

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



**TOLEDO CITY COUNCIL**  
**Regular Meeting – In person and via Zoom**  
**September 2, 2026**

**1. Call to Order & Flag Salute**

- a. Mayor Tracy Mix called the meeting to order at 6:01 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 |         |          | 6:11   |
| 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 and City Recorder Paul Johnson  
c. Via Zoom: City Attorney Souvanny Miller  
d. Council President Chambers arrived at 6:11 p.m.

**3. Public Comments**

- a. In-person/Online Comments  
i. No members of the public were present in-person or online who wished to address the council on items not on the agenda.  
b. Submitted Comments available on the Website  
i. No submitted comments were received for this meeting.

**4. Consent Agenda**

- a. City Recorder Johnson noted that Council President Chambers and he had exchanged communications prior to the meeting to incorporate amendments to the August 19, 2026 minutes. Upon request from a councilor, Johnson read the amended language into the record. The amendment clarified the nature of Council President Chambers' remarks at the prior meeting regarding the Public Safety Building architectural contract, more accurately reflecting that he had expressed dissatisfaction that the draft contract included the city council chambers, that he did not feel council had made a decision to move that programming to the public

safety building, and that while he acknowledged the timeline pressure from the legislative session drove the urgency, the discussion had moved faster than ideal. City Manager Huebner acknowledged the feedback and noted it was helpful going forward.

- b. Motion to approve the consent agenda as amended was made by Councilor Keating and seconded by Councilor Strom. The motion carried 6-0.

| Seat # | M | S | Council Member             | Yay | Nay | Abstained |
|--------|---|---|----------------------------|-----|-----|-----------|
| n/a    |   |   | Mayor Mix                  | X   |     |           |
| 2      |   |   | Council President Chambers |     |     |           |
| 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. Jeff Fleming, Second Home - A program of EMOregon.
  - i. Jeff Fleming presented on Second Home, a host home program operated through Ecumenical Ministries of Oregon (EMOregon) that addresses youth homelessness in Lincoln County. Mr. Fleming explained that last year, 62 unaccompanied high school students experienced homelessness throughout Lincoln County, and that a homeless teen has less than a 60 percent chance of graduating high school without stable housing, compared to over 90 percent with a safe and secure place to live.
  - ii. Second Home connects unaccompanied teens experiencing homelessness—those not in the physical custody of a parent or family unit—with community host home providers who offer room and board. To be eligible, students must be enrolled in the Lincoln County School District, be between the ages of 16 and 21 (or 15 and pregnant or parenting), commit to being drug and alcohol free, have no history of violent behavior, and demonstrate a commitment to their academics. The matching process is thorough, with compatibility as a high priority; students interview host providers just as much as hosts interview students. A rental contract and house expectations are established at the outset, with ongoing support provided by Mr. Fleming and his colleague Claire Johnson throughout the placement. The Lincoln Community Dispute Resolution Center handles mediation if issues arise.
  - iii. Mr. Fleming noted that since relaunching Second Home in February 2024, they have been able to recruit hosts in Lincoln City, Newport, and Waldport, but have had zero hosts in Toledo. In that same period, four Toledo students came to them needing housing and had to be turned away. He urged the council to help recruit at least one or two host families in Toledo.
  - iv. Council discussion was substantive and generated several supportive commitments:

- v. Mayor Mix noted that Toledo has a grassroots history of informally housing students in need and suggested that broader advertising through flyers posted at visible public locations could help. Mr. Fleming indicated that program flyers were available and offered to provide them to the council. City Recorder Johnson offered to add Second Home to the city's website community resources page and promote the program through city social media channels.
- vi. Councilor Keating suggested connecting with local nonprofits such as Homie House, Family Promise, and the Elks Lodge, which have established email lists of donors already engaged in aligned work. He recommended asking those organizations to include a blurb in their newsletters when a specific student need arises, noting that specificity—"we have a student in Toledo who needs help now"—would be more compelling than a general awareness message.
- vii. Council members raised the housing shortage across Lincoln County as a compounding challenge, but noted that retired residents with empty rooms may be a viable and underserved audience. Mr. Fleming confirmed the program is structured to minimize financial burden on hosts: students are typically eligible for SNAP benefits, the program runs fundraisers for food gift cards to supplement, and they are actively working with advocates in Salem to secure a monthly stipend for host families.
- viii. Councilor Burns raised the question of transportation for Toledo students placed with Newport hosts, noting that the school district has a program to transport homeless students back to their home school.
- ix. Council members inquired about the reasons youth experience homelessness. Mr. Fleming cited home conflict, family rejection (particularly prevalent among LGBTQ youth), and economic displacement including the lingering effects of the Otis fire as common causes. He emphasized that every case is highly individualized and that his colleague Claire Johnson is trained in trauma-informed care, with training also available for hosts.
- x. Regarding placement stability, Mr. Fleming noted that the program does not rush placements even in urgent situations, and that mediation through the Dispute Resolution Center is available if issues arise after move-in.
- xi. If a student in Toledo needed placement and hosts were only available in Newport, Mr. Fleming confirmed the program would work with all parties to arrange transportation and keep the student enrolled in their school of choice.
- xii. Mayor Mix raised the idea of the city hosting a nonprofit roundtable—not a public fair, but a meeting among nonprofits themselves—where organizations could share their greatest needs and identify how they might collectively address them. City Manager Huebner noted that he had been developing a similar concept, including interest from the Oregon Community Foundation and the regional solutions team. Council reached consensus to place this item on a future agenda. City Manager Huebner was asked to schedule it for the October 7th regular meeting.

