

City Hall
206 N. Main St.
Toledo, Oregon 97391
6:45 p.m.



TOLEDO CITY COUNCIL
Regular City Council Meeting
Immediately following the URA Meeting
June 3, 2026

1. Call to Order & Pledge of Allegiance

- a. Mayor Mix called the regular meeting of the Toledo City Council to order on Wednesday, June 3, 2026, at 6:45 PM at City Hall, 206 North Main Street, Toledo, Oregon 97391. The meeting was held in person in the City Hall Council Chambers and simultaneously via the Zoom meeting platform. Mayor Mix led the Council and those in attendance in the Pledge of Allegiance.

2. Roll Call and Quorum Determination

- a. City Manager Rich Huebner conducted roll call. Councilor Burns was noted as attending remotely via Zoom. Councilor Keating was absent. All other members were present in person.
- b. Huebner confirmed that a quorum was established and the meeting could proceed.

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

- c. Staff Present: City Manager Rich Huebner, Interim Finance Director Judy Richter (via Zoom), City Attorney Souvanny Miller (via Zoom), and City Recorder Paul Johnson

3. Public Comments

- a. In-person/Online Comments. Mayor Mix opened the floor for public comment on items not on the agenda, first inviting anyone present in the chamber to speak.
- i. Barry Bruster, 109 Main Street, Toledo - came forward with two ideas for the Council's consideration.
1. The first was the concept of permitting alternative street use vehicles, such as ATVs and golf carts, on Toledo city limit roadways, noting his understanding that the city may already be exploring this.
 2. The second proposal concerned mobile vendors. Mr. Brewster

recounted an incident from approximately two years prior in which an ice cream truck operator was unable to stop and sell within the city because city code prohibits vendors on city property, requiring them to be on private property. He proposed an amendment that would allow vendors in vehicles to park adjacent to any city park for a maximum of three hours. He reasoned that this would serve both the community and entrepreneurs, offering a safe, family-friendly setting where vendors such as ice cream trucks, taco trucks, or others could operate briefly before moving on. He concluded by expressing his belief that it would be a meaningful economic development measure.

3. Mayor Mix acknowledged the suggestions and noted that both she and staff had written them down for follow-up.
- ii. Stu Strom, Toledo, Oregon, addressed the Council with a question regarding the upcoming Fourth of July.
 1. He noted awareness of some controversy surrounding this year's Fourth of July planning and asked whether residents would still be permitted to discharge fireworks on their own private property.
 2. Mayor Mix responded directly, explaining that the city had originally hoped to organize a centralized fireworks event where community members could gather and discharge fireworks together, but that due to time constraints and a lack of volunteer capacity, that specific format could not be assembled for this year. She clarified, however, that Toledo has not outlawed fireworks within city limits, and that Oregon State-compliant fireworks may still be discharged responsibly as has always been the tradition. She noted that the community has historically been very respectful and responsible in this regard and encouraged residents to continue that tradition, adding a reminder to have fire safety equipment available.
 3. Mr. Strom expressed satisfaction with the response and noted the tradition of neighbors gathering in cul-de-sacs with families and children for the occasion.
 - iii. Cynthia George, Toledo was recognized for remote public comment and raised two concerns.
 1. The first related to a recently released report on lead levels in the drinking water. She noted her understanding that the sampling occurred in 2024 and that the next scheduled testing would not occur until 2027. She expressed concern about the source of the lead contamination, noting that she had spoken with state regulators and that no definitive source had yet been identified.
 2. Her second concern involved fill dirt that she had observed being moved by trucks near the high school and along Olalla Creek. She expressed concern that the area is a salmon habitat restoration zone and questioned whether the activity was properly permitted. She stated that she had made phone calls on the matter that day.

- iv. The City Manager responded to Ms. George's second concern, clarifying that the high school is located outside the city limits, and that any permits for activity in that area would fall under Lincoln County's jurisdiction rather than the city's. He stated that he would follow up with Public Works Director Brian Lorimor the following morning to determine whether he had any awareness of activity matching Ms. George's description.
- b. Mayor Mix then confirmed that no one else wished to speak online.
- c. Submitted Comments
 - i. None

4. Consent Agenda

- a. The City Manager explained that when the agenda was initially published the prior week, no items appeared on the consent agenda, as meeting minutes had not been prepared due to City Recorder Johnson being away for a clerk's training. However, an updated agenda was published the morning of the meeting to include one consent agenda item.
- b. He explained that the item, an RCA authorizing the final FY2025–2026 fiscal year funding payments to the Toledo History Center and the Yaquina Pacific Railroad Historical Society, had been previously discussed at the May 20th Council meeting. At that time, after reviewing quarterly reports from both agencies, the Council had indicated its interest in receiving a formal RCA to authorize the final payments.
- c. Motion to approve the consent agenda as presented was made by Councilor Kauffman and seconded by Councilor Riley. Upon roll call, the motion carried 5–0.

