



Toledo City Hall
City Council Chambers
206 N. Main St
Toledo, Oregon 97391
6:00 PM

Toledo City Council
Regular Meeting – Conducted In Person and via the Zoom Meeting Platform
September 2, 2026

Virtual Meeting: The Toledo City Council will host the meeting in person in the City Hall Council Chambers for the City Council and staff as well as through video conferencing. The public is encouraged to attend the meeting electronically. Visit the meetings page on the city website for meeting information.

Public Comments: The Toledo City Council will take comments on topics not listed on the meeting agenda from members of the community during the "Public Comments" portion of the council meeting. There is a time limit of 3 minutes for each comment. If you wish to address the City Council during this portion of the meeting, please email paul.johnson@cityoftoledo.org by **3:00 p.m. on the day of the scheduled meeting. Please include your: Name, address, and phone number (optional) and the topic.** Public comment cards will also be available at the door and must be completed and given to the City Recorder prior to the start of the meeting.

- 1. Call to Order & Flag Salute**
- 2. Roll Call & Quorum Determination**
- 3. Public Comments**
 - a. In-Person/Online Comments
 - b. Submitted Comments
- 4. Consent Agenda**
 - a. August 19, 2026 City Council Minutes
- 5. Toledo Beat and/or Presentations**
 - a. Jeff Fleming, Second Home - A program of EMOregon.
- 6. Discussion and Information Items**
- 7. Requests for Council Action**

This notice satisfies the requirements of ORS 192.630 and ORS 192.640 regarding Public Meetings. This meeting is accessible to persons with disabilities. A request for an interpreter, for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting by calling the City Offices at (541)336-2247.

- a. Approval of Contributions Committee Funding Recommendations
- 8. Staff Reports**
 - a. City Manager Report
- 9. Future Agenda & Issue Tracker Items**
 - a. Future Agenda & Issue Tracker Items
- 10. Council Comments**
- 11. Mayor's Comments**
- 12. Adjournment**

This notice satisfies the requirements of ORS 192.630 and ORS 192.640 regarding Public Meetings. This meeting is accessible to persons with disabilities. A request for an interpreter, for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting by calling the City Offices at (541)336-2247.

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



City of Toledo
Request for City Council Action

Council Goal:	Meeting Date:	Agenda Topic:
Enhance civic engagement and transparency	September 2, 2026	Approval of Contributions Committee Funding Recommendations
Prepared By:		Approved by:
Rich Huebner, City Manager		Paul Johnson, City Recorder

Recommendation:

Motion to approve the funding recommendations of the City of Toledo Contributions Committee as presented, and authorize the corresponding expenditures.

Background:

The Toledo Contributions Committee met on Monday, August 24, 2026 to review the City Enhancement and In-Kind Services applications for the 2026-2027 fiscal year. 11 applications were received, requesting a combined \$45,250. The FY 2026-2027 budget included \$20,000 for charitable contributions, which is 30% of the projected "sin tax" (i.e., alcohol, cigarette, and marijuana sales taxes) revenue.

Committee members include Councilor Andrew Keating, City Manager Rich Huebner, Budget Committee Member Dakota McKnight-Todd, and Citizen Members Barry Bruster and Stephanie Smith. Prior to the review of applications, Councilor Keating facilitated a discussion of scoring priorities, which helped the Committee make some decisions. Specifically, the committee first focused on applicants that do not receive funding from other City sources and are not eligible for Urban Renewal Agency (URA) funds.

Each applicant was recommended for some funding. Four applicants have been recommended for full funding, and four others were recommended for partial funding that specifically funded one or more specific items from the application.

The committee's full recommendations are:

Applicant	Request	Recommendation
ARC of Lincoln County	\$10,000	\$5,000
Children's Theatre/Center for Arts	\$2,250	\$1,500
Meals on Wheels	\$2,000	\$2,000
Port of Toledo	\$5,000	\$2,000
RSVP of Lincoln County	\$1,000	\$1,000
Toledo Boomer Boosters	\$2,000	\$2,000
Toledo Chamber of Commerce	\$15,500	\$2,000
Toledo History Center	\$2,000	\$1,750
Toledo Summer Festival	\$2,000	\$1,000
United Methodist Thrift Shop	\$500	\$500
Yaquina River Museum of Art	\$3,000	\$1,250
Total:	\$45,250	\$20,000