- xiii. Mr. Fleming expressed enthusiasm for being included in any such effort and offered Second Home as a willing first participant.

## **6. Discussion and Information Items**

- a. No items were presented under this agenda heading.

## **7. Requests for Council Action**

- a. Approval of Contributions Committee Funding Recommendations.
  - i. City Manager Huebner and Councilor Keating provided context on the Contributions Committee's process and recommendations. The committee met on August 24, 2026 and reviewed eleven applications totaling \$45,250 in requests against a \$20,000 charitable contributions budget. Committee members included Councilor Keating, City Manager Huebner, Budget Committee Member Dakota McKnight-Todd, and citizen members Barry Bruster and Stephanie Smith.
  - ii. Councilor Keating noted that as a starting point, the committee facilitated a discussion on scoring priorities. They chose to prioritize applicants not receiving other city funding sources, and to consider whether any requests might be more appropriately directed to the Urban Renewal Agency. He clarified that the committee did not exclude any applicant outright on URA eligibility grounds, but rather used that as a factor in allocating partial funding and in encouraging some applicants to explore additional funding avenues. The committee sought to fully fund at least one specific line item for each applicant where possible rather than spreading funds thinly across all requests.
  - iii. Councilor Keating further clarified that the Chamber of Commerce and the Toledo History Center were placed last in consideration because both were known to be receiving Strategic Reserve Fund support of \$12,000 each, ensuring that other organizations with no other city funding source were prioritized first.
  - iv. Questions were raised by council members on specific recommendations:
    - 1. United Methodist Thrift Shop: A councilor initially questioned its inclusion, but was clarified that the funding supports the Thrift Shop's free books program, a popular community offering.
    - 2. Yaquina River Museum of Art: Council was informed that the \$1,250 recommended represents full funding of the museum's materials request for its monthly art walk brochures.
    - 3. Port of Toledo: The \$2,000 recommendation prioritized support for the Wooden Boat Show as a community event and a modest contribution toward event equipment (tents), while the committee did not recommend funding for improvements to the Waterfront Park gazebo structure, which it viewed as the Port's own capital responsibility. The committee also noted that such improvements could be appropriate for Urban Renewal Agency funding.
    - 4. Toledo Chamber of Commerce: The \$2,000 contribution toward wreath replacement was noted as a partial award, with the committee acknowledging the Chamber is also receiving the larger

Strategic Reserve Fund contribution for operations.

- v. Councilor Keating declared a potential conflict of interest with respect to the Toledo Boomer Boosters application, as the funds would support relaunch of the cross-country program in which his child participates. He stated he would not participate in discussion of that item and would abstain from the vote.
- vi. City Manager Huebner acknowledged the committee's process was notably active and robust, commending all members for their engaged deliberation.
- vii. Motion to approve the funding recommendations of the City of Toledo Contributions Committee as presented, and authorize the corresponding expenditures, was made by Councilor Burns and seconded by Councilor Riley. The motion carried 6-0-1, with Council President Chambers 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      |   |   | Councilor Kauffman         | X   |     |           |
| 4      |   |   | Councilor Strom            | X   |     |           |
| 5      |   |   | Councilor Keating          | X   |     |           |
| 6      | X |   | Councilor Burns            | X   |     |           |

## 8. Staff Reports

### a. City Manager Report

- i. **Website Upgrade:** City Recorder Johnson announced that the city website upgrade is approximately 98 percent complete. A presentation to the council is anticipated around the 23rd of the month. City Manager Huebner commended Johnson for the significant initiative and lift he brought to the project, noting that website transitions are complex undertakings and that Johnson had risen to the challenge.
- ii. **Urban Renewal Agency Program Development:** City Recorder Johnson has also been proactively reaching out to peer cities across the state to gather examples of URA plans, grant programs, and loan program documentation. City Manager Huebner expressed confidence that staff will be in a position to bring recommended updates to the URA program to council by approximately November 1st.
- iii. **Strategic Reserve Fund Agreements:** City Manager Huebner reported that the Strategic Reserve Fund agreements with the Toledo History Center and the Yaquina Pacific Railroad Historical Society have been fully executed by both parties, with checks to be included in next week's accounts payable. The Toledo Chamber of Commerce agreement is anticipated to be finalized the following week, as the Chamber is engaged with the car show this weekend.
- iv. During review, a Councilor Keating identified that the "terms of award"

language in the Chamber agreement limited use of funds exclusively to operational expenses such as facility rent, wages, and professional services, language that would prevent the Chamber from using any of the \$12,000 toward wreath purchases or similar goods. City Manager Huebner acknowledged this was an inadvertent oversight stemming from the boilerplate language and confirmed he would revise the agreement before execution to clarify that funds may be used for operational expenses or the execution of any of the activities identified in the agreement. The councilor suggested adding language permitting use for "operations or the execution of any of the activities listed above," which Huebner agreed was a straightforward fix.