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

5. Toledo Beat and/or Presentations to the Council

- a. Presentation of a Meritorious Conduct Certificate
 - i. The City Manager advised the Council that the presentation of the Meritorious Conduct Certificate had been rescheduled and would take place at the first meeting in July, on the evening of July 1st. Council members expressed enthusiasm for the upcoming presentation.

6. Discussion and Information Items

- a. There were no Discussion and Information Items on the agenda for this meeting.

7. Requests for Council Action

- a. **New Contract with Salvation Army for H2O program.**
 - i. The City Manager presented the first RCA, which sought Council approval of a new contract with the Salvation Army for the city's H2O water assistance program. He recalled that in late April, the Council had received a presentation from the Salvation Army regarding the program's

status and a proposal to increase the maximum annual benefit available to eligible recipients. The updated contract before the Council this evening had been reviewed by the city attorney, who made minor structural housekeeping changes to the previous contract template without any substantive alterations. The primary change in the proposed contract was an increase in the maximum annual benefit from \$100 to \$200 per eligible recipient. The City Recorder acknowledged that the program is funded entirely through community donations, and emphasized that the city would be undertaking efforts to raise awareness of the program in order to grow the donation base in parallel with the increased benefit ceiling. He noted that given the rising cost of living, staff felt the increase was warranted. A representative from the Salvation Army was present and available for questions.

- ii. No Council members had questions. Mayor Mix opened the floor for public comment; no members of the public, either in person or online, came forward.
- iii. Motion to approve and authorize the City Manager to execute the proposed new contract with the Salvation Army to manage the H2O program was made by Councilor Kauffman and seconded by Council President Chambers. Upon roll call, the motion carried 5-0.

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

b. OLCC Local Government Recommendation – Special Event License (Oran Mor Artisan Mead, LLC).

- i. City Manager Huebner presented the second RCA, which called for a local government recommendation in support of an OLCC special event license for Oran Mor Artisan Mead, LLC. The application was submitted for the purpose of selling mead at the Glastonbury Renaissance Festival in Toledo on June 26th and 27th. He noted that the application had been reviewed by all department heads, including the Police Chief, and was being presented to the Council with a staff recommendation to approve. He indicated that both he and City Recorder Johnson were available to answer questions.
- ii. Barry Brewster, 109 North Main Street, offered enthusiastic public comment, describing the applicant as "wonderful people" with "wonderful fare" and encouraging the Council and the public to attend and try a glass of mead.
- iii. Stu Strom, Toledo, Oregon, offered similar public support, stating that he had attended the festival the previous year and found that the mead vendor

was "very responsible about serving." He expressed a recommendation for approval with characteristic good humor.

- iv. No online commenters came forward. Council President Chambers, noting some uncertainty about the nature of the beverage, nonetheless offered the formal motion.
- v. Motion for the Council's recommendation of approval for the OLCC special event license for Oran Mor Artisan Mead, LLC was made by Council President Chambers and seconded by Councilor Kauffman. Upon roll call, the motion carried 5–0.

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

c. OLCC Local Government Recommendation – Special Event License (Wild Wines, LLC).

- i. The City Manager presented the third RCA, which sought a local government recommendation in support of an OLCC special event license for Wild Wines, LLC, also for the Glastonbury Renaissance Festival on June 26th and 27th. As with the previous application, it had been reviewed by all department heads including the Police Chief and was presented with a staff recommendation to approve.
- ii. Mr. Strom again offered brief supportive remarks from the audience, referencing his prior attendance at the festival and noting the vendors' responsible service practices, adding his endorsement with characteristic humor.
- iii. No online commenters came forward.
- iv. Motion for the Council's recommendation of approval for the OLCC special event license for Wild Wines, LLC was made by Councilor Burns and seconded by Councilor Kauffman. Upon roll call, the motion carried 5–0.