Fiscal Impact:	Fiscal Year:	GL Number:
\$20,000	2026-2027	001-900-603975

Attachments:

None



City of Toledo Strategic Reserve Fund

Strategic Reserve Fund Agreement

Organization

Organization Name: Toledo History Center
Organization Type: Non-Profit
Contact Person: Brenda Brown, Treasurer
Address: 320 N. Main Street
Toledo, Oregon 97391
Phone: (541) 336-1203
E-mail address: toledohistory320@gmail.com

Request

Amount of Request: **\$12,000**

Date: 09/02/2026

Describe how the funds will be used (use an additional page if more space is needed):

The Toledo History Center ("Organization") preserves and shares local history through photographs, oral histories, historic documents, newspapers, displays, and community collections. Financial support from the City of Toledo will enable the Center to better fulfill this mission.

Terms

The City Council has considered the request and the Organization's record of service to the citizens of Toledo, financial and management capability of the Organization to provide services, positive impact the contribution may have on supplementing an activity or direct service provided by the Organization to Toledo citizens, and the number of citizens receiving direct services from the Organization and has granted the Organization's request for funding from the City's Strategic Reserve Fund in the form of:

☒ **Direct Award:** **\$12,000**

Terms of Award: Funding received from the City of Toledo via the Strategic Reserve Fund shall be used by the Organization exclusively for operational expenses, at the discretion of the Organization. Examples of operational expenses include, but are not specifically limited to:

1. Facility Rent
2. Wages, payroll taxes, and/or health insurance coverage for paid staff
3. Professional services, such as legal counsel, independent audits, and bookkeeping services

The Organization agrees that:

1. The Direct Award funds will be used for the purposes stated in this Agreement.
2. The Organization shall make a report to the City Council using the attached Award Recipient Final Report form annually for each year that the Organization receives a Direct Award from the City's Strategic Reserve Fund.



**City of Toledo
Strategic Reserve Fund**

Toledo History Center:

Signature: _____

Printed: _____

Title: _____

Date: _____

City of Toledo:

Signature: _____

Printed: _____

Title: _____

Date: _____



City of Toledo
Strategic Reserve Fund

Award Recipient Final Report Form

Deadline: _____

Organization Information

Organization Name: _____

Contact Person: _____

Address: _____

Phone: _____

Report:

Amount Received: _____ Date: _____

Describe how the contribution funds were used (e.g. supplies purchased, applied to overall administration, use additional pages if needed):

Did the expenditures match the application request? ☐ Yes ☐ No

If not, please explain:

Please submit the final report to:

Attention: City Manager Rich Huebner
City of Toledo
Po Box 220
Toledo, OR 97391

OFFICE USE ONLY:

Date received: _____

City Manager review: _____



City of Toledo Strategic Reserve Fund

Strategic Reserve Fund Agreement

Organization

Organization Name: Yaquina Pacific Railroad Historical Society
Organization Type: Non-Profit
Contact Person: Lisa Watson, Executive Director
Address: 100 NW A Street
Toledo, Oregon 97391
Phone: (541) 336-5256
E-mail address: lisawatson541@gmail.com

Request

Amount of Request: **\$12,000**

Date: 09/02/2026

Describe how the funds will be used (use an additional page if more space is needed):

The Yaquina Pacific Railroad Historical Society ("YPRHS" or "Organization") is an Oregon 501(c)(3) non-profit organization created for preserving and interpreting Lincoln County's railroad history, with a focus in making artifacts and information accessible to the public for the purpose of education. Financial support from the City of Toledo will enable the YPRHS to better fulfill this mission.

Terms

The City Council has considered the request and the Organization's record of service to the citizens of Toledo, financial and management capability of the Organization to provide services, positive impact the contribution may have on supplementing an activity or direct service provided by the Organization to Toledo citizens, and the number of citizens receiving direct services from the Organization and has granted the Organization's request for funding from the City's Strategic Reserve Fund in the form of:

☒ **Direct Award:** **\$12,000**

Terms of Award: Funding received from the City of Toledo via the Strategic Reserve Fund shall be used by the Organization exclusively for operational expenses, at the discretion of the Organization. Examples of operational expenses include, but are not specifically limited to:

1. Facility Rent
2. Wages, payroll taxes, and/or health insurance coverage for paid staff
3. Professional services, such as legal counsel, independent audits, and bookkeeping services

The Organization agrees that:

1. The Direct Award funds will be used for the purposes stated in this Agreement.
2. The Organization shall make a report to the City Council using the attached Award Recipient Final Report form annually for each year that the Organization receives a Direct Award from the City's Strategic Reserve Fund.



