or
- The organizer of the event and the food service contractor.

DOES THE FOOD SERVICE CONTRACT NEED TO BE IN WRITING?

No, the food service contract does not need to be in writing; however, you may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.



**OREGON LIQUOR CONTROL COMMISSION
IDENTIFYING A SPECIAL EVENT LICENSED AREA**

The OLCC is prohibited from licensing an area that does not have defined boundaries.

Please complete items 1 – 5 and then use the box below to draw the licensed area.

1. Applicant Name (please print): Charlie Cyphert

2. Event Street Address: 181 S Main St.

3. City/County: Toledo, Lincoln

4. Date(s) of Event: 9/5/2025

5. Please list and describe what barrier(s) will be used to define the boundaries of the licensed area. For example: "A 6 foot high wooden fence." One entrance will be closed with city road barriers. The other will be the entrance/exit of the event with monitors. Also the other sides of the parking lot are on an extreme hill and metal fence.

USE THIS BOX TO DRAW THE LICENSED AREA

Please see map

Secure area with Beer garden





City of Toledo
Request for City Council Action

Council Goal:	Meeting Date:	Agenda Topic:
N/A	July 8, 2026	Timber's Restaurant and Lounge Application for Temporary Use of an Annual License - Art, Oysters & Brews
Prepared By:		Approved by:
Paul Johnson		Rich Huebner, City Manager

Reviewed by:

Paul Johnson
Rich Huebner

Recommendation:

Motion to Approve Timber's Restaurant and Lounge Application for Temporary Use of an Annual License - Art, Oysters & Brews

Background:

Timber's Restaurant and Lounge has submitted an application for the temporary use of its annual liquor license in support of the Art, Oysters & Brews, scheduled for August 1st and 2nd, 2026. The event is intended to bring residents, visitors, local businesses, and car enthusiasts together in downtown Toledo for a community-centered celebration.

As part of the event, Timber's Restaurant and Lounge plans to operate a beer garden, sell Cajun oysters, and offer a full to-go menu for attendees. This will provide an additional food and beverage option for the public while supporting the overall event experience and encouraging visitors to spend time in the Main Street area.

Timber's Restaurant and Lounge is a long-standing local business that has consistently supported community events in Toledo. Their participation in the Art, Oysters & Brews reflects their continued commitment to contributing to local activities, supporting economic vitality, and helping create welcoming spaces for community gatherings. Their involvement is expected to enhance the event while also supporting the Economic Development Alliance of Lincoln County's (EDALC) efforts to bring more activity and visibility to Toledo's downtown business district.

Council consideration of this request is needed as part of the local review process for the temporary use of the annual liquor license associated with the event. Staff recommends Council consider the application and provide the appropriate local government recommendation as part of the liquor license review process.

Fiscal Impact:	Fiscal Year:	GL Number:
N/A	2026-2027	N/A

Attachments:

1. Timbers Temporary OLCC Permit Applciation



OREGON LIQUOR & CANNABIS COMMISSION APPLICATION FOR TEMPORARY USE OF AN ANNUAL LICENSE (TUAL)

FULL ON-PREMISES SALES LICENSE TUAL PRIVILEGES

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) for drinking off the special event licensed area. The container may not hold more than two gallons. You must not allow any other open container of alcohol to leave the licensed premises.
- Sell at retail malt beverages, wine, and cider in a factory-sealed container to consumers for consumption **off** the licensed premises.
- May **deliver** factory-sealed containers and securely covered containers (growlers) of malt beverages (beer), wine, and cider direct to consumer for consumption **off** the licensed premises; however, must follow the delivery rules under OAR 845-006-0392 and 845-006-0396. Delivery date(s) must be included in the listed event date(s) on the application.