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

(Added to the agenda at the June 3, 2026 meeting.)

Prior to presenting this item, the City Recorder requested that the Council formally add Item 7d to the agenda.

Motion to add Item 7d to the agenda was made by Councilor Kauffman and seconded by Mayor Mix. No public comment was offered in person or online. Upon roll call, the motion carried 5-0.

d. Authorize the City Manager to sign execute a contract with Underground Tech. for manhole lining

- i. The City Manager presented the substance of the item, describing the background with considerable candor. Earlier in the year, the city had entered into discussions with Underground Tech, a contractor with whom the city has an established working relationship, to have six manholes lined and/or rejuvenated. All six manholes are located within the Urban Renewal Agency (URA) district, and the URA budget for the current fiscal year included \$100,000 specifically designated for inflow and infiltration (I&I) improvement projects, a category this work squarely falls under.
- ii. The City Manager explained that during the contract negotiation process, Underground Tech underwent a change in ownership. The previous owner had been well-versed in the municipal contracting process, but the incoming owner was less familiar with the requirement to negotiate a contract and secure City Council approval prior to commencing work. Public Works Director Brian Lorimor had communicated to Underground Tech's new ownership the city's desire to complete the work before June 30, 2026, so that the current year's I&I funds could be utilized within the URA budget cycle. Taking that directive to heart, but without yet understanding the procedural steps required, the new owner arrived on the day that had been scheduled for the site assessment and proceeded to complete the work in full on that same day.
- iii. The City Manager was careful to note that the work has been completed to the satisfaction of the Public Works Department and that it came in exactly at the quoted price of \$27,434. He further noted that he and Director Lorimor had a follow-up conversation with the new owner, during which the proper municipal process was explained. The new owner was described as "very understanding" and "very apologetic for jumping the gun," and as eager to demonstrate good faith to the city and to continue the positive working relationship going forward.
- iv. The reason for adding the item the same evening it was published, the City Manager explained, was that the signed contract had only just been received after the initial publication of the agenda. He acknowledged that Council members had not had extended time to review the contract but noted that it was drafted using a new template developed by the city attorney specifically for this type of project, that it had been reviewed by both the attorney and himself, and that it had already been executed by the vendor. The Council was therefore being asked to authorize the City Manager to execute the contract on the city's behalf in order to facilitate

payment for work already completed.

- v. He proactively addressed an anticipated question regarding whether Council or URA board approval was the appropriate body: while the funding source is the URA budget, the funds had already been allocated through the budget process for this specific activity, and authorization for the City Manager to enter into a contract of this nature is a standard city council function.
- vi. Council President Chambers asked whether the project came in under or at the agreed price. The City Manager confirmed it came in precisely at the bid price.
- vii. Mayor Mix opened the floor for public comment; no in-person or online comments were offered.
- viii. Motion to approve and authorize the City Manager to execute a contract with Underground Tech for the completion of a manhole lining/rejuvenation project was made by Councilor Kauffman and seconded by Councilor Riley. Upon roll call, the motion carried 5–0.

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

8. Staff Reports

- a. City Manager Huebner noted that he had one staff matter to raise that had come to his attention. He reported that in his weekly meeting with the Finance Department, it had been brought to his attention that the city's streetlight utility account was currently running approximately \$8,000 in the red on a year-to-date basis, with expenses of \$161,283 and revenue of \$153,938 through the end of May. He acknowledged that this shortfall had been anticipated in the adopted budget, but noted it as an emerging item for Council awareness.
- b. Mayor Mix offered historical context, recalling that the Council had previously restructured how streetlight costs were allocated across utility fees, at one point shifting a portion of the streetlight charge into the sewer fee in order to reduce the streetlight fee line item when funds in that account were more than sufficient. She noted that decision had been made to avoid a larger rate increase at that time.
- c. Interim Finance Director Judy Richter confirmed that this restructuring had occurred approximately three to four years prior, and that it had since been reversed, with the money returned to the streetlight account, but that the current shortfall was now simply a function of rising utility costs.
- d. Huebner explained that the city has approximately 1,206 residential utility customers. Mayor Mix quickly calculated that the approximate \$8,000 shortfall would equate to roughly \$0.56 per residential customer per month to break even,

and observed that applying a small increase across all customer classes—residential, commercial, and industrial, might be more equitable than targeting only residential customers, as commercial and industrial rates had already been adjusted upward in a prior cycle.