**City of Toledo
Strategic Reserve Fund**

Yaquina Pacific Railroad Historical Society:

Signature: _____

Printed: _____

Title: _____

Date: _____

City of Toledo:

Signature: _____

Printed: _____

Title: _____

Date: _____



City of Toledo
Strategic Reserve Fund

Award Recipient Final Report Form

Deadline: _____

Organization Information

Organization Name: _____

Contact Person: _____

Address: _____

Phone: _____

Report:

Amount Received: _____ Date: _____

Describe how the contribution funds were used (e.g. supplies purchased, applied to overall administration, use additional pages if needed):

Did the expenditures match the application request? ☐ Yes ☐ No

If not, please explain:

Please submit the final report to:

Attention: City Manager Rich Huebner
City of Toledo
Po Box 220
Toledo, OR 97391

OFFICE USE ONLY:

Date received: _____

City Manager review: _____



City of Toledo Strategic Reserve Fund

Strategic Reserve Fund Agreement

Organization

Organization Name: Toledo Chamber of Commerce
Organization Type: Non-Profit
Contact Person: Amber Brown, Executive Director
Address: 311 NE 1st Street
Toledo, Oregon 97391
Phone: (541) 336-3183
E-mail address: director@toledooregon.org

Request

Amount of Request: **\$12,000**

Date: 09/02/2026

Describe how the funds will be used (use an additional page if more space is needed):

The Toledo Chamber of Commerce ("Chamber" or "Organization") is an Oregon non-profit organization promoting tourism and local business growth. The Chamber is a proud resources working to cultivate economic development in Toledo by supporting business expansion, promoting "shop local" initiatives, and attracting visitors. Financial support from the City of Toledo will enable the Chamber to better fulfill this mission.

Terms

The City Council has considered the request and the Organization's record of service to the citizens of Toledo, financial and management capability of the Organization to provide services, positive impact the contribution may have on supplementing an activity or direct service provided by the Organization to Toledo citizens, and the number of citizens receiving direct services from the Organization. Specifically, the City acknowledges the Chamber's community commitment through the following business activities:

1. Hosting a variety of local events, including the Toledo Community Market, Car Show and Swap Meet, Halloween Trick or Treat, Holiday Umbrella Parade, and Tree Lighting and Community Holiday Party.
2. Community beautification efforts, including the hanging of the Valentine's Day hearts, flower baskets, and holiday wreaths.
3. Supporting and assisting fellow non-profit agencies in community-building activities, such as the Toledo Summer Festival and the Community Easter Egg Hunt.
4. Hosting member networking events to promote business community interaction.

In recognition of the above listed community activities, the City has granted the Organization's request for funding from the City's Strategic Reserve Fund in the form of:

☒ **Direct Award:** **\$12,000**

Terms of Award: Funding received from the City of Toledo via the Strategic Reserve Fund shall be used by the Organization exclusively for operational expenses, at the discretion of the Organization. Examples



**City of Toledo
Strategic Reserve Fund**

of operational expenses include, but are not specifically limited to:

1. Facility Rent
2. Wages, payroll taxes, and/or health insurance coverage for paid staff
3. Professional services, such as legal counsel, independent audits, and bookkeeping services

The Organization agrees that:

1. The Direct Award funds will be used for the purposes stated in this Agreement.
2. The Organization shall make a report to the City Council using the attached Award Recipient Final Report form annually for each year that the Organization receives a Direct Award from the City's Strategic Reserve Fund.

The City agrees that:

1. In addition to the specified Direct Award subject to this Agreement, the City will continue to provide the Organization with in-kind support services, specifically in areas the Organization lacks internal capacity, on an as-available basis. Such in-kind support will be scheduled so as to not interfere with normal City operational needs.

