



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

TOLEDO CITY COUNCIL
Regular Meeting – also via Zoom Meeting Platform
July 2, 2025

Virtual Meeting: The City Council will hold the meeting for the City Council and staff in person as well as through the Zoom video meeting platform. The public is encouraged to attend the meeting electronically. Visit the meetings page on the city website for meeting login information.

Public Comments: The City Council may take limited verbal comments during the meeting. Written comments may be submitted by email to Amber.Mathiesen@cityoftoledo.org 3:00 p.m. the day of the meeting to be included in the record. Comments received will be shared with the City Council and included in the record.

1. **Call to Order, Pledge of Allegiance and roll call**
2. **Visitors/Public Comment**
(The public comment period provides the public with an opportunity to address the City Council regarding items not on the agenda. Please limit your comments to three (3) minutes).
 - a. Written Comment submitted by Cynthia George
3. **Consent Agenda**
 - a. Minutes May 21, 2025
 - b. Minutes May 28, 2025
4. **Community Service Reports and/or presentations to the Council**
 - a. Presentation Police recognition of a citizen - Owen Archer
5. **Discussion and Information Items**
6. **Decision Items**
 - a. Outdoor Event Application – Toledo Summer Festival
 - b. Outdoor Event Application – Toledo Summer Festival Grand Parade
 - c. Application to consume alcohol in public places – Toledo Summer Festival
 - d. Outdoor Event Application – Toledo Waterfront Market
 - e. Outdoor Event Application – Barrel to Keg Relay Race
 - f. Outdoor Event Application – Rigs and Reggae
 - g. Application to consume alcohol in public places – Rigs and Reggae
 - h. Outdoor Event Application – LCSD Garlicplooza Garlic Festival
 - i. Application to consume alcohol in public places - Art, Oyster, Beer Fest
 - j. Seeking approval to have C.M. Clyne sign contract with Road & Driveway Co, to repave portion of Business HWY 20 from NW Dundon Road. to short of HWY 229 intersection.

Comments submitted in advance are preferable. Comments may be submitted by e-mail at Amber.Mathiesen@cityoftoledo.org. The 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 city offices at (541) 336-2247.

- k. Authorize City Manager Pro Tem to sign Engagement letter for Hanford & Associates to perform Audit for Fiscal 2025 and Fiscal 2026.
- l. Discuss and recommend community panel members for City Manager selection.
- m. Authorize City Manager Pro Tem to hire non-specified Interim City Recorder, as required by City Charter, City Charter, Chapter IV, Section 4.2(g).

7. Reports and Comments

- a. Department Reports
 - o Police
 - o Library
 - o Finance
 - o Fire
 - o Public Works and Planning
 - o City Manager
- b. Issue tracker
- c. Future Agenda Items
- d. Committee updates

8. Adjournment

Comments submitted in advance are preferable. Comments may be submitted by e-mail at Amber.Mathiesen@cityoftoledo.org. The 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 city offices at (541) 336-2247.

Amber Mathiesen

From: Cynt George <goinggreenwest@gmail.com>
Sent: Saturday, June 28, 2025 1:37 PM
To: boc; Kenneth Lipp; Cynt George; Geneva Campitelli; PITTMAN Anneliese * DOR; david.e.bailey@odf.oregon.gov; kevin.a.gray@odfw.oregon.gov; Amber Mathiesen
Subject: Lincoln County Drought

Please add my remarks to the agenda and record for July 2nd 2025 Lincoln County Commissioner Meeting and the Toledo City Council Meeting same day.

My name as you know is Cynthia M. George and I am a rural resident of Lincoln County for over 30 yrs and a life long Oregonian. I do not feel the need to recap any history because you already have it on record for the last 20 yrs I have been before you speaking for the future. It was clear the future was not going to include safe drinking water nor elected representatives who cared. Well it is now June 28th 2025 and the well water is no longer flowing to serve our family let alone the animals and garden.

I have been before you and on the last occasion was harrassed and belittled by Lincoln County Commissioner Clair Hall. This was reported to officials but actions as such are normal for these bullies. It just so happened it was in regards to a potential illegal clearcut that exposed the headwaters of an already stressed watershed of Olalla Creek. This happens to be a Salmon Habitat restoration done with the youth of Toledo. I have been in contact for months this year alone with water resource in writting and phone calls in regards to diminished water levels yet each time was ignored. Now you are potentially asking Governor Wyden to declare an emergency and it is, but you never help nor stop the destruction.

I have been in Contact with GP Mill and Water resource asking for a voluntary shut down during the low flow months and to repair the illegal discharge off Newport beaches and was told it will not happen according to Andrea Georgia Pacific public relations. It is clear the mill has already had planned by laying city pipes from Toledo to feed into the mill supply. This is so wrong and you all know it but refuse to look into your actions. I know all the permits and Beaver Creek history of that illegal taking of another Salmon Habitat dropping as we speak so if Toledo allocates to the mill and they further drain Siletz, what happens if the reservoir in Newport turns toxic as it has been close in the past or Beaver Creek runs dry, you wont return to City of Toledo because they gave it away real cheap too. Thats another money rip off GP gets away with.

So the State of Oregon Water Resources can shut down wasteful uses to protect the human lives and animals. That is why I began the idea of voluntary pause and let corporations who have caused harm to the health and wellbeing of families pay in times of trouble, kinda like you do for the active military reserves. Pay for the mill workers service to make the mill a profit. I also say they earn every dime in the woods and as mill workers, it is back braking and can be a toxic deadly work environment over the long run. Personally I am a proud Oregon Tree hugger so not been easy here. Trust me I had no idea how bad Oregon has always been to our resources, what a toxic mess we made. I do now and see it in our health and illnesses. Cancers, autoimmune, learning issues and not one toxicity test.

So I will take all the disrespect needed to maybe come out considering what my family and others accross this country and world are going through just for a safe glass of water. It was an idea that needs to be planted once again in love.

Cynthia M. George

TOLEDO CITY COUNCIL
Regular Meeting
May 21, 2025

1. Call To Order

Mayor Rod Cross called the meeting to order at 6:00 p.m. also via Zoom in Toledo, Oregon.

Present	Absent	
	X	Mayor Rod Cross
X		Council President Kim Bush
X		Councilor Jackie Kauffman
X		Councilor Tracy Mix
X		Councilor Frank Silvia
X		Councilor Jackie Burns
X		Councilor Andrew Keating

Staff present: City Manager Pro-Tem (CM) David Clyne, City Recorder (CR) Lisa Figueroa, Police Chief (PC) Michael Pace, Public Works Director, Brian Lorimor, Interim Finance Director (FD) Judy Richter

2. Presentations

Presentation – Yaquina Pacific Railroad Historical Society (YPRHS) and Toledo History Center

YPRHS Director Lisa Watson provided a presentation to the Council on behalf of both organizations and highlighted the tourism benefits each of the organizations provide to the City. She indicated both organizations are uncertain whether they will receive funding from Lincoln County in the next fiscal year and requested funding assistance from the City. Following the presentation, the Council requested they bring back some additional information related to their budget and the Council can consider a funding request at that time.

Presentation – Transportation Options Presentation; Oregon Cascades West Council of Governments

Oregon Cascades West Council of Governments Community Outreach Coordinator Ana Ojeda Duffy addressed the Council. She provided a presentation about alternative options that are available to individuals struggling with transportation choices. She highlighted a free ride matching and trip planning tool from Oregon called <https://getthereoregon.org/>.

Presentation – Toledo Chamber of Commerce

Chamber Director Kathy Crane reported to the Council and provided an update on the activities and events the Chambers hosts annually.

3. Visitors/Public Comment

Denyse Marsh, citizen addressed the Council. She said she was representing the Summer Festival committee and commented on the upcoming events associated with the Summer Festival.

1 **4. Consent Agenda**

2 **Minutes from the work session and executive session held March 26, 2025, the meeting held**
3 **April 2, 2025, the executive session held May 7, 2025 and the special work session held May**
4 **14, 2025; Resolution No. 1575, A Resolution approving transfer of funds between budget**
5 **lines for Fiscal 2024-2025; Resolution No. 1576, A Resolution approving transfer of funds**
6 **between budget lines for Fiscal 2024-2025; Authorize the City Manager to hire an interim**
7 **City Recorder; Authorize the City Manager Pro-Tem to hire Braedon Johnson for the**
8 **position of Wastewater Treatment Plant Jr. Operator**

9
10 Councilor Silvia noted the March 26 minutes listed former Councilor Stu Strom instead of
11 Councilor Andrew Keating. Councilor Keating indicated he wanted to discuss the authorization to
12 hire an Interim City Recorder for discussion. Following discussion, Councilor Mix asked to
13 remove the item from the consent agenda for discussion.

14
15 **Motion** – It was moved and seconded (Mix/Silvia) to approve the consent agenda as amended and
16 the motion carried as follows:
17

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross				X
Council President Bush	X			
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating	X			

18
19
20 **5. Discussion/Decision Items**

21 **Authorize the City Manager to hire an interim City Recorder**

22 The Council asked CM Clyne clarification questions and there was concern whether there was a
23 hiring policy/process in place to hire an interim position. It was noted there is not a policy in place
24 for interim positions.

25
26 **Motion** – It was moved and seconded (Mix/Keating) to authorize the City Manager to hire or
27 contract an Interim City Recorder and the motion carried as follows:
28

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross				X
Council President Bush	X			
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating	X			

1 **6. Decision Items**

2 **Title**

3
4
5 **Motion** – It was moved and seconded (
6

Council member	In Favor	Opposed	Abstained	Absent
Mayor Cross	X			
Council President Bush	X			
Councilor Kauffman	X			
Councilor Mix	X			
Councilor Silvia	X			
Councilor Burns	X			
Councilor Keating	X			

7
8
9 **Title**

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11
12 **Motion** – It was moved and seconded (
13
14

15 **Title**

16
17
18 **Motion** – It was moved and seconded (
19
20
21

22 **7. Reports And Comments**

23
24
25 **8. Adjournment**

26 The meeting adjourned at 8:45 p.m.

27
28 Approve:

Attest:

29
30
31
32 _____
Mayor Rod Cross

Interim City Recorder Amber Mathiesen

TOLEDO CITY COUNCIL
WORK SESSION
May 28, 2025

1. CALL TO ORDER

Mayor Rod Cross called the meeting to order at 6:00 p.m. also via Zoom in Toledo, Oregon.

Present	Absent	
X		Mayor Rod Cross
X		Council President Kim Bush
X		Councilor Jackie Kauffman
	X	Councilor Tracy Mix
X		Councilor Frank Silvia
X		Councilor Jackie Burns
		Councilor Andrew Keating

Staff present: City Manager Pro-Tem (CM) David Clyne, City Recorder (CR) Lisa Figueroa, Interim City Recorder (CR) Amber Mathiesen, Interim Finance Director (FD) Judy Richter, City Attorney (CA) Souvanny Miller,

2. VISITORS/PUBLIC COMMENT

John Robinson, citizen addressed the Council and spoke against Ordinance No. 1423, which is on the agenda later in the meeting. He said he provided comments to the Council in June of 2024. He highlighted comments he made at that time about the ordinance. He said he would be willing to assist with refining the ordinance and will continue to be an advocate for increasing the housing supply in Toledo, and expressed the proposed ordinance does not promote additional housing in Toledo.

CM Clyne introduced CA Miller, who provided her background. She highlighted her municipal background, which includes quasi-judicial land use hearings, public records law, amongst other skills.

CM Clyne introduced Amber Mathiesen, who will serve as Interim City Recorder once a week while the City recruits for the City Recorder position.

3. DISCUSSION/DECISION ITEMS

Ordinance No. 1423, an Ordinance providing incentives for multifamily affordable housing, creating Toledo Municipal Code Chapter 13.44 – Affordable Housing, and Amending Toledo Municipal Code Chapter 13.24, and declaring an Emergency

CM Clyne reported to the City Council. He indicated the ordinance came before the Council previously and he listened the hearing, which included Mr. Robinson's comments. He said staff met before the meeting and he noted the ordinance is before the Council on a somewhat urgent basis. He said NW Coastal Housing has some deadlines in place to have a building permit processed for their 30 unit development. He said the City had its own deadlines to secure and commit funds, which the state has provided \$603,000 to support the project. He indicated it was not adopted, but if the Council intends to waive System Development Charges for the project then the ordinance is needed as a foundation to proceed. He said the building permit is in process at this time and this will be a condition that has to be met before the permit can be issued. He indicated

CA Miller has been briefed, she reviewed the previous hearings and is prepared to bring back proposed changes in a future meeting.

