

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



**TOLEDO CITY COUNCIL
 City Council Special Meeting
 April 08, 2026**

1. Call to Order & Flag Salute

- a. Mayor Mix called the July 8, 2026 Toledo City Council Special Meeting to order at 6:00 PM at City Hall, 206 North Main Street, Toledo, Oregon. Mayor Mix led the Pledge of Allegiance.

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, City Attorney Souvanny Miller and City Recorder Paul Johnson.
- c. A quorum was present.

3. Public Comments

a. In-person/Online Comments

- i. Brenda Brown appeared before the Council representing both the Toledo History Center and the Yaquina Pacific Railroad Historical Society. She thanked the Council for its past financial support and announced that both organizations intend to submit applications for discretionary funding in the amount of \$12,000 each, consistent with prior years' requests.
- ii. City Manager Rich Huebner confirmed that a funding application form had been finalized and would be forwarded to the organizations early the following week.
- iii. Councilor Keating raised substantive concerns about the process by which these annual requests have been handled. He noted that the Council's strategic reserve fund is intended for one-time, unanticipated expenses and expressed discomfort with it being used year after year to fund the same organizations. He suggested that recurring requests of this nature more

properly belong before the City's Charitable Contributions Committee, which exists specifically to oversee such distributions, and that directing funding outside of that process creates an inequitable two-track system for nonprofit applicants. He further observed that the combined total of roughly \$24,000 in annual support to these two organizations, coming just days after the start of a new budget year, represents a use of reserves that the Council had discussed as unsustainable during the recent budget cycle.

- iv. Mayor Mix acknowledged Councilor Keating's concerns as valid but provided historical context, explaining that the City had stepped in specifically because Lincoln County had reduced its support for these institutions, and that the Council had made a deliberate decision to prevent them from failing. She noted that both organizations are heavily volunteer-run, with very limited capacity to pursue grant funding for operational expenses, and that operational grant funding is particularly scarce. Brenda Brown confirmed that the organizations do actively pursue project-based grants and receive some biannual funding from the county via the transient room tax, though that source has been identified as uncertain going forward.
- v. City Manager Huebner affirmed that the development of an open application process was specifically intended to address the concern about favoritism, ensuring that any nonprofit could apply rather than only those with the initiative to approach the Council directly.
- vi. Council President Chambers asked when the strategic reserve fund had been formally restricted to one-time uses only, noting that the Council has always retained discretion over its use. Councilor Keating clarified that his concern stemmed from a budget principle in the City's own adopted budget document stating that one-time funds should not be used for ongoing services, and that the reserve fund's revenue sources tied to the GP Mill, had not been fully evaluated as to their predictability.
- vii. Mayor Mix suggested that a line item in the City's annual budget for these organizations may ultimately be the most appropriate and transparent solution, a direction that Councilor Keating indicated he would support as preferable to the current ad hoc approach. The discussion concluded with consensus that the matter should be taken to a future work session for a more structured policy conversation. The organizations were directed to submit their applications, with the understanding that Council would consider any process changes before acting on them.
- viii. No online comments were received.

b. Submitted Comments

- i. City Recorder Paul Johnson confirmed that no written comments had been submitted beyond those already addressed.

4. Consent Agenda

- a. Prior to a motion, Councilor Keating noted a correction to the June 17, 2026 City Council Meeting Minutes. In item 9.d.3, a remark regarding a prior rate adjustment, specifically, that 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, had been attributed to Councilor Chambers. Councilor Keating confirmed that the remark was his own. City Recorder Johnson acknowledged the correction.