LIMITED ON-PREMISES SALES LICENSE TUAL PRIVILEGES

- Sell at retail malt beverages, wine, and cider by the drink for consumption in the special event licensed area.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons. You must not allow any other open container of alcohol to leave the licensed premises.
- Sell at retail malt beverages, wine, and cider in a factory-sealed container to consumers for consumption **off** the licensed premises.
- May **deliver** factory-sealed containers and securely covered containers (growlers) of malt beverages (beer), wine, and cider direct to consumer for consumption **off** the licensed premises; however, must follow the delivery rules under OAR 845-006-0392 and 845-006-0396. Delivery date(s) must be included in the listed event date(s) on the application.

TUAL LICENSE FEE & APPLICATION STEPS

- **License Days:** In #11 below, you may apply for a maximum of **seven** license days per application form.
- The TUAL license fee is \$10.00 per license day (or any part of a license day). A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- To submit the application:
 1. Fill out the application and any additional forms (if applicable) completely.
 2. Submit the application to the local government identified in question #19. The local government will complete the gray box marked CITY OR COUNTY USE ONLY. They may charge a fee for this service. **You MUST complete this step prior to submitting your application to OLCC.**
 3. Submit your application to the OLCC office that serves the county where your event will take place:
 - For mailed-in submissions, license fees can be paid by **check or money order** payable to OLCC.
 - **Cash payments** can be made **in person** at your regional OLCC office when you submit your application.
 - Find the appropriate OLCC office here: [OLCC offices and the counties they serve](#).

Process Time

OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #11 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.



OREGON LIQUOR & CANNABIS COMMISSION
**APPLICATION FOR TEMPORARY USE
 OF AN ANNUAL LICENSE (TUAL)**

1. My Annual License Type is a: <input checked="" type="checkbox"/> FULL ON-PREMISES <input type="checkbox"/> LIMITED ON-PREMISES	
2. Licensee Name (please print): Charles G Cyphert	
3. Email: timberslounge@outlook.com	
4. Trade Name of Business: Timbers Restaurant and Lounge	5. Fax (Optional):
6. Street Address of <u>Annual</u> Business: 181 S Main St	7. City: Toledo
8. Contact Person: Charlie Cyphert	9. Contact Phone: 541-336-3272
10. Event Name (if applicable): Art, Oyster Beer Fest	
11. Date(s) of event (no more than seven days, must include delivery dates): Aug 1st and 2nd	
12. Start/End hours of alcohol service: <u>12pm</u> to <u>5pm</u> (include AM/PM)	
13. Address of <u>Special Event</u> (Street, City and Zip): Parking lot north of 181 S Main St	
14. Is the event, or any part of the event, outdoors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
14a. If yes , submit a drawing showing the licensed area and its boundaries.	
15. List the name(s) and service permit number(s) of alcohol manager(s) on-duty and in the licensed area: Charlie Cyphert H5D998	
16. What is the expected attendance <u>per day</u> in the area where alcohol will be sold or consumed? <u>400</u>	
<ul style="list-style-type: none"> • If the expected attendance is 301 or more per day, the event must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168) and you must <u>also</u> answer questions 17 and 18. If your answer is 300 or fewer per day, please skip to question 19. • If the expected attendance is 501 or more per day, you must submit a <u>Plan to Manage</u> along with this application along with answering questions 17 and 18. 	
17. Insurance Company: Insurance World / Trisura	18. Policy #: OSCPP-1001732-02
GOVERNMENT RECOMMENDATION You must obtain a recommendation from the local city or county before submitting this application to the OLCC.	
19. Name the city if the event address is within a city's limits, or the county if the event address is outside city limits: Toledo OR	



OREGON LIQUOR & CANNABIS COMMISSION
**APPLICATION FOR TEMPORARY USE
 OF AN ANNUAL LICENSE (TUAL)**

FOOD SERVICE REQUIREMENT: OAR 845-006-0462 defines the Food Service Requirements for a TUAL. See page 4 for more details on this requirement.