The Council discussed whether they can adopt the ordinance in spite of its deficiencies to enact it and then revisit the ordinance to address those deficiencies. CA Miller said it would be a simple process where she would work with the planning staff to determine whether there are areas of concern, that are not related to this project/discussion. She said in the future there could be issues in the future with different projects if it does not comply with Oregon statutes. It was indicated, currently there are no other projects that would be impacted by the proposed ordinance. There were no further comments by the City Council.

Motion – It was moved and seconded (Silvia/Bush) to adopt (with specified changes, if any): “n Ordinance of the Toledo City Council providing incentives for multifamily affordable housing, creating Toledo Municipal Code Chapter 13.44 – Affordable Housing, and Amending Toledo Municipal Code Chapter 13.24, and declaring an Emergency.

Mayor Cross read the motion based on testimony and evidence received in this public hearing, I make a motion to adopt (with specified changes, if any) and we did not make any at this time, an Ordinance of the Toledo City Council providing incentives for multifamily affordable housing, creating Toledo Municipal Code Chapter 13.44 – Affordable Housing, and Amending Toledo Municipal Code Chapter 13.24, and declaring an Emergency.” and the motion carried as follows:

Council member	In Favor	Opposed	Abstained
Mayor Cross	X		
Council President Bush	X		
Councilor Kauffman	X		
Councilor Mix (absent)			
Councilor Silvia	X		
Councilor Burns	X		
Councilor Keating	X		

Motion – It was moved and seconded (Silvia/Bush) based on testimony and evidence received in this public hearing, I make a motion to adopt (with specified changes, if any) and we did not make any to adopt an Ordinance of the Toledo City Council providing incentives for multifamily affordable housing, creating Toledo Municipal Code Chapter 13.44 – Affordable Housing, and Amending Toledo Municipal Code Chapter 13.24, and declaring an Emergency and the motion carried as follows:

Council member	In Favor	Opposed	Abstained
Mayor Cross	X		
Council President Bush	X		
Councilor Kauffman	X		
Councilor Mix (absent)			
Councilor Silvia	X		
Councilor Burns	X		
Councilor Keating	X		

1 **Authorize City Manager Pro Tem to remove a specific employee if warranted, as required**
2 **by City Charter, City Charter, Chapter IV, Section 4.2(g)**

3 CM Clyne provided the council report. He indicated matters for hiring and firing with an Interim
4 City Manager must go before the Council. He noted the situation has been thoroughly vetted by
5 the city and insurance attorneys and they are satisfied all processes and grounds have been met for
6 standard termination for this particular employee.
7

8 **Motion** – It was moved and seconded (Silvia/to approve the City Manager Pro-Tem’s decision of
9 termination of a Public Works - Maintenance Worker II employee for cause pursuant to Section
10 4.2(g) of the City of Toledo Home Rule Charter (“Charter”) and the motion carried as follows:
11

Council member	In Favor	Opposed	Abstained
Mayor Cross	X		
Council President Bush	X		
Councilor Kauffman	X		
Councilor Mix (absent)			
Councilor Silvia	X		
Councilor Burns	X		
Councilor Keating	X		

12
13 **4. WORK SESSION**

14 **Discussion of Street Lighting Fees**

15 FD Richter provided the council report and reviewed the rates for each tier. She said these rates
16 are adjusted annually in July, however they were not adjusted last year. She said she could bring
17 back the rates in a resolution to a future meeting. She noted the anticipated expenditure for street
18 lights in the next fiscal year will be \$165,000, but the expected revenues will be \$150,000, which
19 will not cover all the expenditures. She indicated she reached out to Central Lincoln PUD for more
20 information regarding the rates, but has not been in contact with anyone. She said she is only
21 seeking direction at this time and will bring back a resolution at a future meeting. The Council
22 discussed what the rates would need to be to meet the deficit and it was suggested to raise them as
23 follows:

24 Residential by \$.25

25 Commercial by \$.50

26 Industrial by \$2.00- 3.00
27

28 **5. REPORTS AND COMMENTS**

29 There was a comment regarding adding a parking code to the Issue Tracker and CM Clyne
30 responded the Planning Commission is addressing that issue.
31

32 FD Richter provided an update on the campaign information for the water/sewer rates increase.
33

34 CM Clyne updated the Council on his upcoming schedule and staffing.
35

36 Councilors provided reports, there was discussion regarding municipal education and engagement,
37 the Council having a float in the Summer Festival parade and weekend events.
38
39
40
41

1 **6. ADJOURNMENT**

2 The work session adjourned at 6:50 p.m.

3
4 Approve:

Attest:

5
6
7 _____
Mayor Rod Cross

Interim City Recorder Amber Mathiesen



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	July 2, 2025	Outdoor event application – Toledo Summer Festival
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Interim City Recorder – Amber Mathiesen	Interim City Recorder – Amber Mathiesen	City Manager Pro-Tem D.Clyne

Recommendation:

There is no recommendation. Council may choose to approve the application as presented, with conditions or they may choose to deny the application.

Background:

Recently, staff received an application from Shannon Hermann and Jenn Mack for the Outdoor event application – Toledo Summer Festival. This is a summer festival and carnival with food and drink to take place at Memorial Field.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown	2025-2026	N/A

Attachment:

1. Outdoor Event Application



CITY OF TOLEDO
Outdoor Public Events, Entertainments
and Assemblies Permit Application

Criteria for Approval/Denial of Application:

In issuing a permit for a special event, the City considers whether:

- The event is reasonably likely to cause injury to persons or property.
- The proposed location is adequate for the size and nature of the event.
- All permit requirements have been met.
- ODOT and/or Lincoln County Permits have been secured (if applicable).
- OLCC permit has been obtained (if applicable).
- All required insurance documents are submitted.
- Previously identified issues have been addressed in the application.
- Public safety and public works employees are available to assist with the event.
- There are conflicts with other events or festivals previously scheduled.
- Traffic there will be impacts to transportation system or major traffic routes in, out and through the City of Toledo.

APPLICANT/ORGANIZATION INFORMATION (PERSON/GROUP RESPONSIBLE)

Sponsoring Organization Name: Toledo Summer festival

Organization Type: ☐ For profit ☒ Non-profit ☐ Other(type below):

List other type here: _____

Contact Name
(If different from applicant):

Shannon Herrmann / Jen mack

Phone Number:

541-270-3703

Business Phone:

503-930-5756

Organization address:

PO Box 326

Toledo
City

OR
State

97391
Zip Code

Mailing address
(If different from above):

City

State

Zip Code

E-mail address:

Shannon.TSF@outlook.com

Toledo Summer fest @ outlook.com

ALTERNATE CONTACT & POINT OF CONTACT AT EVENT

Alternate Contact:

Jen mack

Alternate Contact Phone #:

503-903-5756

Contact Person (on-site at event):

Shannon H

Jen mack

Jill Wagner

Cell Phone during event:

541-270-3703

503-930-5756

541-270-5543



CITY OF TOLEDO
Outdoor Public Events, Entertainments
and Assemblies Permit Application

Site Layout Plans include at a minimum the location of tents, stages, portable restrooms, fencing, food booths, alcoholic/non-alcoholic beverage booths as well as adequate parking facilities (such parking facilities shall provide parking space for one vehicle for every four persons expected or reasonably expected and adequate ingress and egress to/from parking area and any other components of the event the City may request.

Traffic Control Plans include at a minimum, the location of barricades, directional signs, certified flaggers, course marshals, assembly and/or production facilities, emergency access routes, aid and first aid stations, trash and recycling receptacles, parking and any other components of the event. Traffic control devices such as barricades may be rented or purchased from local companies.

***Note:** Approved temporary events that require City resources (e.g. staffing, supplies, barricades, etc.) may require fees, which will be assessed on a case by case basis.

Do you intend to use a City owned parking lot? ☒ Yes ☐ No
If yes, please name the location: Carson oil

ADDITIONAL CONSIDERATIONS

Will food be served or prepared at your event? ☒ Yes ☐ No

Will alcoholic beverages be available at your event? ☒ Yes ☐ No

If so, you or the alcoholic beverage provider must obtain an Oregon Liquor and Cannabis Commission (OLCC) permit by calling 541-265-4522 or visit www.oregon.gov/olcc for more information. A copy of your application must be provided to the City.

Will there be any live or amplified entertainment, music or noise generated at your event? ☒ Yes ☐ No

**Note: Amplified music or noise is prohibited within one thousand (1,000) feet of any residence between the hours of 12:01 a.m. and 9:00 a.m. and in all other areas between 2:00 a.m. and 9:00 a.m.*

**Note: The event sponsor shall obtain all music licensing and copyright licenses required for all music presentations and performances.*

Will you need access to power/electricity for your event? ☒ Yes ☐ No

Will you need access to water for your event? ☒ Yes ☐ No

Will your event require restroom facilities? ☐ Yes ☒ No

Do you plan to setup a structure (e.g. Recreational Vehicle) as a living quarter or to conduct business at your event? ☒ Yes ☐ No

If so, a Temporary use permit application will need to be completed and submitted with the associated fee for your special event structure.

Will your event have overnight camping/sleeping? ☒ Yes ☐ No

Have you arranged for certified security at your event? ☒ Yes ☐ No
If so, who will provide security? TCB Security

Phone number: _____ E-mail address: _____
Details of security plan: 541-265-5265
See attached sheet

***Note:** Private Security must be certified and licensed as an Event and Entertainment Professional by the Oregon Department of Public Safety Standards and Training.

Describe your Emergency Medical Services Plan (including first aid stations, first aid kits, equipment such as AEDs, etc.)

The City recommends at least one trained emergency services provider (Advance Life Support ALS, Basic Life Support BLS or First Aid CPR) be present on-site throughout the temporary event.



CITY OF TOLEDO
Outdoor Public Events, Entertainments
and Assemblies Permit Application

Describe your plans for trash minimization and removal. Recycling is strongly encouraged. (Include information such as to the number, types and locations of all recycling and trash receptacles, a schedule for monitoring and emptying receptacles and plans for cleaning up debris not placed in receptacles and who will provide trash related services. Attach additional sheets if necessary.)

See attached sheet

APPLICANT ACKNOWLEDGEMENT

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL ADDITIONAL PERMITS, LICENSES, AND INSURANCE CERTIFICATES REQUIRED UPON THE ISSUANCE OF THIS TEMPORARY EVENT PERMIT. Please fulfill all of the obligations listed below before submitting this application. Once all of these obligations are complete you must place your initials in all of the designated areas marked with a () and then sign and date at the bottom.

SB **CLEAN UP:** Applicant agrees to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such cleanup is not promptly undertaken the City reserves the right to do the cleaning itself and to charge the applicant for the actual time and expense incurred. The City reserves the right to deny future Outdoor Event Permit requests should applicant not fulfill all conditions of this permit application.

SB **INSURANCE:** Applicant agrees to provide a policy of liability insurance, specific to the Event, as above-described in the Insurance Requirements Section, and further described in this Paragraph. This insurance shall provide coverage for not less than \$1,000,000 for personal injury to each person, \$1,000,000 for each occurrence involving property damage; or a single limit policy of not less than \$2,000,000 covering all claims per occurrence. The limits of the insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the State of Oregon. This insurance shall be without prejudice to coverage otherwise existing insurance and shall name as additional insured the City of Toledo and its officers, agents, directors, employees and volunteers as an additional insured by endorsement. The sponsor agrees to maintain continuous coverage for the duration of the permit.

SB **INDEMNITY:** Applicant agrees to defend, indemnify and hold the City of Toledo harmless from and against all claims, losses, and liability arising out of personal injuries, including death, and damage to property which are caused by applicant, or arising out of or in any way connected with the activities conducted pursuant to this application. The last page of this application contains an agreement form that you must sign and date before this application is reviewed.

SB **CITY CODES/PERMITS:** Applicant agrees to obtain all city permits and licenses that may be required, and shall comply with all other city laws and other conditions that the City Manager determines necessary.

SB **CONDUCT/NUISANCES:** Applicant understands that if the outdoor activity is conducted in such a way as to create a nuisance for any business or resident of the area, future permits may be denied for that reason alone. Applicant will be notified as soon as practical that the activity engaged in created a nuisance and may ask for a review of such determination. *insert statement about public safety and shutting down an event.

SB **SITE /TRANSPORTATION MAP:** This application will not be processed unless a detailed site map is included. Indicate location of tents, stages, portable restrooms, fencing, food booths, alcoholic and non-alcoholic beverage booths, etc. Transportation/route maps should include: location of barricades, directional signs, certified flaggers and course marshals, assembly and/or production facilities, emergency access routes, aid and first aid stations, porta-potties, trash and recycling receptacles, parking, etc.

