

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



TOLEDO CITY COUNCIL
City Council Regular Meeting
August 19, 2026

1. Call to Order & Flag Salute

- a. Mayor Tracy Mix called the meeting to order at 6:00 p.m.; also via Zoom in Toledo, Oregon and lead 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	Councilor Strom	X		
5	Councilor Keating	X		
6	Councilor Burns	X		

- b. Staff Present: City Manager Rich Huebner, Toledo Police Chief Michael Pace, Public Works Director Brian Lorimor, Finance Director Mindy Sutter, HR Director Shawna Gribskov, Library Director Harrison Baker, and City Recorder Paul Johnson
- c. Via Zoom: City Attorney Souvanny Miller and Contract Planner Justin Petersen
- d. City Recorder Johnson confirmed 6 of 7 members were present, establishing a quorum. Mayor Mix noted the council had sufficient members to conduct business. Councilor Riley's arrival was noted by the mayor at 6:04 p.m.

3. Public Comments

- a. In-person/Online Comments
- i. Cynthia George, calling in online, addressed the council regarding ride bracelet pricing at the Toledo Summerfest. She expressed concern that the Sunday discount bracelet price had decreased from a historically deeper discount to only \$10 off the regular \$35 price, making the event financially inaccessible for many Toledo families with children. She requested the council consider advocating for more affordable pricing in future negotiations with vendors.
- ii. Mayor Mix clarified that the City of Toledo does not organize or control the Summerfest, its vendors, or its pricing, and that the proper venue for this

concern would be the Summerfest Committee. It was noted that the Summerfest Committee holds its first meeting of the planning cycle on the second Tuesday of October. Council President Chambers briefly inquired about how the public could contact the committee before Mayor Mix noted that the comment had been heard but the council was not the proper venue.

- b. Submitted Comments available on the Website
 - i. There were no submitted comments for this meeting.

4. Consent Agenda

- a. Council President Chambers noted several minor corrections to the August 5, 2026 minutes that he had previously submitted to City Recorder Johnson, including a name correction in item 3A2, a clarification of his comment in item 6B4, and a correction in item 10F. Johnson confirmed that the version being signed by the mayor already incorporated these corrections and that they arrived too late for the published packet.
- b. Motion to approve the consent agenda as circulated was made by Councilor Strom and seconded by Councilor Burns. The motion carried 6-0 (Councilor Riley not yet present).

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			Councilor Keating	X		
6		X	Councilor Burns	X		

5. Toledo Beat and/or Presentations

- a. No Toledo Beat presentation was scheduled for this meeting.

6. Discussion and Information Items

- a. Community Volunteer Appreciation
 - i. City Manager Huebner introduced this item, noting it had been added at Councilor Burns' request from the August 5th meeting. Councilor Burns described her vision for a community volunteer appreciation event to be held in the fall, suggesting an indoor potluck-style gathering that would celebrate the volunteers who make Toledo's events and programs possible. She expressed an additional goal of using the event to attract new volunteers, describing it as having a "hidden agenda" to "whet the whistle of potential volunteers."
 - ii. Discussion touched on possible venues including the fire hall, the library, an Elks Lodge spaghetti dinner format, a school gymnasium, and a bowling alley-style event with a built-in activity as a draw. Councilor Keating suggested broadening the concept to a general community appreciation event, with a nominations-based volunteer recognition component, to avoid inadvertently excluding any groups. Councilor Burns

preferred keeping the first iteration simple without formal awards, as a baseline to build upon in future years.