- If distilled spirits are provided at the event, **at least five different meals** must be provided at all times and in all areas where alcohol service is available.
- If distilled spirits are NOT provided at the event, **at least two different meals** must be provided at all times and in all areas where alcohol service is available.

Please select the scenario listed above that matches your event details:

FIVE DIFFERENT MEALS: An event where distilled spirits are provided.

TWO DIFFERENT MEALS: An event where distilled spirits are NOT provided.

List the meals that will be provided at the event:

- | | |
|---|----------|
| 1. <u>Cajun Oysters</u> | 2. _____ |
| 3. <u>Full to-go menu from restaurant</u> | 4. _____ |
| 5. _____ | |

I affirm the following:

- The information on this application is true and accurate.
- Minors (people under the age of 21) and visibly intoxicated people will not be allowed to buy, possess, or consume alcohol.
- The only open containers of alcohol that may be taken off the licensed area are securely covered containers (growlers) of malt beverages, wine, or cider. I will not allow any other open container of alcohol to leave the licensed premises.
- Marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the special event licensed premises.
- The event will meet the food service requirements of a Temporary Use of an Annual License.
- I affirm I am authorized to sign this application on behalf of the applicant.

20. Applicant Name (print): **Charles G Cyphert**

21. SIGNATURE: *Charles G Cyphert*

22. Date: **6/10/2020**

CITY OR COUNTY USE ONLY

The city/county named in #19 above recommends:

Grant Acknowledge Deny (attach written explanation of Deny recommendation)

City/County Staff Name and Title: _____

City/County Signature: _____ Date: _____

FORM TO OLCC: This license is valid only when signed by an OLCC representative.

OLCC USE ONLY Fee Paid: _____ Date: _____ Receipt #: _____

License is Approved Denied Not Processed - Reason: _____

OLCC Signature: _____ **Date:** _____



OREGON LIQUOR & CANNABIS COMMISSION
**APPLICATION FOR TEMPORARY USE
OF AN ANNUAL LICENSE (TUAL)**

FOOD REQUIREMENTS FOR TUAL

WHAT AMOUNT OF FOOD MUST I PROVIDE?

- **Five different meals:** If distilled spirits are provided at the event, **at least five different meals** must be provided at all times and in all areas where alcohol service is available.
- **Two different meals:** If distilled spirits are NOT provided at the event, **at least two different meals** must be provided at all times and in all areas where alcohol service is available.

WHAT CONSTITUTES A MEAL?

A meal is a food item that is typically served as a main course or entrée. Some examples are fish, steak, chicken, pasta, pizza, and sandwiches. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips, and crackers do not qualify as meals.

WHAT DOES DIFFERENT MEAN?

Different means meals that the OLCC determines differ in their primary ingredients or method of preparation. For example, a turkey sandwich differs from a salami sandwich, a beef burger differs from a turkey burger, and fried chicken differs from baked chicken. Different sizes of the same item are not considered different.

IS THERE AN EXCEPTION TO PROVIDING THE TWO DIFFERENT MEALS?

The OLCC must determine that the clearly dominant emphasis is food service at all times in the area where alcohol service is available in order for you to provide only one meal. The OLCC will work with you to make this determination prior to approving your application.

WHAT DOES IT MEAN TO PROVIDE FOOD SERVICE AT ALL TIMES AND IN ALL AREAS WHERE ALCOHOL SERVICE IS AVAILABLE?

Patrons must be able to obtain food service inside the special event licensed area. You may use either of the following two methods to provide food service:

- Within all areas where alcohol service is available, have the minimum required meals available for patrons at all times; or
- Within all areas where alcohol service is available, have a menu of the minimum required meals (plus any other items you may choose to include) available for patrons at all times and be able to provide the meals in the area if a patron chooses to order food. The meals could be kept at a location other than the area where the alcohol is served; however, you must be able to provide the meals to the patron in the area where alcohol service is available.