- e. Council President Chambers suggested that staff model several scenarios: Option A, B, and C for the Council to consider, including projections for the next two to three years based on anticipated rate increases from the Public Utility District. Huebner agreed to that approach and indicated he would bring a formal RCA with multiple proposals to the Council at the June 17th meeting.
- f. Council President Chambers briefly noted a potential conflict of interest disclosure for the record, clarifying that his interest was in how the city collects revenue to fund streetlights, not in the city's payment to his employer, and that the matter was procedurally appropriate for him to weigh in on.
- g. Mayor Mix and the City Manager acknowledged his transparency.

9. Issue Tracker and Future Agenda Items

- a. The City Manager noted that there were no specific issue tracker items to review at this meeting. He indicated openness to additions from the Council, and noted that items raised during the prior meeting on May 20th were on the record and would be reflected on the tracker by the June 17th meeting if not already visible.

10. Council Comments

- a. Councilor Burns raised two items.
 - i. First, she requested that the wheelchair ramp currently in the Council chambers be removed, describing it as "ugly" and questioning the need for it to remain. The City Recorder responded that he would discuss the matter with Public Works Director Lorimor, and indicated it would likely be relocated to storage elsewhere in the city in case it is needed for future use. Council members expressed approval of this outcome.
 - ii. Second, Councilor Burns announced that the Homey House organization would be hosting a summer kickoff party on June 19th from 2:00 to 5:00 PM at the port park pavilion. She extended an invitation to the full City Council and City Manager to attend and show support for the initiative.
 - iii. City Manager Huebner confirmed he would distribute a notice of possible quorum in advance.
 - iv. Councilor Burns briefly raised a clarifying question about whether such a notice was legally required given that mere co-presence, without discussion of city business, does not constitute a public meeting.
 - v. Huebner acknowledged she was correct as a matter of law, but explained that the city issues such notices as a matter of good practice and transparency, noting that even well-intentioned councilors cannot always control whether members of the public approach them and raise city business in an informal setting.
- b. Councilor Riley
 - i. Raised concerns from community members about traffic speeds on a local street.
 - ii. Mayor Mix responded that the city now has an implemented traffic calming policy and framework, and directed those interested to contact city staff, specifically mentioning Mr. Huebner for information on the traffic calming measures application process.

- iii. Mayor Mix noted that the policy had been developed in part because of concerns originally raised by a community member, and commended that civic engagement.
- c. Council President Chambers
 - i. Raised the matter of filling the currently vacant Council seat, inquiring whether the position should be posted.
 - ii. Mayor Mix agreed it should be.
 - iii. City Manager Huebner explained that the posting had been delayed due to the City Recorder's travel for the Northwest Clerks' Institute this week, but confirmed the vacancy notice would be published on Monday.
- d. A moment of light-hearted exchange followed when Councilor Burns noted that the vacant term would expire at the end of the current year, and that Stu Strom, who was present in the audience, might be interested. Mr. Strom and another audience member near him engaged in good-natured mutual encouragement for the other to seek the appointment.

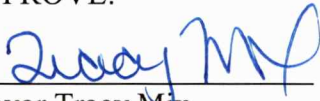
11. Mayor's Comments

- a. Mayor Mix reported that she had had the honor of representing the City of Toledo at two notable events the prior week.
- b. The first was the groundbreaking ceremony for the new Olalla Meadows housing development. She described the event as meaningful and expressed appreciation for the scale of community support and the considerable effort and lengthy process that had led to the project reaching that milestone. She expressed enthusiasm for the additional housing coming to Toledo.
- c. The second event was an address she delivered to Toledo High School students on Monday. She remarked warmly on the students' receptiveness and generosity, noting that this time she had been provided a written script, an improvement she attributed to lessons learned from a prior occasion when her City Manager had to intervene.
- d. The Mayor expressed that both events were well-received and that she was honored to have represented the city at each.

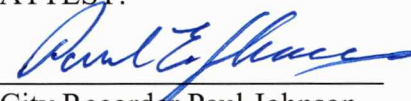
12. Adjournment

- a. With no further business before the Council, Mayor Mix adjourned the meeting at 7:31 p.m.

APPROVE:


Mayor Tracy Mix

ATTEST:


City Recorder Paul Johnson