SB I have read all information contained within the City of Toledo's Temporary Event Permit Application Packet and agree to abide by the terms and conditions contained herein.



CITY OF TOLEDO
Outdoor Public Events, Entertainments
and Assemblies Permit Application
INDEMNIFICATION AGREEMENT

GRANTEE ACKNOWLEDGES AND AGREES AS FOLLOWS:

The Applicant named below, its officers, employees and members shall, through the signing of this agreement by an authorized party or agent, hereby agrees, for and in consideration of the approval of the Event listed below, to be held on the date listed below, and to be held within the City of Toledo, to indemnify, defend and hold harmless the City of Toledo, a political subdivision of the State of Oregon, its officers, agents, directors, employees and volunteers, herein called "City," from any and all suits and claims, losses and liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act or omission arising out of or any way related to the event as described above, without limitation, or participation in the event as a participant, spectator, sponsor, promoter, agent or official. Applicant acknowledges that applicant has carefully read the foregoing and understands its contents. Applicant warrants that they are authorized to sign this document personally and on behalf of the organization or corporation sponsoring the event and does so freely and without reservation.

Applicant's Name: Toledo Summer festival

Sponsor Name: Shannon Herrmann Date: 4-2025

Sponsor Signature by
authorized party: [Signature]

Name of the event: Toledo Summer festival

Date(s) of the event: July 11, 12, 13 2025

- NO Parking
- street closure



Key

Parking 

Gates to Field 

Restrooms RR



-  ENTRY /EXITS
-  RESTROOMS/HANDWASH
-  FOOD VENDOR
-  COMMITTEE/ FIRE DEPT
-  NON FOOD VENDOR
-  BEER GARDEN
-  CARNIVAL
-  LOGGING SHOW/ STAGE
-  ADA/ EXTRA SEATING



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	July 2, 2025	Outdoor event application – Toledo Summer Festival Grand Parade
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Interim City Recorder – Amber Mathiesen	Interim City Recorder – Amber Mathiesen	City Manager Pro-Tem D.Clyne

Recommendation:

There is no recommendation. Council may choose to approve the application as presented, with conditions or they may choose to deny the application.

Background:

Recently, staff received an application from Shannon Hermann for the Outdoor event application – Toledo Summer Festival Grand Parade. This is a parade coordinated with the Toledo Summer Festival on July 12, 2025, map of parade route provided in attached application materials.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown	2025-2026	N/A

Attachment:

1. Outdoor Event Application



CITY OF TOLEDO
Parade and Processions Permit Application

Parade Information

Type of Parade: Toledo Summer Festival Grand Parade
Date of Parade: July 12th 2025
Start time: 11:00 AM End time: 12:00 PM
Anticipated number of Participants (if known): unknown
Persons: _____ Vehicles: _____ Animals: _____

Please indicate if any City services are needed: (Check all that apply)

**Use the map page to mark the requested parade route with assembling points, street closure and barricade placement. Street closure requests require City Council approval.*

☒ Street Closure **subject to City Council approval*

Date(s): July 12th

Time: 11:00 AM

☒ Barricades - All Side streets

☐ Other type of service on main
**Please describe*

*Other: _____

Applicant/Organization Information

Applicant/Contact Name: Toledo Summer Festival / Shannon
Organization Name: Toledo Summer Festival Herrmann
Phone: 541-270-3703 E-mail address: Shannon.TSF@outlook.com
Mailing address: PO Box 326
Toledo OK 97391
City State Zip Code
Name/Number of Alternate Contact: Den Mack / 503-930-5756

Certification of Application

☒ Proof of Liability Insurance included

☒ I certify all information submitted is complete and correct to the best of my knowledge.

SP Initials: I understand that the application may be held for approval until I provide Proof of Insurance.

[Signature]
Signature

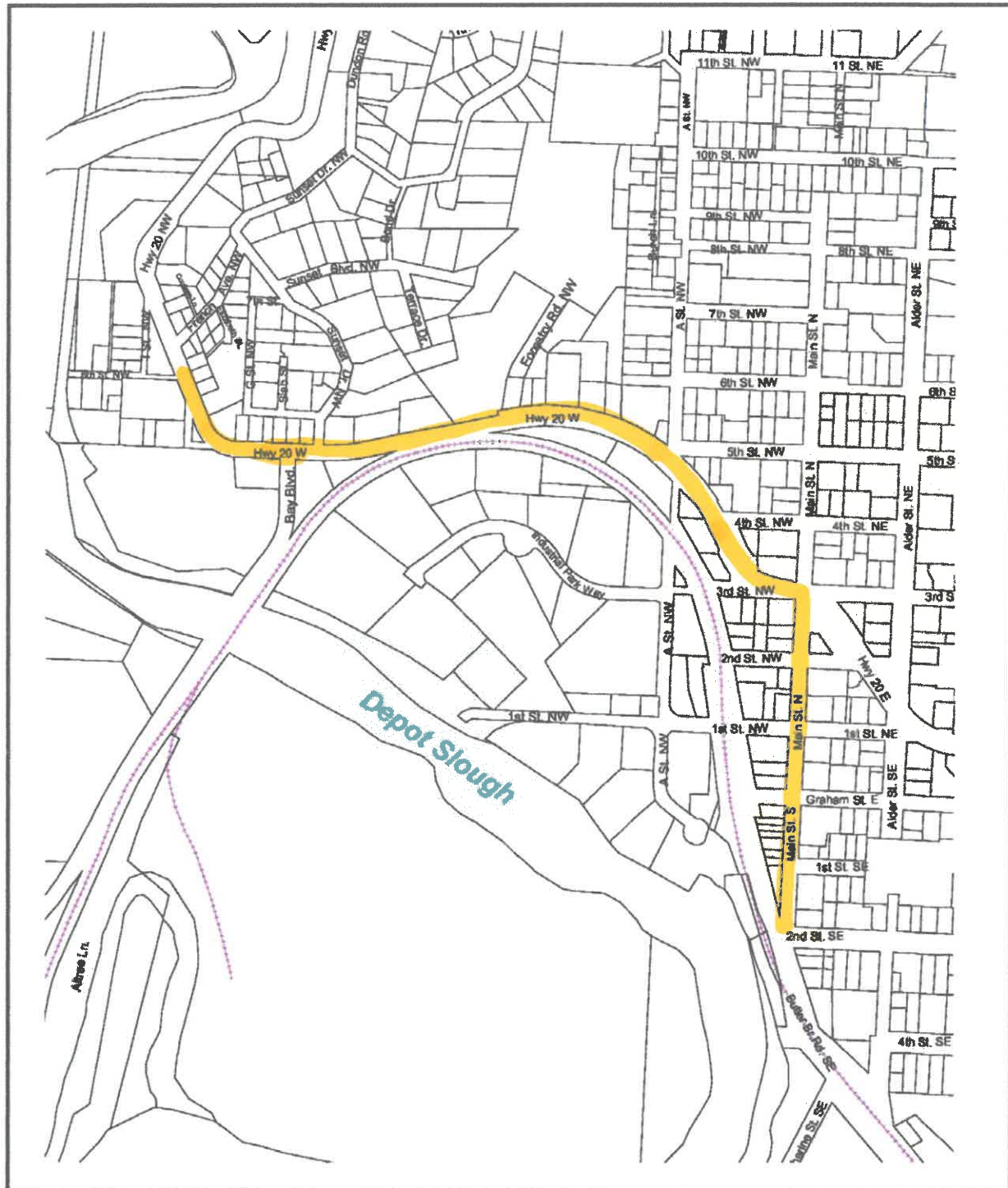
4-20-25
Date



CITY OF TOLEDO
Parade and Processions Permit Application

Exhibit B

Toledo, Oregon





**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	July 2, 2025	Application to consume alcohol in public places – Toledo Summer Festival
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Interim City Recorder A. Mathiesen	Interim City Recorder A. Mathiesen	City Manager Pro-Tem D.Clyne

Recommendation:

There is no recommendation. Council may choose to approve the application as presented, with conditions or they may choose to deny the application. However, the final decision rests with the Oregon Liquor Cannabis Commission.

Background:

Recently, staff received an application from Shannon Hermann for the Toledo Summer Festival to consume alcohol in public places. The event will be held at Memorial Field.

As a courtesy due to the timing of the event and Council meetings it is presented at this meeting. Within the last year, the Oregon Liquor Cannabis Commission (OLCC) application process has changed to online with stricter deadlines. It is uncertain whether the application will be accepted by OLCC regardless of the Council's decision and there is a slight possibility the application may be withdrawn before the meeting as the applicant is considering sharing a booth with a previously approved application that meets requirements.

The OLCC application and a copy of their map is included with the packet and was forwarded to the Police Department for a background check. They will have a beer garden with alcohol monitors conducting I.D. checks.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown	2025-2026	N/A

Attachment:

1. Toledo Consume Alcohol in Public Permit Form
2. Map



CITY OF TOLEDO
Consume Alcoholic Beverages in a Public Place
Permit Application

Event Information

Date(s) of Event: July 11, 12, 13 Time of Event: 12:00pm to 12:00 Am
Event Location: Memorial field
Type of Alcohol to be consumed at the event: Beer, Cider & Wine

Applicant must provide the following information:

1. Identify the event area (e.g., entire premises, area within a park, provide a site map if necessary):

Area within a park

2. List primary activities within the area (dinner, auction, beer garden, food fair):

Beer Garden

3. Will minors and alcohol be allowed in the same area together?

☐ Yes

☒ No

4. What is the expected attendance in the event area per day?

5000

**If 50 or more people are expected, than you will be required to submit an Application for Outdoor Event Permit*

5. Describe your plan to prevent problems or violations.

Alcohol monitors, ID Check

6. Describe your plan to prevent minors from gaining access to alcoholic beverages.

ID to enter Beer garden

7. Describe your plan to manage alcohol consumption by adults.

Alcohol monitors

Applicant/Organization Information

Organization Name: Toledo Summer festival

Applicant/Contact Name: Shannon Herrmann

Phone: 541-270-3703

E-mail address: Shannon.TSF@outlook.com
toledosummerfest@gmail.com

Mailing address: PO Box 326

Toledo
City

OR
State

97391
Zip Code

Name/Number of Alternate Contact: Jen Mack - 503-930-5754
Jill Wagner - 541-270-5543

Memorial Field map
(Not to scale)

 - NO Parking
 - street closure



Key	
Parking	
Gates to Field	
Restrooms	RR

- | | |
|---|----------------------|
|  | ENTRY /EXITS |
|  | RESTROOMS/HANDWASH |
|  | FOOD VENDOR |
|  | COMMITTEE/ FIRE DEPT |
|  | NON FOOD VENDOR |
|  | BEER GARDEN |
|  | CARNIVAL |
|  | LOGGING SHOW/ STAGE |
|  | ADA/ EXTRA SEATING |



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	July 2, 2025	Outdoor event application – Toledo Waterfront Market
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Interim City Recorder – Amber Mathiesen	Interim City Recorder – Amber Mathiesen	City Manager Pro-Tem D.Clyne

Recommendation:

There is no recommendation. Council may choose to approve the application as presented, with conditions or they may choose to deny the application.

Background:

Recently, staff received an application from Kathy Krane for the Outdoor event application – Toledo Waterfront Market to host a farmers market from June through August 2025.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown	2025-2026	N/A

Attachment:

1. Outdoor Event Application



CITY OF TOLEDO

Outdoor Public Events, Entertainments and Assemblies Permit Application

EVENT INFORMATION

Name of Event:

2025 TOLEDO WATERFRONT MARKET

Event occurrence?:

☐ Once (1x)

☒ Weekly

☐ Monthly

☐ Other*

*List how often event will occur
(e.g. bi-weekly)

JUNE 2025 - AUGUST 2025

Date(s) of Event:

2025 June - Aug

Starting time:

8:00 (a.m. / p.m.)

Ending time:

4:00 (a.m. / p.m.)

Event Location:

MEMORIAL FIELD

***Note:** Except for Memorial Field all City parks are available on a first come first serve basis. The Waterfront Pavilion is managed and maintained by the Port of Toledo.

Setup date(s)

(if different from day of event):

Starting

time

8:00 (a.m. / p.m.)

Ending

time

10:00 (a.m. / p.m.)

Take down date(s)

Starting

time

3:00 (a.m. / p.m.)

Ending

time

4:00 (a.m. / p.m.)