Toledo Chamber of Commerce:

Signature: _____
Printed: _____
Title: _____
Date: _____

City of Toledo:

Signature: _____
Printed: _____
Title: _____
Date: _____



City of Toledo
Strategic Reserve Fund

Award Recipient Final Report Form

Deadline: _____

Organization Information

Organization Name: _____

Contact Person: _____

Address: _____

Phone: _____

Report:

Amount Received: _____ Date: _____

Describe how the contribution funds were used (e.g. supplies purchased, applied to overall administration, use additional pages if needed):

Did the expenditures match the application request? ☐ Yes ☐ No

If not, please explain:

Please submit the final report to:

Attention: City Manager Rich Huebner
City of Toledo
Po Box 220
Toledo, OR 97391

OFFICE USE ONLY:

Date received: _____

City Manager review: _____

City of Toledo – future agenda items list 2026

Goal #	January 7, 2026 Regular Meeting	Staff Lead
	Discussion: University of Oregon's Sustainable City Year Program (SCYP)	RH/CMAK
	Website Upgrade and new Software Programs	RH/PJ
	Employee Handbook	SG
	Auditor Introduction	RH/JR

Goal #	January 21, 2026 Regular Meeting	Staff Lead
	Lincoln County Genealogical Society	HB
	Discussion: University of Oregon's Sustainable City Year Program (SCYP)	RH/CMAK

Goal #	January 28, 2026 Work Session	Staff Lead
	Volunteer Appreciation	
	Mix Report	

Goal #	February 4, 2026 Regular Meeting	Staff Lead
1	Approve Resolution No. 1595, authorizing Interfund Transfers to repay the System Development Charges Fund for exempted SDCs related to the Olalla Meadows Project.	RH/JR
	Ordinance 1434 Second Reading	RH
	Swearing in of Officer Orrin Wallace	MP
	Meritorious Award Presentation	RH/MP/DS
	Election of Mayor	RH
	Election of Council President (if needed)	RH

Goal #	February 18, 2026 Regular Meeting	Staff Lead
	Art Toledo	
	SE 7 th Place Street Synopsis	
	Toledo History and Yaquina Historical Railroad Museum	
	Toledo Summer Festival Princesses	
	Lincoln County Historical Society	

Goal #	February 25, 2026 Work Session	Staff Lead
	University of Oregon's Sustainable City Year Program (SCYP)	AK/RH
	CIP's	
	Draft Goals	
	Art Toledo	
	Water Conservation	
	Vigil	

Goal #	March 4, 2026 Regular Meeting	Staff Lead
	Toledo History Center and Yaquina Historical Railroad Museum Funding Approval	
	Fireworks – Discussion Item	

City of Toledo – future agenda items list 2026

Goal #	March 18, 2026 Regular Meeting	Staff Lead
	Toledo Summer Festival Princesses	PJ
	RCA – authorize payment for repair of Fire Apparatus	RH
	Discussion/update on Code Enforcement	SM
	Forestry Department Letter of Interest	RH

Goal #	March 25, 2026 Town Hall	Staff Lead
	Water Conservation	
	Fire Safety	

Goal #	April 1, 2026 Regular Meeting	Staff Lead
	Council Applicant Interview	CC
	Discussion: Thursday Market Rental Fee	RH
	Discussion: Fireworks Regulations	RH/SM
	Exec Session: Potential Litigation	RH/SM

Goal #	April 15, 2026 Regular Meeting	Staff Lead
	Budget Amendment/Supplemental Budget	RH/JR
	Water Conservation / Fire Safety	CC
	Resolution re: Thursday Market	RH
	Arts, Oysters and Brew Budget	RH
	Discussion: Toledo H2O Water Assistance Program	RH
	Arbor Day Proclamation	RH

Goal #	April 22, 2026 Work Session	Staff Lead
	Cancelled due to LOC Spring Conference	

Goal #	May 6, 2026 Regular Meeting	Staff Lead
	Fireworks Retail Permits	RH/SM
	Waiver of Fees for Thursday Community Market	RH
	Fire Department Equipment Surplus	RH/DL
	Discussion: Council Goals	RH
	Proclamations: Municipal Clerks and Missing/Indigenous Women	RH/PJ
	Appointment of Council Rep to CWAC	RH

Goal #	May 20, 2026 Regular Meeting	Staff Lead
	Adoption of Council Goals	RH
	Surplus Parks Equipment Donation to Elks Lodge (Siletz Campground)	RH
	Discussion: Recognition of Toledo Graduates	RH/PEJ/TM

