

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



TOLEDO CONTRIBUTION COMMITTEE
Regular Meeting
August 24, 2026

1. Call to Order & Flag Salute

- a. Committee Chair Keating called the Toledo Contributions Committee to order at 6:00 p.m. and led the Flag Salute.

2. Roll Call & Quorum Determination

- a. City Recorder Johnson took roll call and determined a quorum is present.

Committee Member	Present	Via Zoom	Absent
Andrew Keating	X		
Dakota McKnight-Todd	X		
Stephanie Smith	X		
Barry Bruster	X		
Rich Huebner	X		

- b. Staff Present: City Recorder Paul Johnson

3. Consent Agenda

- a. The Chair noted that only one member of the prior year's committee was present and asked that abstentions be waived for the vote. A brief clarification arose regarding discrepancies in the minutes, where several applications appeared to have received funding in the prior year that was not reflected in the committee's own records. It was explained that some organizations, including Toledo Summer Festival and Working with Children's Theater, were awarded funds by the City Council through a late split of a remaining balance following the formal committee process, which accounted for the inconsistency.
- b. Motion to approve the Consent Agenda as presented was made by Barry and seconded by Stephanie. The motion carried unanimously.

M	S	Council Member	Yay	Nay	Abstained
		Andrew Keating	X		
		Dakota McKnight-Todd	X		
	X	Stephanie Smith	X		
X		Barry Bruster	X		
		Rich Huebner	X		

4. Discussion and Information Items

- a. Review of Submitted City Enhancement & In-Kind Services Applications
 - i. Preliminary Context and Conflict of Interest Disclosures
 - 1. Before reviewing applications, the Chair asked all members to disclose any official relationships with applicant organizations in the interest of transparency. The following relationships were noted:
 - a. Barry Bruster disclosed a relationship with the Yaquina River Museum of Art, as his businesses (Bruster's Whimsy and Posh and Polished) receive advertising benefit from the organization, though he holds no board position.
 - b. Barry also disclosed he serves as Treasurer of the Toledo Chamber of Commerce.
 - c. Dakota McKnight-Todd disclosed she serves as bookkeeper for ARC of Lincoln County.
 - ii. The Chair clarified the distinction between actual conflicts of interest, where a member could financially benefit directly from a funding decision, and potential conflicts of interest in which a member is affiliated with an organization in a manner through which they don't benefit directly from City funds, and that are simply helpful context for the committee's deliberations.
 - b. Funding Context
 - i. The Chair provided background on the available funds. The approximately \$20,000 available for allocation derives from 30% of the City's sin tax collections, revenue from liquor, tobacco, and marijuana sales, projected at approximately \$66,000 annually. Across the 11 applications received, a total of approximately \$45,000 had been requested, meaning the committee would need to prioritize significantly.
 - c. Outreach and Promotion Discussion
 - i. The committee discussed the need to better promote the application process to reach more eligible Toledo-area organizations. Suggestions included placing notices in the Chamber of Commerce newsletter, engaging the Small Business Development Center at the community college (and specifically coordinator Kelly Anne Parker, who runs non-profit boot camp programs), utilizing Urban Renewal Agency communications, and publishing in the Toledo Tribune (a Facebook Group/Page). The Chair and others noted the absence of expected applicants such as Homie House and Food Share of Lincoln County, with the latter's gap potentially attributable to a recent executive director transition.
 - ii. Members also discussed the potential value of encouraging capacity-building grant requests in future cycles, such as funding for vehicles or equipment, and the possibility of providing seed money to help organizations run fundraisers.

d. Prioritization Framework

i. The Chair guided the committee toward establishing a shared philosophy before evaluating individual applications. Key themes included:

1. Urban Renewal Agency (URA) as an alternative funding source: Several applications contained beautification or infrastructure components that could potentially be eligible for URA funding rather than charitable contributions funds. The committee discussed directing applicants with such needs, particularly the Toledo Chamber of Commerce and the Port of Toledo, toward the upcoming Urban Renewal work session scheduled for that Wednesday. City Manager Huebner noted that URA funds are subject to geographic boundary requirements and must meet statutory eligibility criteria, including a standard two-year lien on property for forgivable loan programs.
2. Prioritizing organizations without other city funding sources: The committee acknowledged that both the Toledo History Center and the Yaquina Pacific Railroad Historical Society had been receiving ongoing strategic reserve funding from City Council, and that this context should inform how remaining charitable contributions dollars were allocated.
3. Fully funding smaller, targeted requests: A general preference emerged for ensuring that smaller, clearly defined requests were fully met rather than partially funded across the board.

e. Application-by-Application Discussion

i. The committee worked through each application, guided by a running spreadsheet displayed on screen:

1. **Methodist Thrift Shop** (\$500 requested, books): Viewed as an uncomplicated, high-value community request. The committee quickly agreed to fund the full \$500.
2. **Meals on Wheels** (\$2,000 requested): Characterized as a perennial and unambiguous community need. The committee agreed to fund the full \$2,000, noting consistent prior-year funding at this level.
3. **Toledo Boomer Boosters** (\$2,000 requested, uniforms and travel): The committee discussed the program's recent reinvigoration under coach Jerry Marsh, including the development of running paths and a 5K fundraiser. The program was framed as a start-up investment rather than a recurring ask. The committee agreed to fund the full \$2,000.
4. **RSVP of Lincoln County SHIBA Program** (\$1,000 requested, senior program enrollment assistance): Characterized as a genuine and underserved need, particularly given the increasing complexity of senior benefit programs. The committee agreed to fund the full \$1,000.
5. **Toledo Summerfest** (\$2,000 requested, fireworks): Prior-year funding had ranged from \$1,000–\$2,000, with the full request never having been met. The committee agreed to an initial

allocation of \$1,000, with the possibility of revisiting if funds remained.