This event is a (check all that apply):

☐ Bicycle event

☐ Concert

☒ Market/Sales event

☐ Other

(please briefly explain here):

☐ Celebration of Life

☐ Church/Religious event

☐ Reunion

☐ Competition

☐ Festival

☐ Run/Walk

Event (brief) description:

FARMER'S MARKET

Estimated attendance per day:

☐ 0-49

☒ 50 or more

Public right of way (ROW) or
street location:

☐ Sidewalk only

☐ Street Only

☒ Street & Sidewalk

SITE LAYOUT, TRAFFIC CONTROL & PARKING

Will the event require the closure of public streets?

☐ Yes

☒ No

☐ Not sure

(Required: a legible and detailed map that includes the start point, end point, direction of travel and street names)

Name(s) of streets to be closed (attach additional closures on a separate sheet if necessary)

Between

And

Between

And

Will your street closure request affect Lincoln County Transit or
the School District bus route?

☐ Yes

☐ No

☐ Not sure

Will the event require use of sidewalks or other public Right of
Way?

☐ Yes

☐ No

☐ Not sure

***Note:** Public Right of way refers to the type of easement that is reserved over the land for public use such as the area between the sidewalk and the road.

***Note:** If the event requires that a street will be closed/blocked, an 11-foot fire lane must be provided.

All applicants must attach a Site Layout Plan and Traffic Control Plan to this application; however components required will vary by event.



CITY OF TOLEDO

Outdoor Public Events, Entertainments and Assemblies Permit Application

Site Layout Plans include at a minimum the location of tents, stages, portable restrooms, fencing, food booths, alcoholic/non-alcoholic beverage booths as well as adequate parking facilities (such parking facilities shall provide parking space for one vehicle for every four persons expected or reasonably expected and adequate ingress and egress to/from parking area and any other components of the event the City may request.

Traffic Control Plans include at a minimum, the location of barricades, directional signs, certified flaggers, course marshals, assembly and/or production facilities, emergency access routes, aid and first aid stations, trash and recycling receptacles, parking and any other components of the event. Traffic control devices such as barricades may be rented or purchased from local companies.

***Note:** Approved temporary events that require City resources (e.g. staffing, supplies, barricades, etc.) may require fees, which will be assessed on a case by case basis.

Do you intend to use a City owned parking lot?

If yes, please name the location:

☒ Yes

☐ No

MEMORIAL FIELD PARKING LOT

ADDITIONAL CONSIDERATIONS

Will food be served or prepared at your event?

☒ Yes

☐ No

Will alcoholic beverages be available at your event?

☐ Yes

☒ No

If so, you or the alcoholic beverage provider must obtain an Oregon Liquor and Cannabis Commission (OLCC) permit by calling 541-265-4522 or visit www.oregon.gov/olcc for more information. A copy of your application must be provided to the City.

Will there be any live or amplified entertainment, music or noise generated at your event?

☐ Yes

☒ No

***Note:** Amplified music or noise is prohibited within one thousand (1,000) feet of any residence between the hours of 12:01 a.m. and 9:00 a.m. and in all other areas between 2:00 a.m. and 9:00 a.m.

***Note:** The event sponsor shall obtain all music licensing and copyright licenses required for all music presentations and performances.

Will you need access to power/electricity for your event?

☒ Yes

☐ No

Will you need access to water for your event?

☒ Yes

☐ No

Will your event require restroom facilities?

☒ Yes

☐ No

Do you plan to setup a structure (e.g. Recreational Vehicle) as a living quarter or to conduct business at your event?

☐ Yes

☒ No

If so, a Temporary use permit application will need to be completed and submitted with the associated fee for your special event structure.

Will your event have overnight camping/sleeping?

☐ Yes

☒ No

Have you arranged for certified security at your event?

☒ Yes

☐ No

If so, who will provide security?

TOLEDO ACTIVE GROUP Chamber Ref
g-arane o sbcglabimot

Phone number:

E-mail address:

Details of security plan:

541-572-0642

Do 1 Chamber ref will enforce Rules
as described in the vendor contract

***Note:** Private Security must be certified and licensed as an Event and Entertainment Professional by the Oregon Department of Public Safety Standards and Training.

Describe your Emergency Medical Services Plan (including first aid stations, first aid kits, equipment such as AEDs, etc.)

The City recommends at least one trained emergency services provider (Advance Life Support ALS, Basic Life Support BLS or First Aid CPR) be present on-site throughout the temporary event.



CITY OF TOLEDO
Outdoor Public Events, Entertainments
and Assemblies Permit Application

Describe your plans for trash minimization and removal. Recycling is strongly encouraged. (Include information such as to the number, types and locations of all recycling and trash receptacles, a schedule for monitoring and emptying receptacles and plans for cleaning up debris not placed in receptacles and who will provide trash related services. Attach additional sheets if necessary.)

Each Vendor will be responsible for removing their own trash

APPLICANT ACKNOWLEDGEMENT

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL ADDITIONAL PERMITS, LICENSES, AND INSURANCE CERTIFICATES REQUIRED UPON THE ISSUANCE OF THIS TEMPORARY EVENT PERMIT. Please fulfill all of the obligations listed below before submitting this application. Once all of these obligations are complete you must place your initials in all of the designated areas marked with a () and then sign and date at the bottom.

() **CLEAN UP:** Applicant agrees to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such cleanup is not promptly undertaken the City reserves the right to do the cleaning itself and to charge the applicant for the actual time and expense incurred. The City reserves the right to deny future Outdoor Event Permit requests should applicant not fulfill all conditions of this permit application.

() **INSURANCE:** Applicant agrees to provide a policy of liability insurance, specific to the Event, as above-described in the Insurance Requirements Section, and further described in this Paragraph. This insurance shall provide coverage for not less than \$1,000,000 for personal injury to each person, \$1,000,000 for each occurrence involving property damage; or a single limit policy of not less than \$2,000,000 covering all claims per occurrence. The limits of the insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the State of Oregon. This insurance shall be without prejudice to coverage otherwise existing insurance and shall name as additional insured the City of Toledo and its officers, agents, directors, employees and volunteers as an additional insured by endorsement. The sponsor agrees to maintain continuous coverage for the duration of the permit.

() **INDEMNITY:** Applicant agrees to defend, indemnify and hold the City of Toledo harmless from and against all claims, losses, and liability arising out of personal injuries, including death, and damage to property which are caused by applicant, or arising out of or in any way connected with the activities conducted pursuant to this application. The last page of this application contains an agreement form that you must sign and date before this application is reviewed.

() **CITY CODES/PERMITS:** Applicant agrees to obtain all city permits and licenses that may be required, and shall comply with all other city laws and other conditions that the City Manager determines necessary.

() **CONDUCT/NUISANCES:** Applicant understands that if the outdoor activity is conducted in such a way as to create a nuisance for any business or resident of the area, future permits may be denied for that reason alone. Applicant will be notified as soon as practical that the activity engaged in created a nuisance and may ask for a review of such determination. *insert statement about public safety and shutting down an event.

() **SITE /TRANSPORTATION MAP:** This application will not be processed unless a detailed site map is included. Indicate location of tents, stages, portable restrooms, fencing, food booths, alcoholic and non-alcoholic beverage booths, etc. Transportation/route maps should include: location of barricades, directional signs, certified flaggers and course marshals, assembly and/or production facilities, emergency access routes, aid and first aid stations, porta-potties, trash and recycling receptacles, parking, etc.

() I have read all information contained within the City of Toledo's Temporary Event Permit Application Packet and agree to abide by the terms and conditions contained herein.



CITY OF TOLEDO

Door Public Events, Entertainments and Assemblies Permit Application

INDEMNIFICATION AGREEMENT

GRANTEE ACKNOWLEDGES AND AGREES AS FOLLOWS:

The Applicant named below, its officers, employees and members shall, through the signing of this agreement by an authorized party or agent, hereby agrees, for and in consideration of the approval of the Event listed below, to be held on the date listed below, and to be held within the City of Toledo, to indemnify, defend and hold harmless the City of Toledo, a political subdivision of the State of Oregon, its officers, agents, directors, employees and volunteers, herein called "City," from any and all suits and claims, losses and liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act or omission arising out of or any way related to the event as described above, without limitation, or participation in the event as a participant, spectator, sponsor, promoter, agent or official. Applicant acknowledges that applicant has carefully read the foregoing and understands its contents. Applicant warrants that they are authorized to sign this document personally and on behalf of the organization or corporation sponsoring the event and does so freely and without reservation.

Applicant's Name:

KATHY CRANE

2-12-2025

Sponsor Name:

TOLEDO CHAMBER OF COMMERCE

Date:

2-12-2025

Sponsor Signature by
authorized party:

Kathy M. Crane

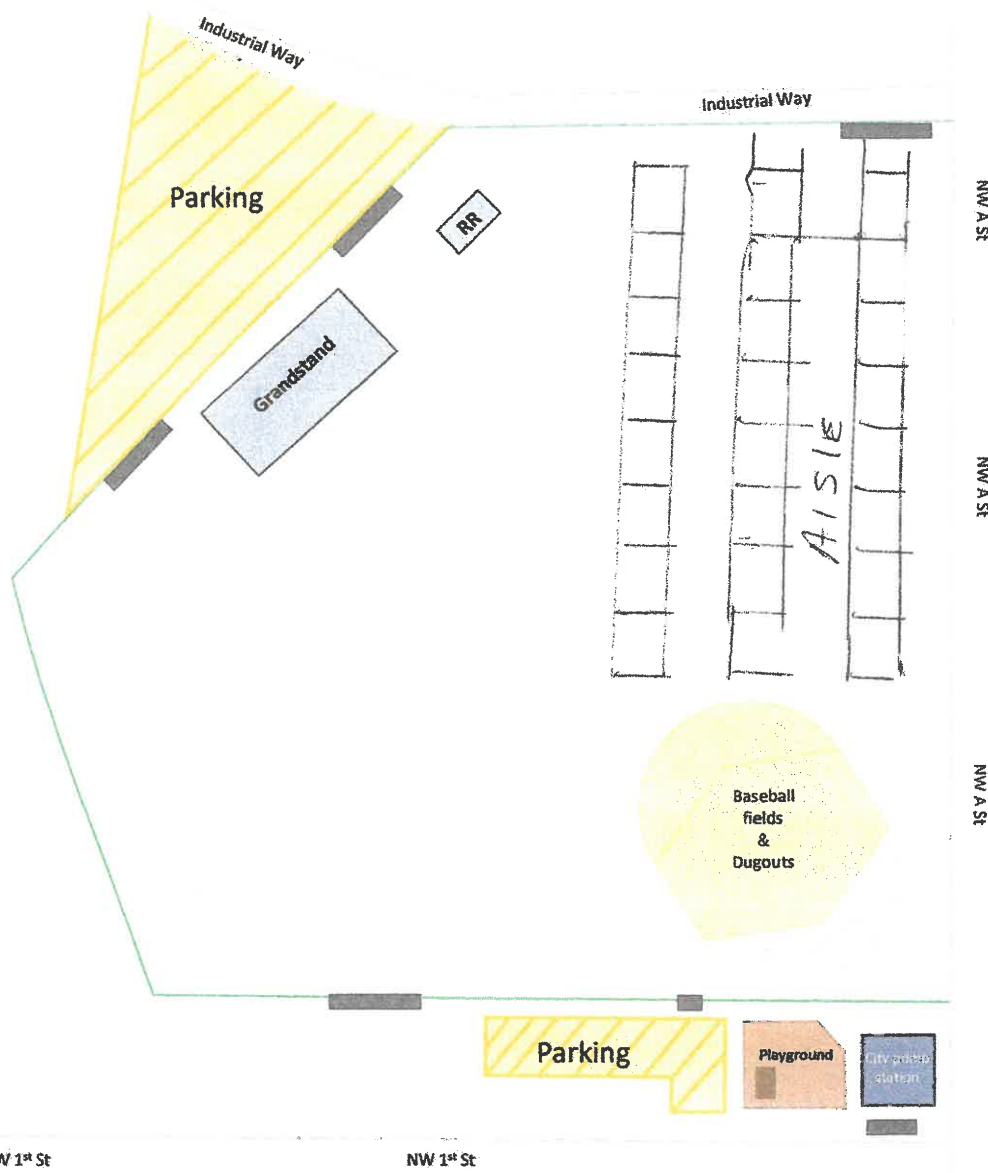
Name of the event:

TOLEDO WATERFRONT MARKET

Date(s) of the event:

all June - August every Thursday

Memorial Field map (Not to scale)



Key	
Parking	
Gates to Field	
Restrooms	RR

City of Toledo – Memorial Field Use Map



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	July 2, 2025	Outdoor event application – Barrel to Keg Relay Race
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Interim City Recorder – Amber Mathiesen	Interim City Recorder – Amber Mathiesen	City Manager Pro-Tem D.Clyne

Recommendation:

There is no recommendation. Council may choose to approve the application as presented, with conditions or they may choose to deny the application.