City of Toledo – future agenda items list 2026

Goal #	May 27, 2026 Work Session	Staff Lead
	Talaina King – Cape Perpetua Alliance	PEJ
	Public Comment Guidelines	
	Fireworks Guidelines	
	Timecard for Councilors	RH/FS
	Council Roles Training	RH/TM

Goal #	June 3, 2026 Regular Meeting	Staff Lead
	URA Applications (Cobblestone and Rizza’s Pizza)	PJ/RH
	New Contract with Salvation Army for Utility Assistance	RH
	Street Light Fee – Discussion	RH/JR/MS

Goal #	June 17, 2026 Regular Meeting	Staff Lead
	Resolution establishing 2026-2027 Street Light Fee	RH/JR/MS

Goal #	June 24, 2026 Work Session	Staff Lead
	Transportation	
	Event Permit ordinance	
	Fee Schedule	RH/PEJ

Goal #	July 1, 2026 Regular Meeting	Staff Lead

Goal #	July 15, 2026 Regular Meeting	Staff Lead

City of Toledo – future agenda items list 2026

Goal #	July 22, 2026 Work Session	Staff Lead
	Code Enforcement	RH/SM
	Strategic Reserve Fund	RH
	National Night Out	RH/RB
	Domestic Violence Vigil	RH
	City Events Review (put last)	RH/AK
	Advocating for County financial support of local agencies	RH/AK

Goal #	August 5, 2026 Regular Meeting	Staff Lead
	Fire Department Roof Replacement Contract	RH/BL
	Homie House Fee Waiver Request	RH
	Siletz Fire IGA	RH/DL

Goal #	August 19, 2026 Regular Meeting	Staff Lead
	Railroad Museum and History Center funding	RH
	Chamber Funding?	RH
	Presentation: Chamber budget	RH
	Discussion: Volunteer Appreciation	RH

Goal #	August 26, 2026 Work Session	Staff Lead

Goal #	September 2, 2026 Regular Meeting	Staff Lead

Goal #	September 16, 2026 Regular Meeting	Staff Lead
	Presentation – Oregon Cascades West Council of Governments	RH

Goal #	September 23, 2026 Work Session	Staff Lead
	URA Work Session – Fund Usage Discussion	

Goal #	October 7, 2026 Regular Meeting	Staff Lead

Goal #	October 21, 2026 Regular Meeting	Staff Lead

Goal #	October 28, 2026 Work Session	Staff Lead

Goal #	November 4, 2026 Regular Meeting	Staff Lead

Goal #	November 18, 2026 Regular Meeting	Staff Lead

City of Toledo – future agenda items list 2026

Goal #	November 25, 2026 Work Session	Staff Lead

Goal #	December 2, 2026 Regular Meeting	Staff Lead

Goal #	December 16, 2026 Regular Meeting	Staff Lead

Goal #	December 23, 2026 Regular Meeting	Staff Lead

City of Toledo Issue Tracker 2026

Request Date	Date to Follow Up	Targeted Completion Date	Staff Assigned	Item	Comments/Notes	Completed?
5/7/2025	10/25/2025	10/31/2025	City Attorney/ City Manager	Fire policies reviewed by the City Attorney	Completed through collaboration with Fire Chief and City Attorney	Y
5/7/2025		10/31/2025	Council	Civic Center Naming	August 6 contract awarded to Scott Edwards to do visioning and prelim design	Y
8/6/2025	9/17/2025	10/1/2025	City Attorney/ City Manager	Homie House	Agreement and letter of support. Payment remitted to Homie House.	Y
7/2/2025	10/22/2025	11/30/2025	Council/Staff	Review/update council rules	October Work Session	Y
10/15/2025	10/15/2025	Ongoing - quarterly	Paul Johnson	Railroad and Yaquina payment RCA		Ongoing
7/10/2025		N/A	City Attorney/ City Manager/ Fire Chief	Facility use agreement	Agreement proposed and rejected by ELCFR, which vacated Toledo Fire Station	N/A
2/5/2025	3/25/2026		Justin Brown	Council tech upgrades	Justin previously met with Councilor Keating in September. Staff anticipate purchasing new projector and ceiling mount in March 2026. Reviewing options for Chromebook replacement and dais presentation viewing.	N
5/20/2025		Winter	City Manager/ Council	Budget Committee process review	Rich will follow-up with new Finance Director, who is starting April 1, 2026	N
4/23/2025	3/25/2026	7/1/2026	Brian Lorimor	Memorial Field bathroom completion	Bid completed and awarded. Demo completed. Contract signed with DSL Construction.	N - In process
4/16/2025	4/15/2026	6/30/2026	Chiefs	Emergency Operations Plan	Preliminary Draft Expected. New information gained by FD has added additional elements.	N - In process