- iii. Mayor Mix raised the importance of gauging staff capacity before committing to another event, given existing demands on public works, police, and administrative staff. City Manager Huebner reported that management staff had already discussed this, and that a fall timeframe, particularly November, was seen as workable given the relatively low staffing footprint envisioned for this kind of open-door, potluck-style event. He noted that food safety considerations around potlucks would need to be reviewed.
 - iv. Council agreed to form a small planning committee. Mayor Mix called for council volunteers and Councilor Burns and Councilor Riley agreed to serve. Councilor Burns noted that City Recorder Johnson offered to post a call for community members on Facebook. Barry Brewster, present in the audience, volunteered to serve as a community member. City Manager Huebner indicated he could identify additional volunteer community members from existing community groups.
- b. Toledo Chamber of Commerce
- i. City Manager Huebner introduced the item, which had been placed on the agenda following the August 5th discussion in which council expressed interest in direct financial support for the Chamber of Commerce. Amber Brown, the Chamber's Executive Director presented to the council
 - ii. Amber provided an overview of the Chamber's finances and activities. The Chamber has 86 business memberships generating approximately \$9,570 in annual membership revenue, and receives \$30,000 per year in county Transient Room Tax (TRT) funding, which is restricted to covering her part-time (20-hour per week) position as the sole employee. Fundraisers such as sweetheart heart displays on utility poles and participation in community sales events generate smaller supplemental revenues. She outlined a wide range of activities the Chamber undertakes, including the Thursday Market, trunk-or-treat, Christmas tree lighting and wreaths, business directional signage, community beautification such as flower baskets, car shows, garage sale weekends, and event coordination roles in Art Oysters and Brews and the Wooden Boat Show. She also noted the Chamber donated \$2,500 to Summerfest and \$900 toward city flower baskets.
 - iii. Amber expressed that a \$12,000 annual contribution from the city would provide stability and allow the Chamber to do more member-facing work rather than defaulting entirely to tourism promotion, which is the primary requirement of its TRT funding. She noted that as a 501(c)(6) organization, the Chamber is ineligible for most grant programs, a point reinforced by Councilor Keating, who explained that grant funding for operational costs is nearly impossible for any type of nonprofit, and that the Chamber's organizational type creates additional barriers.
 - iv. Mayor Mix proposed an arrangement whereby the Chamber would handle some of the city's public relations and promotional outreach in exchange

for funding. Amber expressed appreciation for the concept but raised concern that being perceived as a "paid employee of the city" could undermine her ability to independently advocate for businesses, including, when necessary, challenging city decisions. Several councilors acknowledged this concern as valid.

- v. Councilor Keating noted that the city has effectively already entered into a promotional partnership with the Chamber through the county's TRT designation of the Chamber as Toledo's designated marketing organization, and that the city may not have done a sufficient job leveraging that relationship. He advocated for an unrestricted contribution, similar in structure to what the city provides to the Toledo History Center and the Yaquina Pacific Railroad Historical Society, so that the Chamber has flexibility to use funds for operational needs rather than being constrained to specific services.
- vi. Council President Chambers and Councilor Strom both suggested a middle path: a simple services agreement that acknowledges the chamber's ongoing community contributions without contractually requiring specific activities. Council discussion also confirmed that the city's existing logistical assistance to the Chamber, such as public works helping hang wreaths or assisting with the Christmas tree, would not change as a result of any financial agreement.
- vii. Council reached consensus that City Manager Huebner and City Attorney Miller should draft a services agreement to bring to the September 2nd meeting for formal approval. The agreement was expected to include an annual reporting requirement and language memorializing the cooperative relationship, without restricting use of funds to particular line items. Representatives from the Toledo History Center and Yaquina Pacific Railroad Historical Society, who were present, indicated their support for the Chamber's request.

Council took a recess and when they returned, Mayor Mix

7. Requests for Council Action (CP Chambers took over presiding)

- a. Approval of FY2026-2027 fiscal support for the Toledo History Center and the Yaquina Pacific Railroad Historical Society.
 - i. City Manager Huebner presented the RCA, explaining the shift from the prior year's quarterly disbursement model (three \$3,000 installments with accompanying reporting requirements) to a lump-sum award of \$12,000 to each organization. The funds would be drawn from the Strategic Reserve Fund's Special Purchases line item, which was budgeted at \$50,000. For the FY 2027-2028 budget cycle, staff plan to create a dedicated "Community Programs" line item in the Strategic Reserve Fund.
 - ii. Discussion centered on the reporting expectations going forward, given that the quarterly reporting requirement had been tied to the disbursement structure rather than established as a standalone expectation. Council settled on a consensus that an annual report, timed before the budget cycle, would be the minimum expectation, with staff invited to schedule the

organizations to appear before council more frequently on an as-needed basis.

- iii. Cynthia George offered a public comment online, recommending that the city require a formal agreement with both historical organizations to ensure accountability and avoid conflicts of interest, particularly given connections between some individuals associated with those organizations and city decision-making. Council took the comment under advisement and agreed that a boilerplate agreement stipulating the annual reporting expectation and the \$12,000 expenditure terms would be appropriate.
- iv. Motion to authorize the City Manager to negotiate and execute agreements with the Toledo History Center and the Yaquina Pacific Railroad Historical Society to effectuate the expenditure of \$12,000 to each organization, to be paid from the City Council Strategic Reserve Fund in Fiscal Year 2026–2027, 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			
2			Council President Chambers	X		
1			Councilor Riley	X		
3		X	Councilor Kauffman	X		
4			Councilor Strom	X		
5	X		Councilor Keating	X		
6			Councilor Burns	X		