Background:

Recently, staff received an application from Mark Barrett for the Outdoor event application – Barrel to Keg Relay Race. This is a 69 mile running relay race from the Harris Bridge Vineyard (near Philomath) to the Rogue Ales Brewery in Newport, divided into 14 legs. Walking teams cover half of the distance, but start and finish at the same places as the runners. We expect 100 teams (which have between two and seven members), totaling about 500 runners and walkers.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown	2025-2026	N/A

Attachment:

1. Outdoor Event Application



CITY OF TOLEDO
Parade and Processions Permit Application

Parade Information

Type of Parade: Barrel to Keg Relay
Date of Parade: 7-12-25
Start time: 7am End time: 8pm
Anticipated number of Participants (if known):
Persons: 300 Vehicles: 50 Animals: 0

Please indicate if any City services are needed: (Check all that apply)

**Use the map page to mark the requested parade route with assembling points, street closure and barricade placement. Street closure requests require City Council approval.*

☐ Street Closure **subject to City Council approval*

☐ Barricades

Date(s): _____

☐ Other type of service
**Please describe*

Time: _____

*Other: See attached TCP, Plan A & Plan B

Applicant/Organization Information

Applicant/Contact Name: Mark Barrett
Organization Name: Barrett Race Services
Phone: 503-821-9577 E-mail address: MBarrett@go1.com
Mailing address: P.O. Box 1035
Forest Grove OR 97116
City State Zip Code

Name/Number of Alternate Contact: _____

Certification of Application

☒ Proof of Liability Insurance included

☐ I certify all information submitted is complete and correct to the best of my knowledge.

MB Initials: I understand that the application may be held for approval until I provide Proof of Insurance.

Mark Barrett
Signature

6/22/25
Date

Barrel to Keg Relay
Traffic Control & Safety Plan
July 12, 2025

The Event:

This is a 69 mile running relay race from the Harris Bridge Vineyard (near Philomath) to the Rogue Ales Brewery in Newport, divided into 14 legs. Walking teams cover half of the distance, but start and finish at the same places as the runners. We expect 100 teams (which have between two and seven members), totaling about 500 runners and walkers.

Safety Plan:

Most teams will drive vans or SUVs. Team vehicles will have “Caution: Runners on Road” signs in their windows. In addition, 125 volunteers will be driving to the exchanges and locations on the course to serve as course marshals, ham radio operators and race officials. We don’t need to close any roads, although traffic will be delayed near the exchanges. Course marshals, wearing safety vests and using paddles, will minimize disruptions and ensure the safety of runners at each exchange and at key turns. “Event Coming” signs will be posted two weeks in advance to warn local traffic. ODOT-approved “Runners on Road” signs will be placed before and after each exchange area and at key intersections. Participants will be instructed to follow the Rules of the Road (e.g. Keep left going against traffic). Runners will start in waves (slower teams first) from 7am to 9am. There will be a small number of solo runners (each with their own support vehicle) starting at 5am. Teams will finish between 3:30pm and 8pm.

Aid Stations/Potties/Communication/Fire Danger

There will be at least one portapotty or permanent restroom at each exchange. Runners will be instructed to NOT use private land or wooded areas to relieve themselves. Each team/solo runner is self-supporting, but basic first aid kits will be at each exchange. Cell phone coverage is spotty, so each exchange will be staffed with a ham radio operator who is in contact with the race director and EMS. Local police, sheriff, and EMS will be informed about the relay. There will be EMS personnel on the course, riding with a ham radio operator. There will be a sweeper vehicle checking for injured runners and closing each exchange as the last runner passes. As the relay is during fire season, teams will be instructed to be cautious about sparks and fire dangers. The race director, sweeper vehicles, and exchanges in wooded areas will be provided with fire extinguishers. Teams will be instructed to be respectful of local residents and their animals along the route.

The Course (permits needed in parentheses):

*To see online maps of the entire course and each leg, go to
<http://www.mapmyrun.com/routes/view/356862641> or www.barrel2keg.com

- 1) Start at Harris Bridge Vineyard (Benton County, Starker Forests, HBV)

- 2) West on Harris Road (Benton County, Starker Forests, Thompson Timber)
- 3) South on TumTum Road (Benton County, Starker Forests, Thompson Timber)
- 4) West on Woods Creek Road (Lincoln County, Starker Forest, Thompson Timber)
- 5) Northwest on Shotpouch Road (Lincoln County)
- 6) West on Harlan-Burnt Woods Road (Lincoln County)
- 7) North and west on Harlan Road (Lincoln County)
- 8) West on Elk City Road (Lincoln County)
- 9) North on SE Butler Bridge Road (City of Toledo)
- 10) North, entering parking lot at Catherine Street, past train museum (Toledo)
- 11) North on NW A Street (Toledo)
- 12) West on Business Highway 20 (Toledo, Lincoln County)
- 13) West on Yaquina Bay Road (Lincoln County, City of Newport)
- 14) North on Bay Street (Newport)
- 15) West on SW Naterlin Drive (Newport)
- 16) Up stairs to Highway 101, then south over the bridge (Newport)
- 17) Down stairs, down path by the bridge, cross OSU Drive and finish at the Rogue Warehouse (Newport, Port of Newport)

Exchange Zones: Location (municipality/owner):

- Leg 1 ends: Silver gate at Harris Road/TumTum Road (Benton County)
 Leg 2 ends: Thompson Gate (Thompson Timber, Benton County)
 Leg 3 ends: Shotpouch Road/Shotpouch Creek Road (Lincoln County)
 Leg 4 ends: Shotpouch Road/Harlan-Burnt Woods Road (Lincoln County)
 Leg 5 ends: Harlan-Burnt Woods Road/Harlan Road (Lincoln County, Roxanne Cessnun)
 Leg 6 ends: Mile Post 15 on Harlan Road (Lincoln County)
 Leg 7 ends: Rusty Bridge near Mile Post 9 on Harlan Road (Lincoln County)
 Leg 8 ends: Harlan Road and Updike Road (Lincoln County)
 Leg 9 ends: Elk City County Park (Lincoln County)
 Leg 10 ends: Cannon Quarry Boat Ramp (Lincoln County)
 Leg 11 ends: Toledo Train Museum (City of Toledo)
 Leg 12 ends: Mile Post 9 on Yaquina Bay Road (Lincoln County)
 Leg 13 ends: Sawyer's Landing (Dion Blake)
 Leg 14 ends: Rogue Brewery (Rogue, Port of Newport)

Leg	Leg ends at	Leg distance	Total Distance
1	TumTum Road	4.9	4.9
2	Thompson Gate	3.54	8.44
3	Shotpouch Creek Rd	3.81	12.25
4	Harlan-Burnt Woods Road	3.92	16.17
5	Old Mill	7.1	23.27
6	Mile Post 15	5.9	29.17
7	Rusty Bridge	5.9	35.07
8	Updike Road	4.33	39.4
9	Elk City County Park	4.65	44.05
10	Cannon Quarry Boat Ramp	5.9	49.95
11	Toledo Train Museum	4.05	54

12 Mile Post 9	4.1	58.1
13 Sawyer's Landing	4.86	62.96
14 Rogue Brewery	5.8	68.76

*For questions, contact Mark Barrett, Race Director, at 503-821-9577 or Mbarretts@aol.com.

Updated 4-22-25

Barrel to Keg Relay

Leg 11

4.05 Miles

Plan A

Start: Cannon Quarry Boat Ramp

Exchange: Toledo Train Museum

Parking: in lot near the exchange

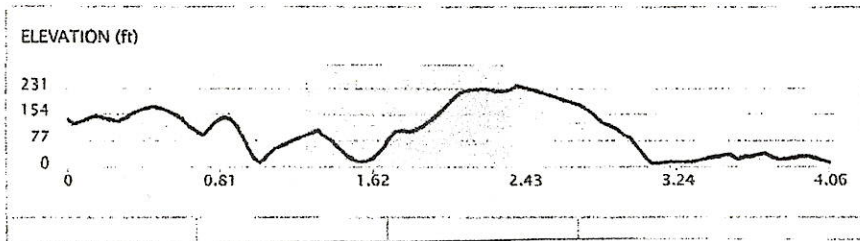
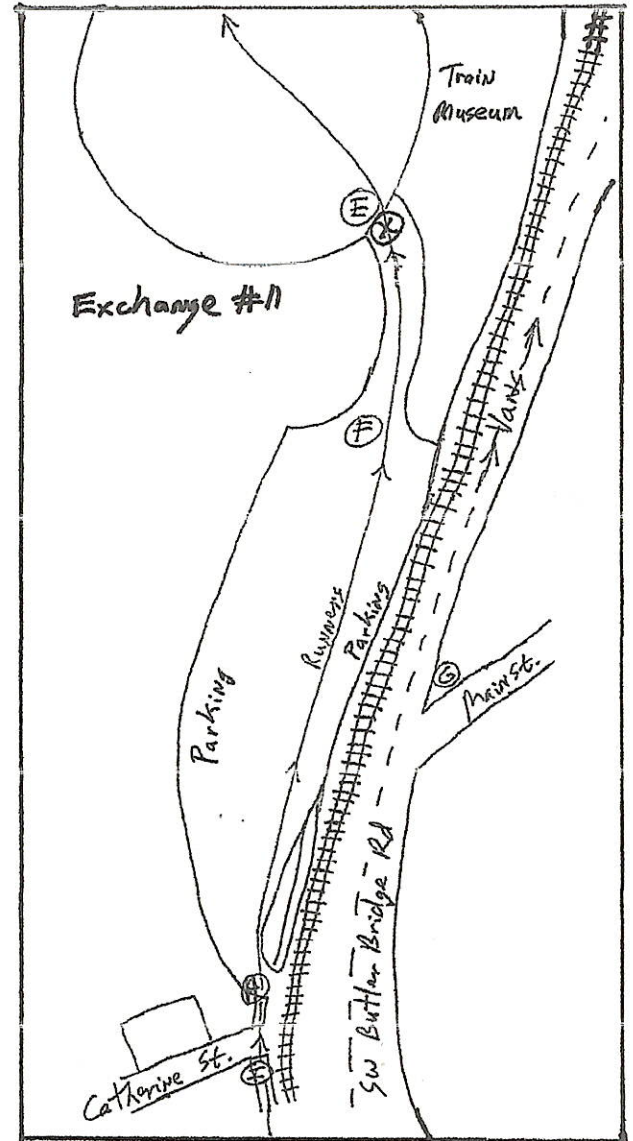
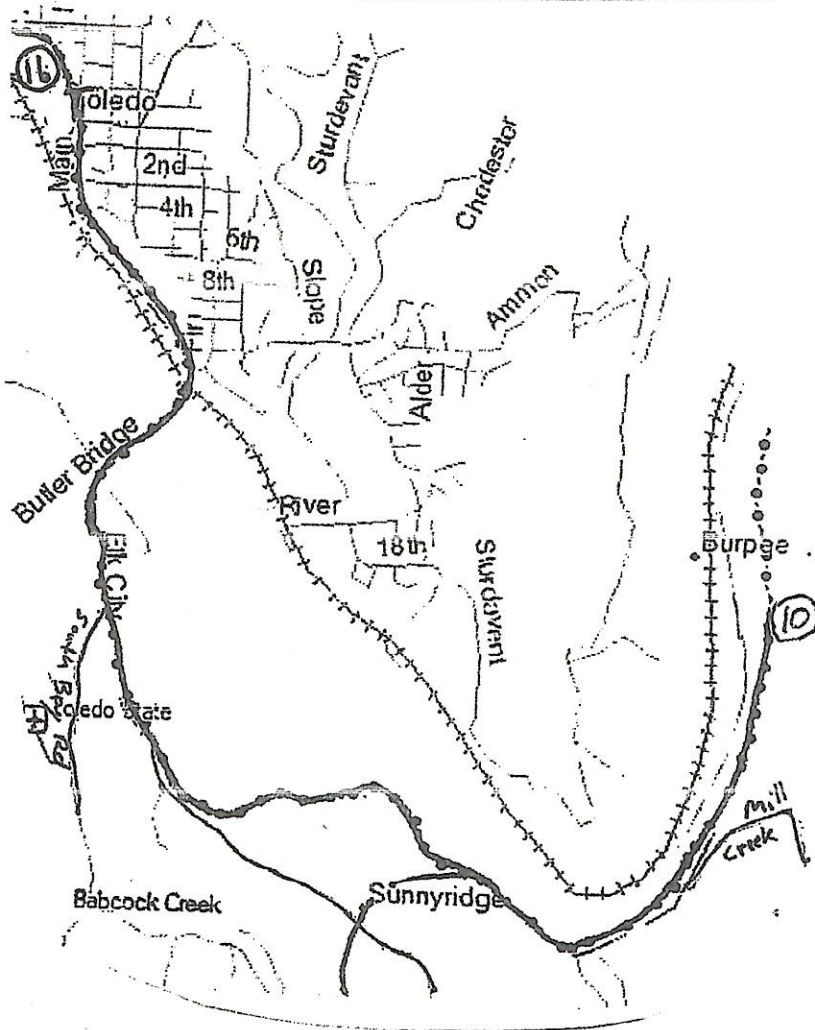
Roads: paved, hilly

Notes: Watch for runners and vehicles in the lot near the exchange. In Toledo the runners and vans separate briefly. See Toledo map for details.