IS PROVIDING TASTINGS OF ALCOHOL CONSIDERED PROVIDING ALCOHOL SERVICE?

Yes, providing tastings of alcohol is considered providing alcohol service; therefore, the food requirements must be met.

MAY I USE FOOD PROVIDED BY A CONTRACTOR(S) TO MEET THE FOOD REQUIREMENT?

Yes, the food service may be provided by someone other than you; however, even if food service is provided by a contractor, you are fully responsible for compliance with the food requirements. You may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

WHO CAN THE CONTRACT FOR THE FOOD SERVICE BE WITH?

The contract can be between:

- You (the OLCC licensee) and the food service contractor; or
- The organizer of the event and the food service contractor.

DOES THE FOOD SERVICE CONTRACT NEED TO BE IN WRITING?

No, the food service contract does not need to be in writing; however, you may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.



**OREGON LIQUOR CONTROL COMMISSION
IDENTIFYING A SPECIAL EVENT LICENSED AREA**

The OLCC is prohibited from licensing an area that does not have defined boundaries.

Please complete items 1 – 5 and then use the box below to draw the licensed area.

1. Applicant Name (please print): Charlie Cyphert

2. Event Street Address: 181 S Main St.

3. City/County: Toledo, Lincoln

4. Date(s) of Event: August 1st and 2nd

5. Please list and describe what barrier(s) will be used to define the boundaries of the licensed area. For example: "A 6 foot high wooden fence." One entrance will be closed with city road barriers. The other will be the entrance/exit of the event with monitors. Also the other sides of the parking lot are on an extreme hill and metal fence.

USE THIS BOX TO DRAW THE LICENSED AREA

Please see map

Secure area with Beer garden





Event Name: Art Oyster Beer Fest
 Event Coordinator: Charles G Cyphert
 Event Coordinator's Phone: 541-336-3272

SINGLE EVENT TEMPORARY RESTAURANT LICENSE APPLICATION

**Submit the proper fee with the completed application prior to the event.
 (Nonprofit tax ID No. _____)**

1. **Food Booth Name:** Timbers Restaurant and Lounge

Event Location: Parking Lot North of 181 S Main st Toledo OR 97391

Person in Charge of Booth: Charles G Cyphert

Day Phone: 541-336-3272

Mobile Phone: 541-961-9074

Mailing Address: 181 S Main St Toledo OR 97391

Hours of Operation: 12-5pm Dates: Aug 1st and 2nd

2. **Advance Preparation:** All food must be prepared in a facility approved by Health Services or the Dept. of Agriculture. For any foods prepared before the event, describe how the food will be cooked and rapidly cooled (include container type, food depth, and equipment)? Some foods requiring extensive cooling and reheating may be prohibited.

NO HOME-PREPARED FOODS ARE ALLOWED

Describe: We will be offering full restaurant TO-GO menu. We will also be steaming oysters in the shell for onsite consumption. Also all oyster sales will be direct sale (kettle to customer).

3. **Food Temperature Control:** How will you provide for proper food temperature control?

a) Cold-holding devices (e.g., refrigerators, coolers)

Describe: onsite draft cooler / ice bins for condiments

b) Hot-holding devices (e.g., warmer, steam table, heat cabinet)

Describe: Insulated Food Warmer / Heat lamp tray

c) Rapid-heating devices (e.g., stove, oven, burner)

Describe: Propain powered kettle

4. **Leftovers:** What will you do with leftover food?

Describe: Any left over oysters will be cooled instanly and used for stew the next day.

5. **Booth Construction:**

Type of Overhead Protection Provided: Outdoor

Type of Floor Provided: Parking Lot

Type of Screening Provided: Tent will be over hadwashing station and retail table

6. **Water Source:** Hand washing sink will be fed from building city water and drained into bucket.

