

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



TOLEDO CITY COUNCIL
City Council Regular Meeting
August 5, 2026

1. Call to Order & Flag Salute

- a. Mayor Mix called the Toledo City Council Regular Meeting to order on Wednesday, August 5, 2026, at 6:00 PM at City Hall, 206 North Main Street, Toledo, Oregon 97391.

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/Notes
n/a	Mayor Mix	X		
2	Council President Chambers	X		
1	Councilor Riley	X		
3	Councilor Kauffman	X		Arrived @ 6:02 pm
4	Councilor Strom	X		
5	Councilor Keating	X		
6	Councilor Burns	X		

- b. Staff Present: City Manager Rich Huebner and City Recorder Paul Johnson
c. Via Zoom: City Attorney Souvanny Miller

3. Public Comments

- a. In-person/Online Comments
- Craig Baixyasz, 118 NE Skyline Drive, Toledo addressed the council on several matters: he commended the city crews for sweeping streets prior to painting. He raised concerns about fallen trees from city-owned property near the water tank on Magnolia encroaching on his land, and requested the city address the brush and dead wood in that area from a fire safety standpoint. He also noted ivy-engulfed trees on city property, particularly near the cemetery, and suggested utility crews could cut the ivy at the base during routine visits at minimal effort. He additionally commented on the number of trees being removed by residents and inquired whether the city has meaningful oversight over such removals. Finally, he raised an ongoing issue of losing water service for days at a time when power is lost at the Magnolia tank, and suggested exploring whether the antenna tower's generator on that property could be tied in to maintain water pressure. Public Works Director Lorimor invited Mr. Baixyasz to connect after the meeting

and directed him to the city's online public works request system.

- ii. Rob Cross, 931 NE Alder Street, Toledo requested that the council revisit the possible closure of the Toledo Airport, noting there have been no flights in at least a year, the hangars are being used for storage, and the runway is the shortest in Oregon and susceptible to flooding. Mr. Cross recalled that approximately 20 years ago, the council explored closing the airport, at which point the land would revert to the city for potential lease to the Port of Toledo for economic development, including uses such as an RV park and dredge spoil disposal. He also suggested that the council review urban renewal documents, as a splash pad was previously identified as a potential urban renewal project. City Manager Huebner noted that Toledo is one of nine state airports designated as a "warning airport" by the Oregon Department of Aviation due to substandard dimensional conditions and flooding susceptibility. Council noted that a dedicated urban renewal work session was planned for August. Councilor Strom, who previously served on the Port, affirmed the concept's merit and suggested a future conversation with the Port.

- iii. No online comments were received.

b. Submitted Comments

- i. No submitted comments were received.

4. Consent Agenda

- a. Motion to approve the consent agenda as circulated was made by Councilor Strom and seconded by Councilor Keating. The motion carried 7-0.

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	X		Councilor Strom	X		
5		X	Councilor Keating	X		
6			Councilor Burns	X		

5. Toledo Beat and/or Presentations

- a. None

6. Discussion and Information Items

- a. Municipal Court Annual Report
 - i. City Manager Huebner introduced Municipal Court Judge Arnold Poole, who delivered his fifth annual report to the council. Judge Poole described the structure of Toledo's traffic court and his operational philosophy, which is rooted in a criminal defense background and a preference for education and compliance over punitive fines.
 - ii. Judge Poole explained that the court handles traffic and code violations only, not criminal matters. He described the two-part structure of the court: a monthly session he presides over, and the violations bureau managed by Cindy Oleman, which handles a large volume of matters