- b. Motion to approve the Consent Agenda as amended was made by Council President Chambers and seconded by Councilor Keating. 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		

5. Toledo Beat and/or Presentations

- a. City Recorder Presentation.
 - i. City Recorder Paul Johnson presented Councilor Riley and Council President Chambers each with a certified oath of office certificate, signed by both Mayor Mix and the City Recorder. The certificates were described as a formal keepsake suitable for display, with the recipients asked to sign the document acknowledging their understanding of their oath.
- b. Toledo Police Department Meritorious Award — Matthew Miner
 - i. City Manager Huebner explained that this item was not presented at the meeting. The prior regular meeting had been canceled due to a lack of quorum, and the cancellation notice did not reach the award recipient's family—who had traveled from Sweet Home—before they arrived in Toledo. Chief Pace accordingly presented the meritorious award to Matthew Miner privately, with family present, rather than have the recognition delayed further. The Council acknowledged Matthew Miner on the record.

6. Discussion and Information Items

- a. None

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
 - i. City Manager Huebner presented both items together, noting their close relationship. He explained that while Timber's Restaurant and Lounge holds an existing OLCC liquor license, use of that license at off-premises events requires a separate Council recommendation to the state. Both applications pertain to Timber's operating a beer garden, the first at the 1st

Annual Toledo Chamber Main Street Car Show on September 5, and the second at the annual Art Oysters and Brews event. The designated beer garden location for both events is the parking lot adjacent to Brewster's Whimsy.

- ii. Councilor Keating noted that the beer garden layout appeared similar to the prior year's arrangement and confirmed it had been well managed. City Manager Huebner also noted that the Art Oysters and Brews volunteer sign-up includes positions for beer garden monitors to ensure age compliance.
- iii. Motion to approve both Timber's Restaurant and Lounge applications for temporary use of an annual license, as presented, was made by Councilor Keating and seconded by Councilor Kauffman. 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		X	Councilor Kauffman	X		
4			Vacant Seat			
5	X		Councilor Keating	X		
6			Councilor Burns	X		

- 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.
 - i. City Manager Huebner presented Resolution No. 1615, explaining that while cost-of-living adjustments (COLAs) for represented employees are embedded in existing collective bargaining agreements and require no separate Council action, COLAs for non-represented employees must be formally adopted by resolution on an annual basis. The administration recommended a 4% COLA for non-represented staff for fiscal year 2026–2027, consistent with the 4% COLA already established for the Toledo Public Safety Association and in close alignment with the 3.5% COLA for the Toledo Employee Association. The 4% figure was included in the operating budget approved earlier in the year. City Manager Huebner noted that the recommendation also took into account local public sector market competitiveness and the consumer price index.
 - ii. 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, was made by Council President Chambers and seconded by Councilor Keating. 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		

8. Staff Reports

a. City Manager Report

- i. Special Meeting Rationale: The special meeting was called to address time-sensitive items, specifically the OLCC license applications and the salary schedule resolution. The Finance Department had requested the salary resolution be adopted as early as possible to allow payroll adjustments to be processed before the end-of-month payroll cycle.
- ii. Scrivener's Error, Resolution Numbering: City Manager Huebner drew attention to an item on the consent agenda authorizing the City Recorder to correct an inadvertent duplication in resolution numbering. Both the fireworks vendor regulations resolution and the budget resolution had been assigned the number 1608. He noted that while the error could likely have been corrected administratively, he chose to address it through a formal resolution in the interest of full transparency. A copy of the correcting resolution must be provided to Lincoln County by July 15. He confirmed that no substantive content of the budget resolution was altered, and that the budget resolution remains legally sound.
- iii. Art Oysters and Brews Volunteer Sign-Up: City Manager Huebner indicated he had received a volunteer sign-up sheet from Economic Development Alliance (EDA) staff for Art Oysters and Brews and would be distributing it to Council via email as a live Google Doc. He asked Council members to exercise care not to inadvertently delete others' entries when adding their own names.
- iv. Oregon City Management Association Conference: City Manager Huebner noted he was attending the conference remotely from Ashland and looked forward to returning the following week.

9. Issue Tracker & Future Agenda Items

a. Issue Tracker

- i. Mayor Mix proposed removing the "Merit Mix Report" item from the Council Issue Tracker, noting that the community feedback captured in that document had been incorporated into the Council's goal-setting work session and was being addressed through existing initiatives. Councilor Keating agreed that the document had been intentionally integrated into the Council's adopted goals. There was no objection, and the item was removed from the tracker.