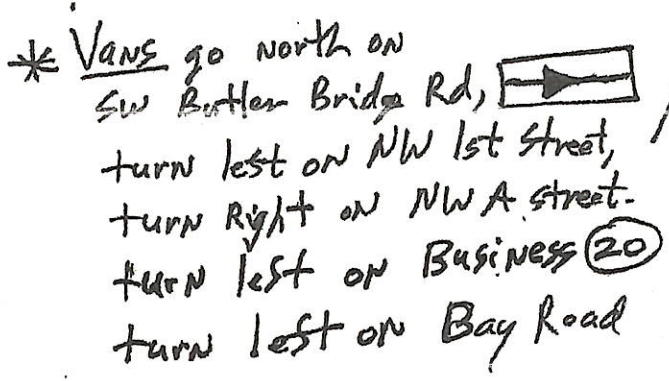
Landmarks: Mill Creek Road at Mile 1, Sunnyridge Road at Mile 2.2, South Bay Road at Mile 2.7

Where to Get Gas and Food: Chevron (254 W Highway 20, Toledo)

What3words Location: bounced.waffle.extraction

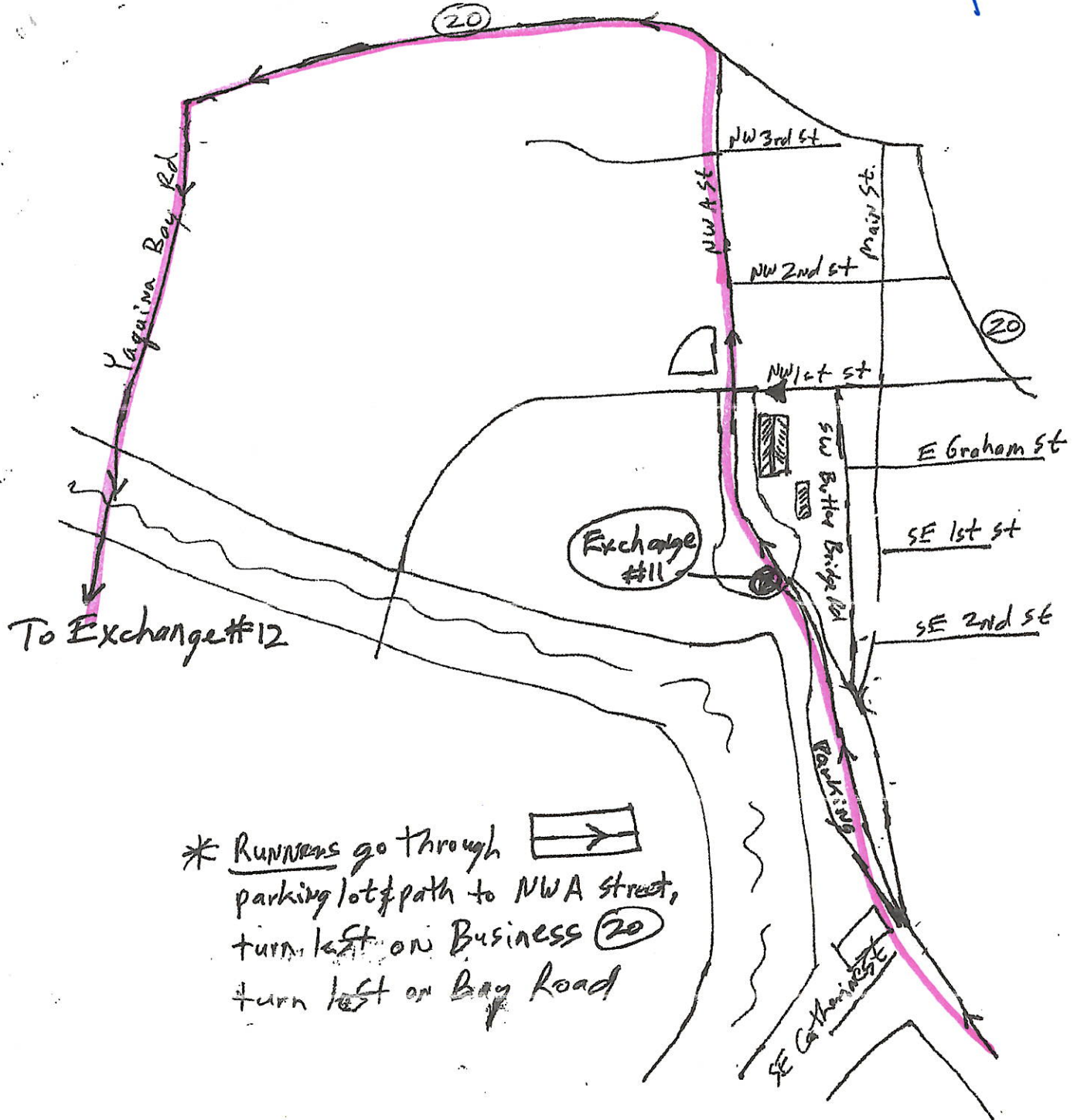


Plan A



Barrel to Keg Relay Map for Runners through Toledo

Plan A



* Runners go through  parking lot & path to NWA street, turn left on Business (20) turn left on Bay Road

12/24

Barrel to Keg Relay
July 12, 2025
Detour Plan for City of Toledo

Plan B

The B2K Relay passes through the City of Toledo on the same day as the parade for the Toledo Summer Festival. Walkers and runners from 80 teams will be passing through from approximately 1pm to 6pm. The parade starts at noon. Runners and walkers will enter the city on Butler Bridge Road (running against traffic, on sidewalks when available), take a detour through the parking lot (entrance near Catherine Street) and along the trail by the slough, crossing the railroad tracks and getting onto the shoulder of the Bay Road (to head west to Newport).

Support vehicles for the runners and walkers that enter the city on Butler Bridge Road while the parade is going will need to take a detour around the parade route until it is cleared by the Toledo Police. (The van detour goes from Business Highway 20 to US Highway 20 to John Nye Road and back to Bay Road.) Once the parade route is cleared, vehicles can drive through the city on Butler Bridge Road to 2nd Street to A Street to Business Highway 20 to Bay Blvd. The detour for the runners and the vehicles should be pre-approved by the city manager and police department, so B2K Relay volunteers can be placed to give clear direction.

Suggested maps are attached and there should be ongoing communication between the city and the race director so the Summer Festival and the relay can both happen successfully.

Please contact Mark Barrett, Race Director, with any questions or concerns, at 503-821-9577 or Mbarretts@aol.com.

Updated 6-22-25



Runners
RAIL CROSSING

Runners Detail:
WATER FRONT TRAIL

UAD/CAR DETAIL

45 20

Bus
70

Exchange #11

* Runners go through  parking lot & path to NWA street.

* Vans go north on
SW Butler Bridge Rd, 
turn left on NW 1st Street,
turn right on NW A Street.

CAR/VAN
SUPPORT
DETACH TO
US ROUTE
20 WEST
TO JOHN N
ROAD

Toledo

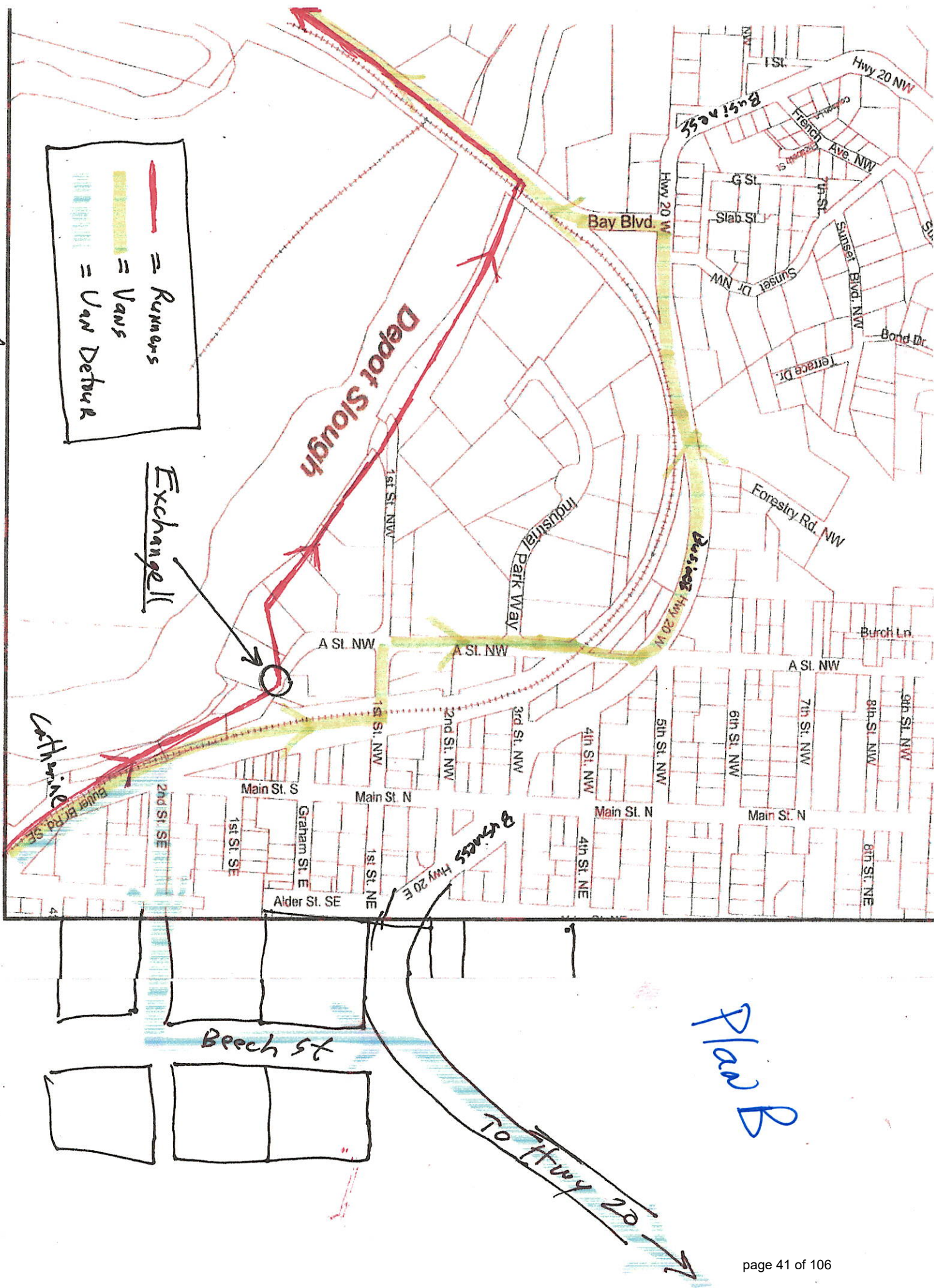
Plan B

CRAIG MARTIN

911-936-4823 (CAL)

B2K Toledo Detour

2019



Plan B



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	July 2, 2025	Outdoor event application – Rigs and Reggae
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Interim City Recorder – Amber Mathiesen	Interim City Recorder – Amber Mathiesen	City Manager Pro-Tem D.Clyne

Recommendation:

There is no recommendation. Council may choose to approve the application as presented, with conditions or they may choose to deny the application.