- b. Resolution 1617, a resolution of the Toledo City Council adopting fees for the traffic calming application program

- i. City Manager Huebner presented Resolution 1617, which establishes the fee schedule for the traffic calming application program created under Ordinance No. 1435, adopted at the July 15, 2026 council meeting. Contract Planner Justin Peterson was available remotely to answer technical questions.
- ii. The resolution establishes the following fees:
 - 1. \$25 for an initial determination request and preliminary assessment by Public Works
 - 2. \$250 for petition submission and a formal traffic study
 - 3. \$300 for an appeal of a Planning Commission decision
 - 4. \$25 to request removal of an existing traffic calming device
- iii. Council discussion clarified several aspects of the program. Applications go first to the Planning Commission, with appeal rights to the City Council. If a request is approved, the applying neighborhood or individual is responsible for funding the cost of installation—the city does not automatically pay. However, the City Council retains discretion to direct that the city fund a particular installation if it deems the public benefit sufficiently broad. The 8% grade restriction on eligible streets was explained as a safety standard to ensure traffic calming devices remain

- passable by emergency vehicles.
- iv. Councilor Riley asked about specific scenarios involving signage and speed limits on his street. City Manager Huebner clarified that the Uniform Traffic Code governs signage placement and that signs must be positioned on the same side as the direction of travel, among other requirements. Questions were also raised about whether signage for parking purposes would fall under this ordinance; it would not, as this program is specific to traffic calming devices.
 - v. Barry Brewster from the audience asked about construction cost responsibility and permitting. City Manager Huebner confirmed that all construction costs would be borne by the neighborhood, that city-standard construction would be required, and that the city would obtain bids before informing the neighborhood of the anticipated cost.
 - vi. No public comment was received.
 - vii. Motion to approve Resolution No. 1617, a Resolution of the Toledo City Council Adopting Fees for the Traffic Calming Application Program, was made by Councilor Keating and seconded by Councilor Riley. The motion carried 5-1.

Seat #	M	S	Council Member	Yay	Nay	Abstained
n/a			Mayor Mix			
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. OLCC Local Government Recommendation - Special Event License for Rusty Truck Brewing
 - i. City Manager Huebner presented a request for the city's local government recommendation on an OLCC Special Event License application from Rusty Truck Brewing to sell beer and seltzer at the Toledo Swap Meet and Sportsman Show on September 5, 2026, at Memorial Field. The application had been received the prior Thursday; Police Chief Pace reviewed and approved it the following Monday.
 - ii. Councilor Keating asked for confirmation that the beer garden would be physically enclosed with fencing, rather than just operationally designated, as minors would be present at the broader event and the application indicated no minors would be permitted to enter the beer garden area. Barry Bruster confirmed that Amber Brown from the Chamber of Commerce had confirmed fencing would be in place.
 - iii. No public comment was received.

- iv. Motion to approve the OLCC Local Government Recommendation Special Event License for Rusty Truck Brewing for the sale of alcoholic beverages at the Toledo Swap Meet and Sportsman Show on September 5, 2026, 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			
2			Council President Chambers	X		
1			Councilor Riley	X		
3		X	Councilor Kauffman	X		
4			Councilor Strom	X		
5	X		Councilor Keating	X		
6			Councilor Burns	X		

8. Staff Reports

- a. Department heads were present and reports were included in the packet. No department heads had additional items to call out. No council questions were raised on the written reports.
- b. City Manager Huebner added two items under his report. First, staff attended a training suggesting that for non-significant votes, an oral "all in favor/opposed" format with a summary of how each member voted on the record could replace the full roll call. Council discussed this, noting the previous shift to roll call had been recommended for clarity to the public. City Recorder Johnson affirmed the primary value of roll call was transparency for those listening remotely. Council expressed openness to exploring the oral format on a trial basis.
- c. Second, City Manager Huebner noted that election season is approaching and reminded council of the open public meetings training requirement each term. The League of Oregon Cities is offering an "Elected Essentials" all-day workshop in each region, and staff would circulate registration details by email.
- d. Councilor Burns asked about skate park cleanliness ahead of the Homie House event on Saturday. City Manager Huebner confirmed the parks crew would address it Thursday before the event, acknowledging that one day would still elapse before Saturday. He confirmed that proactively preparing parks prior to permitted events is standard city practice.
- e. City Manager Huebner also briefed council on two utility bill appeals involving leak adjustment situations where the city's administrative authority had already been exhausted. Both cases involved long-duration leaks that occurred during the winter average period, meaning that even after the standard 50% reduction in the overage, the remaining elevated usage would be locked in as the sewer rate calculation basis for the rest of the year. Huebner informed council that these residents would be directed to bring formal appeals to the City Council, and that he would provide supporting financial calculations when they do. He noted that staff, particularly Finance Department staff, proactively monitor accounts for unusual usage and notify residents, citing a specific example where staff had been

reaching out to one resident for months to alert them to a possible leak.