- b. Future Agenda Items
 - i. Art Oysters and Brews Update (July 15 Regular Meeting): Councilor Keating requested a more comprehensive presentation on Art Oysters and Brews at the next regular meeting, including event logistics, vendor participation, and the City's evolving role. City Manager Huebner confirmed he would provide a thorough update and would invite EDA staff members Stacy and/or Sarah to attend. He noted that an event planning meeting held that morning had yielded positive news, with more vendors already signed up at this point than were present at the entire event the previous year.
 - ii. National Night Out (July 15 Regular Meeting): Council President Chambers raised National Night Out, scheduled for August 4, as a topic requiring discussion at the next meeting. Mayor Mix indicated the City should consider having a table presence and explore appropriate giveaway items for the community. City Manager Huebner agreed to request an update from Ron Bush for the July 15 meeting.
 - iii. July 22 Work Session — Proposed Agenda Items:
 - 1. Community Blight / Code Enforcement Escalation: Councilor Keating expressed interest in exploring a light ordinance or code enforcement escalation policy. Mayor Mix agreed to add this to the July 22 work session, and City Manager Huebner noted that the City Attorney had already been asked to research the City's available options on this topic.
 - 2. Council Strategic Reserve Fund and Charitable Contributions Process: Mayor Mix proposed adding the discretionary fund and nonprofit contributions policy discussion, which had arisen during public comment, to the July 22 work session as the final agenda item, with the understanding that it could be moved to a later meeting if time did not allow.
 - 3. Tricia Anderson Memorial: Mayor Mix and City Recorder Johnson discussed pinning down a date for the annual Tricia Anderson memorial event, tentatively targeted for the first one to two weeks of October to take advantage of better weather. This was noted for brief discussion at the work session.
 - 4. Hanging Basket Irrigation: Council President Chambers raised a concern about the timing and duration of watering for the City's hanging flower baskets on Main Street, noting the watering schedule may not be optimal for plant health. It was noted that Public Works staff member Brian Beal was already looking into adjusting the irrigation schedule and duration.
 - iv. City Website Redesign: City Recorder Johnson provided a brief update noting that a full redesign of the City's website is underway, with completion targeted by the end of the month. New features include a "How Do I" section allowing residents to quickly access services such as records requests, event permits, and bill payment. Council President Chambers expressed interest in the possibility of the website including a broader community events calendar. City Manager Huebner commended City Recorder Johnson for his substantial work on the project.

10. Council Comments

- a. Councilor Keating offered kudos on behalf of the dais for the recent restriping of Highway 20, noting that the community response had been enthusiastically positive. No other substantive comments were offered by the remaining councilors.

11. Mayor's Comments

- a. Mayor Mix expressed her strong satisfaction with the City's July 4th community event, noting it was significantly better attended than anticipated and had generated an outpouring of positive feedback from residents. The event featured live music by BFD (Bill and Frankie Dalby) and Hard Feelings, lawn games, a canned food and cash fundraiser that yielded \$146 and 34 cans of food, and a raffle. Mayor Mix thanked Councilor Keating, Council President Chambers, City Manager Huebner, and all who helped organize and staff the event. She also specifically recognized Paul from the Economic Development Alliance, who provided and operated sound equipment for the duration of the day at no charge to the City.
- b. Mayor Mix noted that the event filled a genuine community need for accessible, family-friendly outdoor activities and that she intended to grow the event in future years.
- c. Mayor Mix also encouraged Council members and community residents to sign up for volunteer shifts at Summerfest, noting that the event is in particular need of volunteers to assist with waste management on Friday and Sunday.

12. Adjournment

- a. There being no further business, Mayor Mix adjourned the meeting at 7:16 PM.

APPROVE:

ATTEST:

Mayor Tracy Mix

City Recorder Paul Johnson