- administratively. He noted that a previous court he took over had accumulated large unpaid fines because the prior judge defaulted to maximum penalties, causing defendants to disengage. His approach instead emphasizes charging only the presumptive fine and offering defendants pathways to resolution, including the option to earn a dismissal through an online traffic school program available in 16 languages.
- iii. He noted that the most common citation in Toledo is Driving While Suspended (DWS), and that he works with defendants to understand and address the root cause of their suspension, often connecting them with the originating court to arrange payment and get their license reinstated. He remarked that many defendants are unaware this is possible. He also described fix-it ticket options for insurance and license plate cover violations.
 - iv. On mobile device violations, Judge Poole noted the statute is extensive and that holding a phone while driving is a violation regardless of purpose. The offense carries progressive penalties, with the third occurrence constituting a crime.
 - v. Council inquired about whether more escalated code enforcement fines would come before the court. City Manager Huebner confirmed that a framework for escalating code enforcement fines is being developed and will be brought to Judge Poole once ready. Council President Chambers acknowledged the council's shift toward more diligent enforcement, noting that some longstanding voluntary compliance cases have not produced results.
 - vi. The number of trials before the court has declined, which Judge Poole attributed in part to the police department's educational approach when issuing citations.
- b. Toledo Chamber of Commerce
- i. Councilor Keating introduced this item, reporting that the Board of County Commissioners had that day approved all pending Transient Lodging Tax (TLT) agreements without further delay, including those with the Toledo Chamber of Commerce, the Lincoln County Historical Society (which encompasses the Toledo History Center and Railroad Museum), and others. He credited city staff and the statement submitted on the city's behalf for the favorable outcome.
 - ii. Councilor Keating used the update as a springboard to raise the question of whether the city should provide direct financial support to the Toledo Chamber of Commerce in a manner similar to the support being formalized for the Toledo History Center and the Yaquina Railroad Museum. He noted that the chamber operates with only one part-time staff member on approximately \$30,000 in annual county TLT funding, and that this funding is the primary source of compensation for that position. He observed that the city had recently advocated to the county on the chamber's behalf, which felt inconsistent with the city's own lack of direct support.
 - iii. Councilor Keating proposed that the council consider an annual contribution of \$12,000 from the Strategic Reserve Fund to the chamber, consistent with the amounts being formalized for the two museums.
 - iv. Council discussion reflected general openness to the idea but also a desire to follow due process before committing funds. Councilor Kauffman expressed that she was not prepared to commit without more information

about the chamber's finances, operations, and grant-seeking capacity. Council President Chambers expressed intellectual concern about whether municipal funding of a chamber of commerce could compromise the organization's ability to independently advocate on business-friendly issues. Several councilors, however, pointed to the chamber's role in organizing and supporting major community events such as Art Oysters and Brews, the Thursday Market, the Wooden Boat Show, Summerfest, and National Night Out, as evidence of the city's reliance on the organization.

- v. Mayor Mix directed that the chamber director, Amber, be invited to the August 19th meeting with relevant financial and programmatic information, and that staff prepare an RCA that could be acted upon or held depending on how the conversation develops. City Manager Huebner confirmed he would convey this direction at an upcoming meeting with Amber and would have an RCA available at the August 19th meeting without formally publishing it on the agenda in advance.

7. Requests for Council Action

Prior to the first RCA, City Manager Huebner requested that a late-added item be placed on the agenda as Item 7f, covering the mayor's nominations for the Contributions Committee.

Motion to add Item 7f to the agenda was made by Mayor Mix and seconded by Councilor Burns. The motion carried 7-0.

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

- a. Intergovernmental Agreement with Siletz Valley Fire District
 - i. City Manager Huebner presented the renewal of the Intergovernmental Agreement (IGA) with the Siletz Valley Fire District (SVFD) for the provision of Fire Chief and Training Officer services to the City of Toledo. He clarified an inaccuracy in the RCA, noting that a signed agreement covering both the Fire Chief and Training Officer had in fact existed throughout the prior year, and thanked staff for locating it.
 - ii. The previous agreement billed on an hourly basis; the renewal transitions to a flat monthly rate. Based on a quarterly review of the FY 2025-26 billings, the average monthly cost was approximately \$5,850. Accounting for inflation and a modest increase in anticipated service time, both parties agreed to a flat rate of \$6,000 per month, totaling \$72,000 annually. City Manager Huebner noted that this arrangement provides budget certainty for both agencies and represents favorable terms for the city, given that one quarter's billing had exceeded \$7,000 per month.

- iii. The agreement includes a 60-day termination notice provision. City Manager Huebner also requested authority to execute up to two annual amendments at the Consumer Price Index for All Urban Consumers (CPI-U) June West region rate, to reduce the need to return to council for routine cost-of-living adjustments. The city and SVFD are continuing to evaluate longer-term structural options, which could include full separation, a formal merger, or a continued cooperative arrangement.
- iv. Councilor Strom confirmed the agreement included a termination clause. Council President Chambers expressed strong support for the arrangement and the reasonable compensation amount.
- v. Motion to approve and authorize the City Manager to execute an Intergovernmental Agreement (IGA) between the City of Toledo and Siletz Valley Fire District (SVFD) for the provision of Fire Chief and Training Officer services, and expressly authorize the City Manager to execute up to 2 future amendments to the agreement to effectuate an increase in compensation amount not to exceed the annual Consumer Price Index for All Urban Consumers (CPI-U) June inflationary rate for the West region, was made by Council President Chambers and seconded by Councilor Kauffman. The motion carried 7-0.