Background:

Recently, staff received an application from Peter Perales for the Outdoor event application – Riggs and Reggae to host an adventure van gathering and music festival.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown	2025-2026	N/A

Attachment:

1. Outdoor Event Application



CITY OF TOLEDO
Outdoor Public Events, Entertainments
and Assemblies Permit Application

Criteria for Approval/Denial of Application:

In issuing a permit for a special event, the City considers whether:

- The event is reasonably likely to cause injury to persons or property.
- The proposed location is adequate for the size and nature of the event.
- All permit requirements have been met.
- ODOT and/or Lincoln County Permits have been secured (if applicable).
- OLCC permit has been obtained (if applicable).
- All required insurance documents are submitted.
- Previously identified issues have been addressed in the application.
- Public safety and public works employees are available to assist with the event.
- There are conflicts with other events or festivals previously scheduled.
- Traffic there will be impacts to transportation system or major traffic routes in, out and through the City of Toledo.

APPLICANT/ORGANIZATION INFORMATION (PERSON/GROUP RESPONSIBLE)

Sponsoring Organization Name: Rigs and Reggae

Organization Type: ☒ For profit ☐ Non-profit ☐ Other(type below):

List other type here: _____

Contact Name
(If different from applicant):

Peter Perales

Phone Number:

503-420-6742

Business Phone: _____

Organization address:

433 Black Walnut St

Gervais

OR

97026

City

State

Zip Code

Mailing address
(If different from above):

City

State

Zip Code

E-mail address:

pinoholdingsLLC@gmail.com

ALTERNATE CONTACT & POINT OF CONTACT AT EVENT

Alternate Contact: _____

Alternate Contact Phone #: _____

Contact Person (on-site at event):

Christine Coleman

Cell Phone during event:

708-244-0006



CITY OF TOLEDO
Outdoor Public Events, Entertainments
and Assemblies Permit Application

EVENT INFORMATION

Name of Event:

Rigs and Reggae

Event occurrence?:

☒ Once (1x) ☐ Weekly ☐ Monthly ☐ Other*

*List how often event will occur
(e.g. bi-weekly)

Date(s) of Event:

7-31 through 8-3

Starting time:

1:00 (a.m. / p.m.)

Ending time:

5:00 (a.m. / p.m.)

Event Location:

*Note: Except for Memorial Field all City parks are available on a first come first serve basis. The Waterfront Pavilion is managed and maintained by the Port of Toledo.

Setup date(s)

(if different from day of event):

Starting
time

8:00 (a.m. / p.m.)

Ending
time

11:00 (a.m. / p.m.)

Take down date(s)

Starting
time

5:00 (a.m. / p.m.)

Ending
time

6:00 (a.m. / p.m.)

This event is a (check all that apply):

☐ Bicycle event

☒ Concert

☐ Market/Sales event

☐ Other

☐ Celebration of Life

☐ Church/Religious event

☐ Reunion

☐ Competition

☒ Festival

☐ Run/Walk

(please briefly explain here):

Event (brief) description:

Adventure van gathering and music festival

Estimated attendance per day:

☐ 0-49

☒ 50 or more

Public right of way (ROW) or
street location:

☐ Sidewalk only

☐ Street Only

☐ Street & Sidewalk

SITE LAYOUT, TRAFFIC CONTROL & PARKING

Will the event require the closure of public streets?

☐ Yes

☒ No

☐ Not sure

(Required: a legible and detailed map that includes the start point, end point, direction of travel and street names)

Name(s) of streets to be closed (attach additional closures on a separate sheet if necessary)

Between

And

Between

And

Will your street closure request affect Lincoln County Transit or
the School District bus route?

☐ Yes

☒ No

☐ Not sure

Will the event require use of sidewalks or other public Right of
Way?

☐ Yes

☒ No

☐ Not sure

*Note: Public Right of way refers to the type of easement that is reserved over the land for public use such as the area between the sidewalk and the road.

*Note: If the event requires that a street will be closed/blocked, an 11-foot fire lane must be provided.

All applicants must attach a Site Layout Plan and Traffic Control Plan to this application; however components required will vary by event.



CITY OF TOLEDO

Outdoor Public Events, Entertainments and Assemblies Permit Application

Site Layout Plans include at a minimum the location of tents, stages, portable restrooms, fencing, food booths, alcoholic/non-alcoholic beverage booths as well as adequate parking facilities (such parking facilities shall provide parking space for one vehicle for every four persons expected or reasonably expected and adequate ingress and egress to/from parking area and any other components of the event the City may request.

Traffic Control Plans include at a minimum, the location of barricades, directional signs, certified flaggers, course marshals, assembly and/or production facilities, emergency access routes, aid and first aid stations, trash and recycling receptacles, parking and any other components of the event. Traffic control devices such as barricades may be rented or purchased from local companies.

***Note:** Approved temporary events that require City resources (e.g. staffing, supplies, barricades, etc.) may require fees, which will be assessed on a case by case basis.

Do you intend to use a City owned parking lot?

☐ Yes

☒ No

If yes, please name the location: _____

ADDITIONAL CONSIDERATIONS

Will food be served or prepared at your event?

☒ Yes

☐ No

Will alcoholic beverages be available at your event?

☒ Yes

☐ No

If so, you or the alcoholic beverage provider must obtain an Oregon Liquor and Cannabis Commission (OLCC) permit by calling 541-265-4522 or visit www.oregon.gov/olcc for more information. A copy of your application must be provided to the City.

Will there be any live or amplified entertainment, music or noise generated at your event?

☒ Yes

☐ No

***Note:** Amplified music or noise is prohibited within one thousand (1,000) feet of any residence between the hours of 12:01 a.m. and 9:00 a.m. and in all other areas between 2:00 a.m. and 9:00 a.m.

***Note:** The event sponsor shall obtain all music licensing and copyright licenses required for all music presentations and performances.

Will you need access to power/electricity for your event?

☒ Yes

☐ No

Will you need access to water for your event?

☒ Yes

☐ No

Will your event require restroom facilities?

☒ Yes

☐ No

Do you plan to setup a structure (e.g. Recreational Vehicle) as a living quarter or to conduct business at your event?

☒ Yes

☐ No

If so, a Temporary use permit application will need to be completed and submitted with the associated fee for your special event structure.

RV vanlife
event

Will your event have overnight camping/sleeping?

☒ Yes

☐ No

Have you arranged for certified security at your event?

☐ Yes

☒ No

If so, who will provide security? _____

Phone number: _____

E-mail address: _____

Details of security plan: _____

***Note:** Private Security must be certified and licensed as an Event and Entertainment Professional by the Oregon Department of Public Safety Standards and Training.

Describe your Emergency Medical Services Plan (including first aid stations, first aid kits, equipment such as AEDs, etc.)

The City recommends at least one trained emergency services provider (Advance Life Support ALS, Basic Life Support BLS or First Aid CPR) be present on-site throughout the temporary event.



CITY OF TOLEDO
Outdoor Public Events, Entertainments
and Assemblies Permit Application

Describe your plans for trash minimization and removal. Recycling is strongly encouraged. (Include information such as to the number, types and locations of all recycling and trash receptacles, a schedule for monitoring and emptying receptacles and plans for cleaning up debris not placed in receptacles and who will provide trash related services. Attach additional sheets if necessary.)

Trash and Porter rentals

APPLICANT ACKNOWLEDGEMENT

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL ADDITIONAL PERMITS, LICENSES, AND INSURANCE CERTIFICATES REQUIRED UPON THE ISSUANCE OF THIS TEMPORARY EVENT PERMIT. Please fulfill all of the obligations listed below before submitting this application. Once all of these obligations are complete you must place your initials in all of the designated areas marked with a () and then sign and date at the bottom.

☒ **CLEAN UP:** Applicant agrees to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such cleanup is not promptly undertaken the City reserves the right to do the cleaning itself and to charge the applicant for the actual time and expense incurred. The City reserves the right to deny future Outdoor Event Permit requests should applicant not fulfill all conditions of this permit application.

☒ **INSURANCE:** Applicant agrees to provide a policy of liability insurance, specific to the Event, as above-described in the Insurance Requirements Section, and further described in this Paragraph. This insurance shall provide coverage for not less than \$1,000,000 for personal injury to each person, \$1,000,000 for each occurrence involving property damage; or a single limit policy of not less than \$2,000,000 covering all claims per occurrence. The limits of the insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the State of Oregon. This insurance shall be without prejudice to coverage otherwise existing insurance and shall name as additional insured the City of Toledo and its officers, agents, directors, employees and volunteers as an additional insured by endorsement. The sponsor agrees to maintain continuous coverage for the duration of the permit.

☒ **INDEMNITY:** Applicant agrees to defend, indemnify and hold the City of Toledo harmless from and against all claims, losses, and liability arising out of personal injuries, including death, and damage to property which are caused by applicant, or arising out of or in any way connected with the activities conducted pursuant to this application. The last page of this application contains an agreement form that you must sign and date before this application is reviewed.

☒ **CITY CODES/PERMITS:** Applicant agrees to obtain all city permits and licenses that may be required, and shall comply with all other city laws and other conditions that the City Manager determines necessary.

☒ **CONDUCT/NUISANCES:** Applicant understands that if the outdoor activity is conducted in such a way as to create a nuisance for any business or resident of the area, future permits may be denied for that reason alone. Applicant will be notified as soon as practical that the activity engaged in created a nuisance and may ask for a review of such determination. *insert statement about public safety and shutting down an event.

☒ **SITE /TRANSPORTATION MAP:** This application will not be processed unless a detailed site map is included. Indicate location of tents, stages, portable restrooms, fencing, food booths, alcoholic and non-alcoholic beverage booths, etc. Transportation/route maps should include: location of barricades, directional signs, certified flaggers and course marshals, assembly and/or production facilities, emergency access routes, aid and first aid stations, porta-potties, trash and recycling receptacles, parking, etc.

☒ I have read all information contained within the City of Toledo's Temporary Event Permit Application Packet and agree to abide by the terms and conditions contained herein.



CITY OF TOLEDO
Outdoor Public Events, Entertainments
and Assemblies Permit Application
INDEMNIFICATION AGREEMENT

GRANTEE ACKNOWLEDGES AND AGREES AS FOLLOWS:

The Applicant named below, its officers, employees and members shall, through the signing of this agreement by an authorized party or agent, hereby agrees, for and in consideration of the approval of the Event listed below, to be held on the date listed below, and to be held within the City of Toledo, to indemnify, defend and hold harmless the City of Toledo, a political subdivision of the State of Oregon, its officers, agents, directors, employees and volunteers, herein called "City," from any and all suits and claims, losses and liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act or omission arising out of or any way related to the event as described above, without limitation, or participation in the event as a participant, spectator, sponsor, promoter, agent or official. Applicant acknowledges that applicant has carefully read the foregoing and understands its contents. Applicant warrants that they are authorized to sign this document personally and on behalf of the organization or corporation sponsoring the event and does so freely and without reservation.

Applicant's Name: Peter Perales

Sponsor Name: Peter Perales Date: 3-3-25

Sponsor Signature by
authorized party: _____

Name of the event: Rigs and Reggae

Date(s) of the event: 7-31 / 8-3



Port of Toledo Park Application

Complete and submit this form with payment to Port of Toledo to request the use of a park facility
2 weeks advance application required

CONTACT INFORMATION

Organization:			
Application's Name:	Peter Perales	Phone:	503 420-6742
Email:	pinoholdingsllc@gmail.com		
Address:	433 Black Walnut St		
City: Gervais	State: OR	Zip:	97026

List of person responsible during this activity:

Name-Last	Address	Phone
Peter Perales	433 Black Walnut St Gervais, OR 97026	503 420-6742

RENTAL DETAILS

Pavilion reservations are in 4 hours blocks

Facilities are available year-round from 8am to 10pm or Dusk whichever comes first

Date of Event: 07/31 / 08/03 / 2025	Type of Event: Adventure Van Gathering and Music
Time: ☒ 8am - 12pm	☐ Pavilion only
Time: ☒ 1pm - 5pm	☒ Pavilion & Kitchen/Storeroom
Time: ☒ 6am - 10pm	☒ Exclusive use of park/Special Event
	Estimate Attendance: 150 - 200
	Do you plan to have alcohol beverage? Yes

COMMENTS

Alcohol will NOT be sold at the event. All attendees will be supplying their own alcohol.

ALCOHOL SERVICE AND CONSUMPTION

Alcohol use may be permitted at private events. The Consume Alcoholic Beverages in a Public Place Permit Application can be obtained online from <https://www.cityoftoledo.org/community/page/outdoor-special-events> or at City Hall and submitted to the City Recorder. Alcohol offered for sale must be appropriately permitted through OLCC. Additional fees apply. Contact City of Toledo Recorder for more information at (541) 635-2064.