ALL WATER UTILIZED MUST BE OBTAINED FROM AN APPROVED PUBLIC WATER SUPPLY

7. **Must Obtain Before Event:**

- Food Handler Cards (1 certified worker per shift)
- Probe Thermometer to check food temperatures (Range of 0°-220°F)
- Refrigerator Thermometer in every cooler/refrigerator unit
- Hand-washing Facilities (Must be set up before any food preparation takes place)
Describe: Hand washing sink will be fed by city water from building

Test Strips for sanitizing solution (e.g., 1 tsp. bleach per gallon of water)

8. **MENU:** (List all food items, including toppings)

<u>Food Item</u>	<u>Preparation on-site/off-site</u>	<u>Food Item</u>	<u>Preparation on-site/off-site</u>
<u>e.g., chicken rice soup</u>	/ x		/
Cajun Oysters	<input checked="" type="checkbox"/> / <input type="checkbox"/>		<input type="checkbox"/> / <input type="checkbox"/>
restaurant menu to go	<input type="checkbox"/> / <input checked="" type="checkbox"/>		<input type="checkbox"/> / <input type="checkbox"/>
	<input type="checkbox"/> / <input type="checkbox"/>		<input type="checkbox"/> / <input type="checkbox"/>
	<input type="checkbox"/> / <input type="checkbox"/>		<input type="checkbox"/> / <input type="checkbox"/>
	<input type="checkbox"/> / <input type="checkbox"/>		<input type="checkbox"/> / <input type="checkbox"/>
	<input type="checkbox"/> / <input type="checkbox"/>		<input type="checkbox"/> / <input type="checkbox"/>
	<input type="checkbox"/> / <input type="checkbox"/>		<input type="checkbox"/> / <input type="checkbox"/>
	<input type="checkbox"/> / <input type="checkbox"/>		<input type="checkbox"/> / <input type="checkbox"/>

Applicant Signature: _____ Date: _____

FACILITY USED FOR (OFF-SITE) FOOD PREP, STORAGE, AND UTENSIL WASHING:

Facility Name: Timbers Restaurant and Lounge

Address: 181 S Main St. Toledo OR 97391 Phone: 541-336-3272

Facility Operator Signature: Charli Ayshat Date: 6/10/2026



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

Council Goal:	Meeting Date:	Agenda Topic:
To sustain and expand an inclusive and welcoming work environment, with a focus on enhancing retention rates.	July 8, 2026	Resolution No. 1615, a resolution of the Toledo City Council Adopting a Salary Schedule for Non-Represented Employee Positions for fiscal year 2026-2027.
Prepared By:		Approved by:
Rich Huebner, City Manager		Rich Huebner, City Manager

Reviewed by:

Paul Johnson
Rich Huebner

Recommendation:

Motion to adopt Resolution No. 1615, a resolution of the Toledo City Council adopting a salary schedule for non-represented employee positions for fiscal year 2026-2027.

Background:

The City recognizes cost of living adjustments (COLAs) for represented and non-represented employees. COLAs for represented employees are specified in the Collective Bargaining agreement between the City and both of the Toledo employee bargaining units. In the past, the City has tried to reflect a COLA wage adjustment for the non-represented City employees in a similar fashion and amount. The COLA increases for fiscal year 2026-2027, as established in the collective bargaining agreements (CBAs) previously approved by the Toledo City Council, are 4% for the Toledo Public Safety Association (TPSA) and 3.5% for the Toledo Employee Association (TEA).

The 2026-2027 budget was prepared assuming a 4% COLA increase for non-represented staff, ensuring adequate funds are available for the proposed increase. Increasing the non-represented salary schedule based on COLA amounts for represented staff helps maintain a fair and equitable salary range for non-represented employees, especially supervisory staff and management.

Consideration of an annual COLA wage adjustment for non-represented staff based upon the COLA amounts agreed to in the represented employee's collective bargaining agreements will provide an opportunity for the Council to adjust wages to maintain

competitiveness in the local public sector wage market, as well as reduce wage compression issues between represented and non-representative employees.