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

Council took a 5 minute break

- b. Reclassification of Library Programs Specialist staff position
 - i. City Manager Huebner presented a request from Library Director Harrison Baker to reclassify the vacant Library Programs Specialist position (Grade 10) to a Public Programs Librarian (Grade 18). The previous incumbent resigned in April 2026 to accept an advancement opportunity with a prior employer.
 - ii. Supporting data demonstrated significant program growth under the previous incumbent: program participation projected to 3,992 for FY 2025-26, up from 3,220 the prior year, despite the departure occurring before summer programming. Summer Reading registrations alone reached 282 as of the RCA writing date. Adult programming grew from zero participation in 2024 to multiple monthly programs. The library averaged 8-10 programs per month across all age groups.
 - iii. City Manager Huebner noted the increased cost of approximately \$11,500 annually, and that Director Baker had identified offsetting budget reductions. Due to an anticipated two-to-three month vacancy before

hiring, most of the fiscal-year cost increase would be absorbed in salary savings. He also noted that the library recently received a significant estate donation being managed by the Lincoln County Foundation exclusively for the library, which could backstop future budget pressure in this area.

- iv. Library Director Harrison Baker addressed the council on the title change, explaining his longstanding reluctance to use the "librarian" title for staff given his awareness of professional hierarchies in the field. He concluded that this position, the face of the library's public programming, had grown sufficiently that the librarian title was appropriate and would help attract qualified candidates who search for that title. A Master of Library Science degree is listed as preferred, not required.
- v. Council President Chambers inquired about whether the preferred MLS qualification might deter applicants; staff confirmed the "preferred" language is intentional.
- vi. The reclassification will next be presented to the Toledo Employee Association (union) for ratification prior to posting.
- vii. Motion to approve the reclassification of the Library Programs Specialist, a Grade 10 staff position, to Public Programs Librarian, a Grade 18 staff position, to approve the associated job description, and authorize the City Manager to publicize for and hire under the new classification, was made by Councilor Keating and seconded by Councilor Riley. The motion carried 7-0.

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			Councilor Strom	X		
5	X		Councilor Keating	X		
6			Councilor Burns	X		

- c. Approval of contracts with Topex, Inc.
 - i. City Manager Huebner presented two contracts with Topex, Incorporated, a Siletz-based engineering and land surveying firm founded by Chris Janigo, PE, PLS, formerly of Verdantas (previously Civil West).
 - ii. The first contract is a Design Professional Services Agreement for the Water Treatment Plant Bypass Isolation Spool project. The Oregon Health Authority's Drinking Water Services program has directed the city to eliminate a direct hydraulic connection between the treatment system and the distribution system via an 18-inch clear-well bypass line. As currently configured, the bypass allows a small volume of water to bypass the clear-well, creating a risk of untreated water reaching customers. OHA requires a physical air gap, not merely valve isolation. The project will expose the bypass segment, lower it to a below-grade vault, and install a removable spool piece that can be physically disconnected during normal operation

- and reconnected only in a documented emergency.
- iii. When the city solicited a bid from its current on-call engineering firm, Verdantas, the proposal came in at approximately \$65,000 for engineering alone, nearly as much as the entire anticipated construction cost of approximately \$100,000. Staff sought a second opinion from Topex, whose proposal came in at \$15,000, representing a savings of \$50,000. Public Works Director Lorimor noted that the city values its relationship with Verdantas but had a responsibility to look out for the city's financial interests. The corrected not-to-exceed amount for this contract is \$15,000, which includes all reimbursable expenses.
 - iv. The second contract is an on-call engineering and land surveying services agreement with Topex, at a not-to-exceed amount of \$10,000. The city already retains Verdantas and Dyer Engineering on similar on-call contracts. Adding Topex as a third option provides greater flexibility for smaller, locally-scoped projects. City Manager Huebner brought this contract to council even though it falls within his procurement authority because Topex would serve as engineer of record on city projects, and he felt council approval was appropriate.
 - v. Motion to approve and authorize the City Manager to execute a Design Professional Services Agreement at an amount not to exceed \$15,000 with Topex Incorporated for the Water Treatment Plant Bypass Isolation Spool project, and to further approve and authorize the City Manager to execute a Consultant Services Agreement with Topex Incorporated at an amount not to exceed \$10,000 for on-call engineering and land surveying services, was made by Council President Chambers and seconded by Councilor Strom. The motion carried 7-0.