6. **Toledo History Center** (\$1,611 requested, insurance): The committee was informed that the History Center's primary operating need was insurance coverage, separate from the \$12,000 it was already receiving from City Council's strategic reserve fund for rent. This context was noted as essential, without it, members indicated they would have questioned the need for additional funds. The committee agreed to fund approximately \$1,750, slightly above the insurance cost to provide a small buffer for premium variation.
7. **ARC of Lincoln County** (\$10,500 requested): Dakota, as the organization's bookkeeper, provided critical context: ARC had recently discovered that a prior building remodel had been completed without proper permits, resulting in two rooms being condemned and a non-compliant wheelchair ramp requiring replacement at an estimated cost of \$40,000. In addition, ARC had recently absorbed clients from a closed Newport organization, expanding its service load. The committee also noted that the City had separately issued a check of just over \$10,000 to ARC earlier in the year for playground equipment at Maple Street Park. The committee initially set a placeholder of \$4,000, with broad agreement to revisit and increase this amount after reviewing the remaining balance.
8. **Port of Toledo** (\$5,000 requested, wooden boat show and pavilion improvements): The committee supported funding the event-related components (tents, canopies) and discussed whether the infrastructure upgrade portion might be eligible for URA funding. A figure of \$2,000–\$3,000 was discussed, with \$2,000 set as a starting point, accompanied by a recommendation that staff provide a letter encouraging the Port to pursue URA funding for the remaining infrastructure costs.
9. **Yaquina River Museum of Art** (\$3,000 requested, event flyers and refreshments): The committee discussed the organization's current operating status, noting that one of its co-op locations had recently closed and operations had consolidated. The committee focused on the clearly identified cost of flyers (\$1,200), which benefited a broader community audience, and agreed to fund \$1,250.
10. **Oregon Coast Children's Theater** (\$2,250 requested, mural maintenance and bench restoration): The committee discussed the itemized costs: approximately \$700 in completed mural maintenance supplies, a \$1,500 projected bench restoration on Highway 20 (in coordination with the City maintenance department), and a children's garden nook at the library valued at approximately \$1,500. The committee noted some ambiguity in

how the total was calculated. General support was expressed for the beautification work, and \$1,500 was agreed upon, with a suggestion that future mural maintenance might be a candidate for URA funding.

11. **Toledo Chamber of Commerce** (\$15,000 requested, holiday wreath replacement): The committee noted that City Council was separately anticipating an allocation of \$12,000 to the Chamber. With approximately \$3,000 remaining in the contributions budget after other allocations, the committee discussed how to split remaining funds between the Chamber and ARC. The wreaths were described as homemade decorations in deteriorating condition, with individual replacements estimated at \$250 each. The committee settled on \$2,000 for the Chamber and increased the ARC allocation to \$5,000, acknowledging that the Chamber could pursue additional support and that ARC had a demonstrated, urgent, and unmet need.

- f. The final allocated amounts, as captured in the committee's working spreadsheet, are summarized below:

Organization	Requested	Recommended
Methodist Thrift Shop	\$500	\$500
Meals on Wheels	\$2,000	\$2,000
Toledo Cross Country Boosters	\$2,000	\$2,000
RSVP	\$1,000	\$1,000
Toledo Summerfest	\$2,000	\$1,000
Toledo Area History Center	\$1,611	\$1,750
ARC of Lincoln County	\$10,500	\$5,000
Port of Toledo	\$5,000	\$2,000
Yaquina River Museum of Art	\$3,000	\$1,250
Art Toledo / Working with Children's Theater	\$2,250	\$1,500
Toledo Chamber of Commerce	\$15,000	\$2,000
Total	~\$45,000	~\$20,000

- g. The committee noted with satisfaction that several applicants, including the Methodist Thrift Shop, Meals on Wheels, the Cross Country Boosters, RSVP, and the History Center (for their insurance need specifically), were being fully funded. The Chair indicated that the committee's discussions regarding beautification-related applications and potential URA eligibility would be raised at the Wednesday Urban Renewal work session.

5. Requests for Committee Action

- a. Contribution Committee Recommendations to the Toledo City Council for the funding of City Enhancement & In-Kind Services Applications
 - i. Motion to approve and recommend to the Toledo City Council the funding allocations as presented in the committee's working spreadsheet was made by Rich and seconded by Stephanie. A roll call vote was conducted. The motion carried unanimously, 5-0.

M	S	Council Member	Yay	Nay	Abstained
		Andrew Keating	X		
		Dakota McKnight-Todd	X		
	X	Stephanie Smith	X		
		Barry Bruster	X		
X		Rich Huebner	X		

6. Adjournment

- a. The Committee Chair adjourned the meeting at 7:27 p.m.

APPROVE:

ATTEST:

 Chair Andrew Keating

 City Recorder Paul Johnson