Fiscal Impact:	Fiscal Year:	GL Number:
There is no new fiscal impact. As described above, the proposed 4% COLA was incorporated into the adopted 2026-2027 fiscal year budget.	2026-2027	Various

Attachments:

- 1. 2026 1615 A RESOLUTION OF THE TOLEDO CITY COUNCIL ADOPTING A SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES FOR FY26-27
- 2. 7.C Exhibit A - Proposed Salary Schedule Non-represented

**CITY OF TOLEDO
RESOLUTION NO. 1615**

A RESOLUTION OF THE TOLEDO CITY COUNCIL ADOPTING A SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEE POSITIONS FOR FISCAL YEAR 2026-2027

WHEREAS, the City of Toledo has established salary schedules for all positions of employment within the City of Toledo; and

WHEREAS, the Toledo City Council is authorized by Chapter III, Section 11 of the City Charter to establish maximum compensation for City officers and employees; and

WHEREAS, the Toledo City Council desires to maintain fair and equitable compensation for City staff; and

WHEREAS, the Toledo City Council finds it to be in the best interest of the City to annually adjust the compensation of City staff to maintain said fair and equitable compensation for all positions;

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

- Section 1. The City of Toledo Salary Schedule for non-represented employee positions for fiscal year 2026-2027, attached hereto as “Exhibit A” is hereby adopted.
- Section 2. This Resolution shall be immediately effective upon passage by the Toledo City Council.

This resolution is hereby adopted by the Toledo City Council on this 1st day of July, 2026.

APPROVED

ATTEST

Mayor Tracy Mix

City Recorder Paul Johnson

City of Toledo Salary Schedule
Non-Represented

Draft

Salary Schedule Effective July 1, 2026

with 4% COLA

Grade	Position	1	2	3	4	5	6
30		\$3,730	\$3,877	\$4,035	\$4,195	\$4,364	\$4,542
31		\$4,114	\$4,275	\$4,450	\$4,628	\$4,812	\$5,007
32		\$4,394	\$4,570	\$4,750	\$4,942	\$5,141	\$5,346
33	Assistant Library Director	\$4,780	\$5,026	\$5,195	\$5,502	\$5,730	\$5,898
34	Accounting Supervisor Dispatch Supervisor	\$5,354	\$5,569	\$5,792	\$6,024	\$6,264	\$6,515
35	Assistant Fire Chief	\$5,360	\$5,570	\$5,771	\$5,992	\$6,214	\$6,475
36	City Recorder Human Resources Specialist	\$5,629	\$5,853	\$6,088	\$6,328	\$6,582	\$6,847
37	Public Works Operations Supervisor	\$6,051	\$6,290	\$6,450	\$6,776	\$6,945	\$7,252
38	Information Systems Administrator	\$6,318	\$6,573	\$6,837	\$7,113	\$7,396	\$7,693
39	Police Sergeant	\$6,884	\$7,161	\$7,448	\$7,746	\$8,055	\$8,378
40	City Planner	\$6,751	\$7,016	\$7,303	\$7,594	\$7,900	\$8,215
41	Library Director	\$7,019	\$7,301	\$7,594	\$7,899	\$8,215	\$8,542
42		\$7,640	\$7,947	\$8,264	\$8,595	\$8,940	\$9,295
43	Finance Director Fire Chief Police Chief Public Works Director Human Resources Director	\$8,402	\$8,742	\$9,089	\$9,453	\$9,832	\$10,225

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 th 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
	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
	New Contract with Salvation Army for Utility Assistance	RH
	Street Light Fee – Discussion	RH/JR/MS

Goal #	June 17, 2026 Regular Meeting	Staff Lead
	Resolution establishing 2026-2027 Street Light Fee	RH/JR/MS

Goal #	June 24, 2026 Work Session	Staff Lead
	Transportation	
	Event Permit ordinance	
	Fee Schedule	RH/PEJ

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