- f. City Manager Huebner also previewed the upcoming city manager evaluation process, noting the September 16th council meeting would be designated as an executive session for that purpose, and that the September 23rd date may be used for any business otherwise scheduled for the 16th. He acknowledged that the current evaluation instrument has felt disconnected from what council is actually positioned to assess, and welcomed feedback to share with any facilitator or trainer he engages to assist.

9. Issue Tracker & Future Agenda Items

- a. Issue Tracker
- b. Agenda Items
 - i. Council President Chambers reiterated interest in moving forward on code enforcement actions, asking that it not be delayed while the separate issue of inviting county commissioners to a joint meeting is being resolved. City Manager Huebner agreed the two tracks can and should proceed in parallel. He reported that communication with county counsel regarding the city's interpretation of state law on foreclosed properties has received a positive response, and that he expects to be in a position to formally extend a meeting invitation to the county commissioners within the week.
 - ii. Council President Chambers also noted the presence of a county commission candidate in the audience and recognized the county-owned dilapidated building across from the hardware store as a key issue to address in any joint meeting with commissioners.
 - iii. Councilor Keating confirmed that the August 26th meeting of the council will convene as a special meeting of the Urban Renewal Agency for a work session.
 - iv. Councilor Strom requested that council undertake a tour of city facilities at some point, noting that it had been useful in the past to see firsthand the spaces being discussed, including the new building and the proposed water tower site.

10. Council Comments

- a. Councilor Kauffman had no comments.
- b. Councilor Riley had no comments.
- c. Councilor Strom requested, in addition to his facility tour suggestion above, no further comments.
- d. Councilor Keating offered extended remarks explaining his "no" vote on the Public Safety Building architectural services contract at the prior meeting. He expressed concern that a formal deliberation on the use of the new building had never been completed, and that what had been intended as a discussion about an architectural scope had ended up functioning as a decision on building programming. He emphasized that feedback from Representative Gombert indicated the prior funding failure was not due to the planned use of the building, but rather to the inconsistency of changing the scope between legislative sessions. He argued that the plan developed through community engagement a year ago, which included city hall functions, was likely still fundable and potentially stronger than the revised scope. He also pushed back against the notion that moving city hall two blocks up the hill would harm Main Street, and suggested

that this building could serve as a home for the History Center or other community uses. He stated clearly that he will fully support whatever direction council ultimately takes, but asked that the decision be made through a proper deliberative process rather than arriving as an unintended byproduct of an architectural RCA discussion. Council President Chambers responded that he had raised concern with City Manager Huebner about the way the item came before council, acknowledging that the timeline pressure around the legislative session drove the urgency but agreed that the discussion had moved faster than ideal. City Manager Huebner acknowledged the feedback and noted it was helpful for him going forward.

- e. Councilor Burns reported on planning for the Pet Parade and requested that public works schedule banner installation for the first week of September. City Manager Huebner confirmed staff would provide her with the required banner application form. Councilor Burns also noted the flyer design responsibilities had previously been handled by Councilor Keating and asked if staff could take over that function going forward; Councilor Keating indicated he was willing to pass the files to staff. Councilor Burns closed by sharing that after the Wooden Boat Show, she encountered a couple new to Toledo who had purchased a home in town and were considering opening a business, saying that they believe "Toledo is up and coming." The room responded warmly.
- f. Council President Chambers discussed the tennis court key checkout process, noting a constituent had reached out about difficulty accessing the courts outside business hours. Library Director Baker clarified that the library, city hall, and the pool each hold keys, and that after-hours returns can be dropped in the book drop. Council President Chambers suggested adding more key copies so that multiple residents could check out keys simultaneously, and improving signage at the courts to clarify where keys can be obtained. Staff indicated they would explore those improvements. Discussion clarified that the courts are not lit, so after-dark use is not a concern, but daytime access outside standard business hours is the gap being addressed.

11. Mayor's Comments

- a. Mayor Mix had departed the meeting earlier and no comments were provided.

12. Adjournment

- a. The Council President adjourned the meeting at 9:04 p.m.

APPROVE:

ATTEST:

Mayor Tracy Mix

City Recorder Paul Johnson