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		X	Councilor Strom	X		
5	X		Councilor Keating	X		
6			Councilor Burns	X		

d. Scott Edwards Architecture Contract - Public Safety Building

- i. City Manager Huebner presented a request to contract with Scott Edwards Architecture (SEA) for an updated conceptual design and cost estimate for the Toledo Public Safety Building (222 NE Highway 20), at a not-to-exceed amount of \$35,200.
- ii. He provided background: in 2025, SEA was contracted to produce a concept design for the building. The accepted design incorporated both the Police Department and City Hall and included a physical addition. That design was submitted to the 2026 legislative session for state capital budget funding, but the request was not approved. Feedback from

Representative Gomberg included concerns about inconsistency in the project's stated scope between the two sessions, and about a broader legislative perception, unrelated to the city's own performance, that conflated the City of Toledo with other entities sharing a similar name that had received state funding without completing projects.

- iii. Since the 2026 session, council consensus has shifted away from moving City Hall and away from including a physical addition. Additionally, the city was notified during the reporting period that it was awarded a \$1,000,000 FEMA grant applied for in 2024 to establish an Emergency Operations Center (EOC). City Manager Huebner noted that an EOC co-located with the Police Department presents an opportunity to fund building-wide electrical and infrastructure improvements through the FEMA grant, reducing the portion of the project that would need to be requested from the state.
- iv. City Manager Huebner indicated he was open to council direction on scope, and that he had received pre-meeting concerns from Council President Chambers. A substantive discussion followed.
- v. Council President Chambers expressed that he was uncomfortable moving the council chambers away from Main Street given the economic fragility of downtown Toledo, which he estimated had approximately 17 vacant storefronts. He emphasized that a unified, consistent ask to the legislature would be essential to success, and that he would publicly oppose relocating core government functions from city hall. Councilor Keating expressed concern that the council had not fully deliberated on scope and was potentially committing to another plan before reaching internal consensus, which had contributed to the prior failure. He was also concerned about the legislature's trust in Toledo.
- vi. Council reached general consensus that the building's primary uses should be a Police Department and an Emergency Operations Center, and that any remaining space could be designed to double as a community meeting or public assembly space, not as permanent council chambers. The council agreed that the formal council chambers, municipal court, and city hall functions should remain at the current Main Street location. City Manager Huebner confirmed he would instruct Scott Edwards to scope the project around a police department and a large, multipurpose EOC that can serve as public meeting space, without a physical addition, and without a permanent dais configuration implying a council chamber relocation.
- vii. City Manager Huebner noted that \$30,000 for this work is already budgeted in the Public Safety Building Remodel Fund, with the remaining \$5,200 available from the Urban Renewal Agency contracts budget.
- viii. Councilor Keating voted no, stating that while he would fully support the direction as approved, he felt the council had added specific uses in the motion without fully completing the deliberation that had been in progress, and he wanted to note the reservation for the record.
- ix. Motion to approve and authorize the City Manager to execute a Design Professional Services Agreement with Scott Edwards Architecture at an

amount not to exceed \$35,200 for an updated design and cost estimate for the Toledo Public Safety Building, to include a Police Department and an Emergency Operations Center that could double as a community meeting space, was made by Council President Chambers and seconded by Councilor Kauffman. The motion carried 6-1, with Councilor Keating voting no.

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

e. Homie House Event Fee Waiver Request

- i. The Homie House submitted an event permit to host a skateboarding contest at the Toledo Skate Park on Saturday, August 22, 2026. The application was reviewed and approved by city staff. A \$25 event fee was invoiced, and the Homie House requested a waiver. Because the event is a single-day event at the Skate Park rather than an extended-duration event at Memorial Field, it does not qualify for automatic waiver under Resolution No. 1607, and council authority is required.
- ii. Motion to approve the waiver of the City's Special Event Fee, as requested by The Homie House, for the August 22, 2026 Toledo Skate Contest, was made by Councilor Keating and seconded by Council President Chambers. The motion carried 7-0.

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			Councilor Strom	X		
5	X		Councilor Keating	X		
6			Councilor Burns	X		

f. Contributions Committee Nominations

- i. City Manager Huebner read the RCA into the record, as the item was added to the agenda at the meeting and not included in the published packet. He explained the history of the Contributions Committee, established under City Policy 902 and renamed and formalized by Resolution 1511 in April 2023, which created defined term periods for citizen members.
- ii.

- iii. Three seats are currently vacant: the council member seat, the budget committee member seat, and two citizen member seats. Mayor Mix nominated the following individuals: Councilor Andrew Keating as the council member representative; Dakota McKnight Todd as budget committee member; Stephanie Smith as citizen member (terms expiring December 31, 2027); and Barry Brewster as citizen member (term expiring December 31, 2027). Councilor Burns, who had initially been nominated as a citizen member, withdrew her nomination to allow Barry Brewster, who had expressed interest at the budget committee, to serve. Nominations were made in order of interest expressed.
- iv. Councilor Keating abstained from the vote as a nominee.
- v. Motion to approve the Mayor's appointments to the Contributions Committee of Councilor Andrew Keating as council member, Dakota McKnight Todd as budget committee member, Stephanie Smith as citizen member, and Barry Brewster as citizen member, with terms expiring December 31, 2027 for all four, was made by Councilor Kauffman and seconded by Councilor Riley. The motion carried 6-0-1, with Councilor Keating abstaining.