5/28/2025	5/1/2026		City Attorney/ City Manager	Revisit Ordinance 1423	Final FEMA/PICM rules still not issued. City Manager has had discussion with City Planner about appropriate model to adopt if proposed rules remain unchanged.	N - In process
6/4/2025	4/1/2026		City Manager/ Finance	Public Safety Revenue Options	City Manager has been gathering data from other Oregon cities. Will have as a discussion item for 4/1/26 meeting.	N - In process
7/23/2025	4/1/2026	TBD	City Manager/ Planning	Amend URA boundaries to include current Dept. of Forestry property	City working on proposal to acquire land. City Manager will provide update on feasibility of this once acquisition proposal complete.	N - In process
8/27/2025	4/1/2026	TBD	City Manager	Stray Cats		N - In process
9/3/2025	4/22/2026		City Manager/ Mayor	Mayor's committee / Junior Council	Proposed by Former Mayor. City Manager and Mayor to discuss.	N - In process
9/24/2025	4/8/2026		City Attorney/ City Manager	Follow-up After Action	Working with city attorney	N - In process
10/15/2025	10/15/2025		City Manager	Social Media Coordinator	Duties currently held by City Recorder. City Manager will evaluate for future need as and part of budget process.	N
9/17/2025	4/22/2026	Ongoing	City Manager/ Mayor		Mayor Mix Report	N - In process

City of Toledo Issue Tracker 2025

Request Date	Date to Follow Up	Targeted Completion Date	Staff Assigned	Item	Comments/Notes	Completed
2/5/2025	09/17/25		Justin	Council tech upgrades	Plan for the 2nd week of Sept. follow-up- Councilor Keating Meeting in a week or two-9/11/2025	
4/16/2025	11/25/25	Fall	Chiefs,	Emergency Operations Plan	Subcommittee formed	Come Fall when stuff slows down work begins in earnest
5/7/2025	10/25/25	10/31/25	City Attorney/Rich	Fire policies reviewed by the City Attorney	Waiting for Attorney Review 8-21-25/and 9-11-2025	forwarded to City Attorney for review
5/7/2025			Council	Civic Center Naming	August 6 contract awarded to Scott Edwards to do visioning and prelim design- Sumpter	Done
5/20/2025		Winter	Council	Budget Committee process review	Council will consider this matter	Rich Follow-up with new finance Director
5/28/2025		12/01/25	SM/RH	Revisit Ordinance 1423	Ordinance adopted. Further amendments expected from CA and staff	
6/4/2025	10/22/25		Finance	Revenue options Public Safety, etc.	Schedule Work Session-October Tax Levy- RH to discuss with mayor and scheduled work session	
7/2/2025	10/22/25	11/30/25	Council/Staff	Review/update council rules	October Work Session	
7/10/2025			CM/Fire	faciltity use agreement	Working on next part. 9/11/25 no update	Facility use agreement in process
7/23/2025			CM/Planning	Possibly -Amend URA boundaries to include proposed donation property from Dept. of Forestry		
8/6/2025	09/17/25	10/01/25	SM/RH	Homie House	Agreement and letter of support	Create formal process
8/27/2025		10/01/25		Stray Cats	Upcoming meeting	Non-profits/community
9/3/2025			CM/Mayor	Create a mayor's committee	JR Council?- process needed	
9/17/2025	10/15/25	11/19/25		Discussion Items	Mix Report	
9/24/2025	10/15/25	ongoing		Discussion/Follow-up After Action	Working with city attorney	
9/17/2025	After 10/20			Tech Updates	Keating	

City of Toledo Issue Tracker 2025

Request Date	Date to Follow Up	Targeted Completion Date	Staff Assigned	Item	Comments/Notes	Completed
10/15/2025	10/15/25	11/05/25	PJ	Railroad and Yaquina payment RCA		11/12/2025
	10/15/25		?	Social Media Coordinator		
	11/05/25					