- v. **LOC Annual Conference:** City Manager Huebner reminded council that the League of Oregon Cities Annual Conference runs October 15-17 (Thursday through Saturday). Mayor Mix and Councilor Keating have confirmed attendance. The early bird registration deadline is September 11th. Huebner indicated he would follow up with other councilors prior to that date regarding registration and lodging arrangements. Council President Chambers indicated he would not be attending.
- vi. **Code Enforcement:** City Manager Huebner and City Attorney Miller will meet with Code Enforcement Officer Bush on Wednesday to begin developing a framework for code enforcement updates. An update to council is anticipated at the September 23rd meeting.
- vii. **Meeting Schedule Reminders:** There is no meeting the following week. The September 16th meeting will be limited to executive session only, as City Manager Huebner will be traveling that day for a performance review facilitated by the Oregon Cascades West Council of Governments. Their HR Director, Ryan Schulze, will facilitate the session. A special meeting on September 23rd will handle business otherwise scheduled for the 16th.
- viii. **County Commissioners Meeting:** City Manager Huebner posed the question of whether council wished to invite the current county commissioners to a meeting regarding dilapidated county-owned properties in Toledo, or whether to wait until the new commission is seated following the November election. City Manager Huebner noted some of the current commissioners' well-known difficulties in reaching alignment on contested issues, but observed that many routine business matters proceed without difficulty.
- ix. Council discussion reflected a general inclination not to delay, with a councilor observing that the invitation was largely a courtesy before proceeding with code enforcement, and that the topic of the county's dilapidated properties is unlikely to be politically contentious. It was suggested that inviting both current commissioners and commission candidates to such a meeting could be a timely and productive opportunity, allowing candidates to learn firsthand about issues facing Toledo. Discussion also touched on the value of conducting a physical tour of the properties, and on having Code Enforcement Officer Bush prepare a photographic report to supplement any presentation. The idea of

using city vehicles or other transport for a property tour was discussed informally.

## **9. Issue Tracker & Future Agenda Items**

- a. Issue Tracker
  - i. AgendCouncil reached consensus to add a discussion item on convening a nonprofit roundtable or consortium to the October 7, 2026 regular meeting agenda.a Items

## **10. Council Comments**

- a. Councilor Kauffman had no comments.
- b. Councilor Riley had no comments.
- c. Councilor Strom reminded residents that Main Street would be closed Saturday for the car show, with the section between Graham Street and the Highway 20 intersection closed from 6:00 AM to 6:00 PM, and the section from Graham Street south closed from 8:00 PM Friday through 9:00 PM Saturday to accommodate a stage. A community breakfast was noted as starting at 7:00 AM.
- d. Councilor Burns reported on several items.
  - i. She requested that pet parade banners scheduled for installation Tuesday, September 8th be hung above the existing Thursday Market banners, given that the pet parade banners will remain up longer and are more visually distinctive. City Manager Huebner agreed to convey the request to Public Works Director Lorimor and to notify the Chamber of Commerce.
  - ii. She is also seeking a photographer for a photo booth at the pet parade and is in contact with a dog trainer in Siletz regarding a possible dog training demonstration at the event.
  - iii. Councilor Burns also reported on volunteer appreciation planning, noting she has not yet received volunteer responses to the social media post seeking committee members. She discussed possible event formats including a spaghetti feed with bingo, a cakewalk, or a bowling event at Muggly's, which City Manager Huebner confirmed had accommodated 51 attendees at the employee appreciation event for approximately \$930. Huebner noted that Muggly's limited space for secondary activities was a potential drawback. Council discussion was informal and exploratory, with no decision reached on a final format. A recently opened building in town was mentioned as a potential alternative venue.
- e. Councilor Keating had no comments.

## **11. Mayor's Comments**

- a. Mayor Mix noted that a "for sale" sign had just been placed in front of a long-standing dilapidated property in town, which she found encouraging as a potential step toward the property being remediated or redeveloped.
- b. Mayor Mix also confirmed that logistical planning for the Domestic Violence Awareness vigil on the first Saturday of October (October 3rd) is progressing. City Manager Huebner reported that he has confirmed participation from the prosecuting attorney's office, is coordinating with the Confederated Tribes on both the CARE program and tribal drummers, and is working to confirm Centro de Ayuda and My Sister's Place. Based on a projected sunset of approximately 6:50 PM, a start time of approximately 6:15–6:30 PM is being considered. An announcement is anticipated early the following week. City Recorder Johnson was identified as the person to assist with flyer design for the event, with Mayor

Mix noting that flyers should be distributed as soon as possible.

**12. Adjournment**

- a. The mayor adjourned the meeting at 7:38 p.m.

APPROVE:

ATTEST:

\_\_\_\_\_  
Mayor Tracy Mix

\_\_\_\_\_  
City Recorder Paul Johnson

DRAFT