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

8. Staff Reports

a. City Manager Report

- i. LOC Annual Conference: The League of Oregon Cities (LOC) conference will be held in Salem, October 15–17. City Manager Huebner will attend only Thursday the 15th, as the International City Management Association (ICMA) conference overlaps and he is taking advantage of its location in Los Angeles this year. Several councilors expressed possible interest in attending LOC. Staff will follow up at the August 19th meeting to capture registrations while pricing remains current.
- ii. PERS Reporting Requirement: The city received notice from PERS that all compensation paid to individuals by the city, regardless of amount or hours, must be reported—including council stipends. City Manager Huebner will reach out to councilors who receive the stipend to complete the required form, and to newer councilors to confirm whether they wish to receive or waive it.
- iii. Wooden Boat Show: City Manager Huebner confirmed he has obtained the participation paperwork from the Port of Toledo for the Wooden Boat Show's cardboard boat race (August 15-16). He will be unable to pilot the

boat due to prior commitments at the Oregon Shakespeare Festival that weekend, and invited councilors to participate. Mayor Mix and at least one other councilor expressed interest. City Manager Huebner noted he will also arrange a boat-building day with public works crew assistance and that a quorum notice may be required if multiple councilors participate.

9. Issue Tracker & Future Agenda Items

- a. Issue Tracker
 - i. No items were specifically raised for addition or modification.
- b. Agenda Items
 - i. City Manager Huebner confirmed a dedicated Urban Renewal Agency (URA) work session will be held this month. The Volunteer Appreciation event, previously discussed but not yet scheduled, will be added as a discussion item to the August 19th meeting.

10. Council Comments

- a. Councilor Burns inquired about the status of the Volunteer Appreciation event, which had not been formally scheduled. City Manager Huebner confirmed it would be added to the August 19th meeting agenda as a discussion item.
- b. Councilor Keating offered extensive remarks commending the Art Oysters and Brews event, describing it as the most successful in his experience, citing increased vendor count (approximately six food vendors compared to two or three in prior years), strong attendance over both days, and the quality of the music. He credited the partnership between the city, EDLC, and the Chamber of Commerce, particularly noting that the Chamber's participation, including volunteer coordination and presence at a second welcome booth, was a significant factor in the event's success. He also praised National Night Out, held the prior evening, noting strong attendance despite air quality concerns and the enthusiasm of all city staff and police department members present.
- c. Councilor Kauffman had no comments.
- d. Councilor Riley noted that following a conversation with a Public Works staff member about the flower basket irrigation, he learned that watering times have been reduced from 15 minutes to 5 minutes per session. He and Councilor Strom also noted that some irrigation lines in the planters need realignment to direct water to the plants rather than the street.
- e. Councilor Strom echoed praise for Art Oysters and Brews and National Night Out, where he engaged with both the pool planning group and representatives from Georgia-Pacific. He relayed GP's interest in reopening a small bridge near the city shops that would connect to GP's property, providing a secondary access route. City Manager Huebner expressed interest in following up on this, noting it could also have emergency evacuation value.
- f. Council President Chambers echoed praise for Art Oysters and Brews and noted his son's enthusiasm for the event prompted a spontaneous second-day return. He recognized the presence of county commissioner candidates at the event and National Night Out. He also followed up on the question of county partnership regarding code enforcement, noting City Manager Huebner was waiting for the county's formal response to the city attorney's letter regarding deed transfer of foreclosed properties before inviting commissioners to a joint meeting.

11. Mayor's Comments

- a. Mayor Mix shared her personal experience attending Art Oysters and Brews for the first time in several years, having missed the previous two events due to health reasons. She expressed genuine appreciation for the atmosphere, the vendors, the volunteers, and the police department's presence and good humor. She observed that the city is seeing a meaningful increase in volunteerism and civic engagement, and urged councilors to continue leading by example through consistent attendance and participation. She also noted the difficulty she experienced filling the Contributions Committee seats due to having more interested applicants than available positions—a problem she welcomed, contrasting it with prior difficulty in recruiting volunteers.

12. Adjournment

- a. Mayor Mix adjourned the meeting at 9:20 pm.

APPROVE:

ATTEST:

Mayor Tracy Mix

City Recorder Paul Johnson