TERMS AND CONDITIONS

Applicant agrees to hold harmless and indemnify the Port of Toledo, Oregon, from any and all liability for injury to persons, including COVID 19, and damage to property occurring as a result of this activity and agrees to be liable to said Port of Toledo for any and all damages to any park, facility, building, equipment and furniture owned or controlled by the Port of Toledo, which results from the activity or permittee or is caused by any participant in said activity. Events may require insurance. Permittee agrees while using Port property to adhere to all State and local COVID-19 restrictions and guidelines for social distancing and gatherings.

Applicant hereby assumes all responsibility to leave area in a neat and clean condition.

Application Signature: Peter Perales Date: 02/20/2025

Office Use Only

Rental Approved: ☐ Yes ☐ No

Insurance Required: ☐ Yes ☐ No

SIGNATURE: _____

Port Manager or Designee

Fees & Charges Payable by Check, Credit Card (\$2 fee) or Cash

Total Fees & Charges: \$ _____

Paid by ☐ Credit Card (3.5% processing fee)

☐ Check # _____

☐ Cash

Total Refundable deposit: \$ _____

Paid by ☐ Credit Card (\$3.5% fee)

☐ Check # _____

☐ Cash

Received by: _____ Date: _____

Facility Keys

Key Number

Pick Up Dated:

Returned Dated:

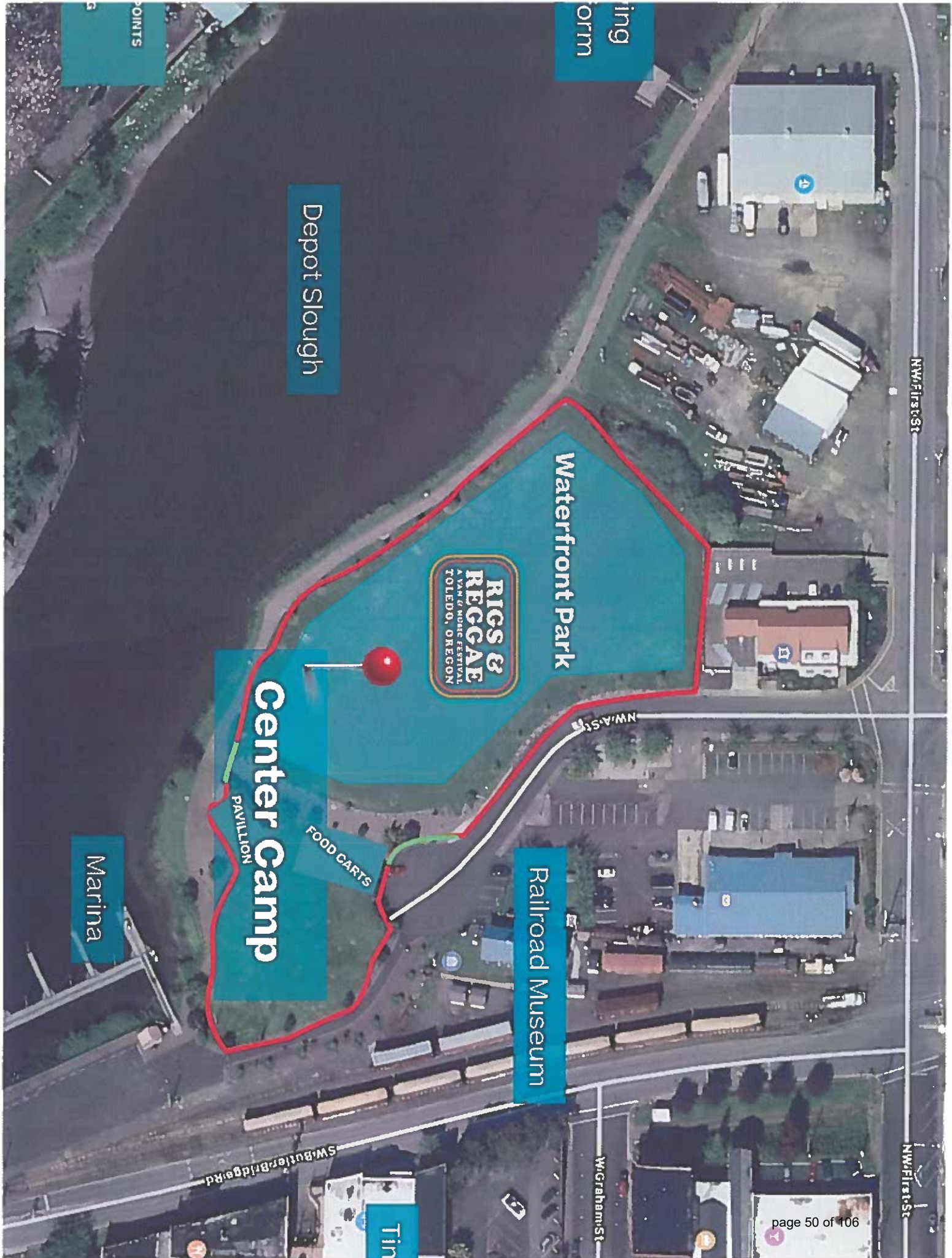
Received By:

Fees can be paid in person at Port of Toledo

Office: 496 NE Hwu 20, unit 1, Toledo, OR, 97391 | Mailing: PO BOX 428, Toledo, OR, 97391

Tel: 541-336-5207

Email: info@portoftoledo.org



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POINTS

Depot Slough

Waterfront Park

RIGGS &
REGGAN
A VAN & MUSIC FESTIVAL
TOLEDO, OREGON

Center Camp

PAVILLION

FOOD CARTS

Railroad Museum

Marina

NW First St

NW A St

NW First St

W Graham St

SW Butler Bridge Rd

Tin



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	July 2, 2025	Application to consume alcohol in public places – Rigs and Reggae
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Interim City Recorder A. Mathiesen	Interim City Recorder A. Mathiesen	City Manager Pro-Tem D.Clyne

Recommendation:

There is no recommendation. Council may choose to approve the application as presented, with conditions or they may choose to deny the application. However, the final decision rests with the Oregon Liquor Cannabis Commission.

Background:

Recently, staff received an application from Peter Perales for the Rigs and Reggae to consume alcohol in public places. The event will be held at Memorial Field.

As a courtesy due to the timing of the event and Council meetings it is presented at this meeting. Within the last year, the Oregon Liquor Cannabis Commission (OLCC) application process has changed to online with stricter deadlines. It is uncertain whether the application will be accepted by OLCC regardless of the Council's decision and there is a slight possibility the application may be withdrawn before the meeting as the applicant is considering sharing a booth with a previously approved application that meets requirements.

The event will not be providing alcohol, festival goers will bring their own. ID checks will be performed at the entrance.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown	2025-26	N/A

Attachment:

1. Toledo Consume Alcohol in Public Places Permit form



CITY OF TOLEDO
Consume Alcoholic Beverages in a Public Place
Permit Application

Event Information

Date(s) of Event: 7-31 / 8-3 Time of Event: _____

Event Location: Toledo Waterfront Park

Type of Alcohol to be consumed at the event: None will be provided attendees will supply their own

Applicant must provide the following information:

1. Identify the event area (e.g., entire premises, area within a park, provide a site map if necessary):

Waterfront Park and Pavilion

2. List primary activities within the area (dinner, auction, beer garden, food fair):

Camping, Concert, food, games

3. Will minors and alcohol be allowed in the same area together? ☒ Yes ☐ No

4. What is the expected attendance in the event area per day? 200
**If 50 or more people are expected, then you will be required to submit an Application for Outdoor Event Permit*

5. Describe your plan to prevent problems or violations.

To checks on everyone entering

6. Describe your plan to prevent minors from gaining access to alcoholic beverages.

We will have no alcohol set up or served.

7. Describe your plan to manage alcohol consumption by adults.

Staff will monitor crowd

Applicant/Organization Information

Organization Name: Rigs and Reggae

Applicant/Contact Name: Peter Perales

Phone: 503-420-6742 E-mail address: pinoholdingsLLC@gmail

Mailing address: 433 Black Walnut St.

City Gervais State OR Zip Code 97026

Name/Number of Alternate Contact: Christine Coleman 708-244-0004



CITY OF TOLEDO
Consume Alcoholic Beverages in a Public Place
Permit Application

Certification of Application

Please read carefully and check all boxes for the terms of the permit.

☒ I agree to comply with all Toledo City Ordinances and Oregon State laws pertaining to this event.

☒ I agree to comply with all requirements and additional conditions of approval placed on this permit.

☒ I agree that the applicant and/or the alternate contact person listed in this permit will attend the event and be made available for contact throughout the duration of the event.

☒ I further agree to defend, indemnify, and hold harmless the City of Toledo, its officers, agents, and employees from any and all liability, actions, claims, losses, damages, or other costs, including attorney fees, for injuries to persons and damage to property arising out of the activities pursuant to this permit.

☒ I understand the City reserves the right to suspend or revoke this permit at any time without cause.

☒ I understand this is a one-time permit and valid only for the specific event identified in this document.

☒ I certify that information contained in this application is true and correct. I understand that false information may be grounds for denial or revocation of this permit.

☒ Proof of Liability Insurance included

☒ Initials: I understand that the application may be held for approval until I provide all necessary information

☒ I certify all information submitted is complete and correct to the best of my knowledge. I understand a false answer may be reason to deny this application.

Signature

Date

3-3-25

OFFICE USE ONLY:

DATE RECEIVED: 3/3/25

EVENT NUMBER: _____



Port of Toledo Park Application

Complete and submit this form with payment to Port of Toledo to request the use of a park facility
2 weeks advance application required

CONTACT INFORMATION

Organization:			
Application's Name:	Peter Perales	Phone:	503 420-6742
Email:	pinoholdingsllc@gmail.com		
Address:	433 Black Walnut St		
City: Gervais	State: OR	Zip:	97026
List of person responsible during this activity:			
<u>Name-Last</u>	<u>Address</u>	<u>Phone</u>	
Peter Perales	433 Black Walnut St Gervais, OR 97026	503 420-6742	

RENTAL DETAILS

Pavilion reservations are in 4 hours blocks

Facilities are available year-round from 8am to 10pm or Dusk whichever comes first

Date of Event: <u>07/31 / 08/03 / 2025</u>	Type of Event: <u>Adventure Van Gathering and Music</u>
Time: ☒ 8am - 12pm	☐ Pavilion only
Time: ☒ 1pm - 5pm	☒ Pavilion & Kitchen/Storeroom
Time: ☒ 6am - 10pm	☒ Exclusive use of park/Special Event
Estimate Attendance: <u>150 - 200</u>	
Do you plan to have alcohol beverage? <u>Yes</u>	

COMMENTS

Alcohol will NOT be sold at the event. All attendees will be supplying their own alcohol.

ALCOHOL SERVICE AND CONSUMPTION

Alcohol use may be permitted at private events. The Consume Alcoholic Beverages in a Public Place Permit Application can be obtained online from <https://www.cityoftoledo.org/community/page/outdoor-special-events> or at City Hall and submitted to the City Recorder. Alcohol offered for sale must be appropriately permitted through OLCC. Additional fees apply. Contact City of Toledo Recorder for more information at (541) 635-2064.

TERMS AND CONDITIONS

Applicant agrees to hold harmless and indemnify the Port of Toledo, Oregon, from any and all liability for injury to persons, including COVID 19, and damage to property occurring as a result of this activity and agrees to be liable to said Port of Toledo for any and all damages to any park, facility, building, equipment and furniture owned or controlled by the Port of Toledo, which results from the activity or permittee or is caused by any participant in said activity. Events may require insurance. Permittee agrees while using Port property to adhere to all State and local COVID-19 restrictions and guidelines for social distancing and gatherings.

Applicant hereby assumes all responsibility to leave area in a neat and clean condition.

Application Signature: [Signature] Date: 02/20/2025

Office Use Only

Rental Approved: ☐ Yes ☐ No

Insurance Required: ☐ Yes ☐ No

SIGNATURE: _____

Port Manager or Designee

Fees & Charges Payable by Check, Credit Card (\$2 fee) or Cash

Total Fees & Charges: \$ _____

Paid by ☐ Credit Card (3.5% processing fee)

☐ Check # _____

☐ Cash

Total Refundable deposit: \$ _____

Paid by ☐ Credit Card (\$3.5% fee)

☐ Check # _____

☐ Cash

Received by: _____ Date: _____

Facility Keys

Key Number

Pick Up Dated:

Returned Dated:

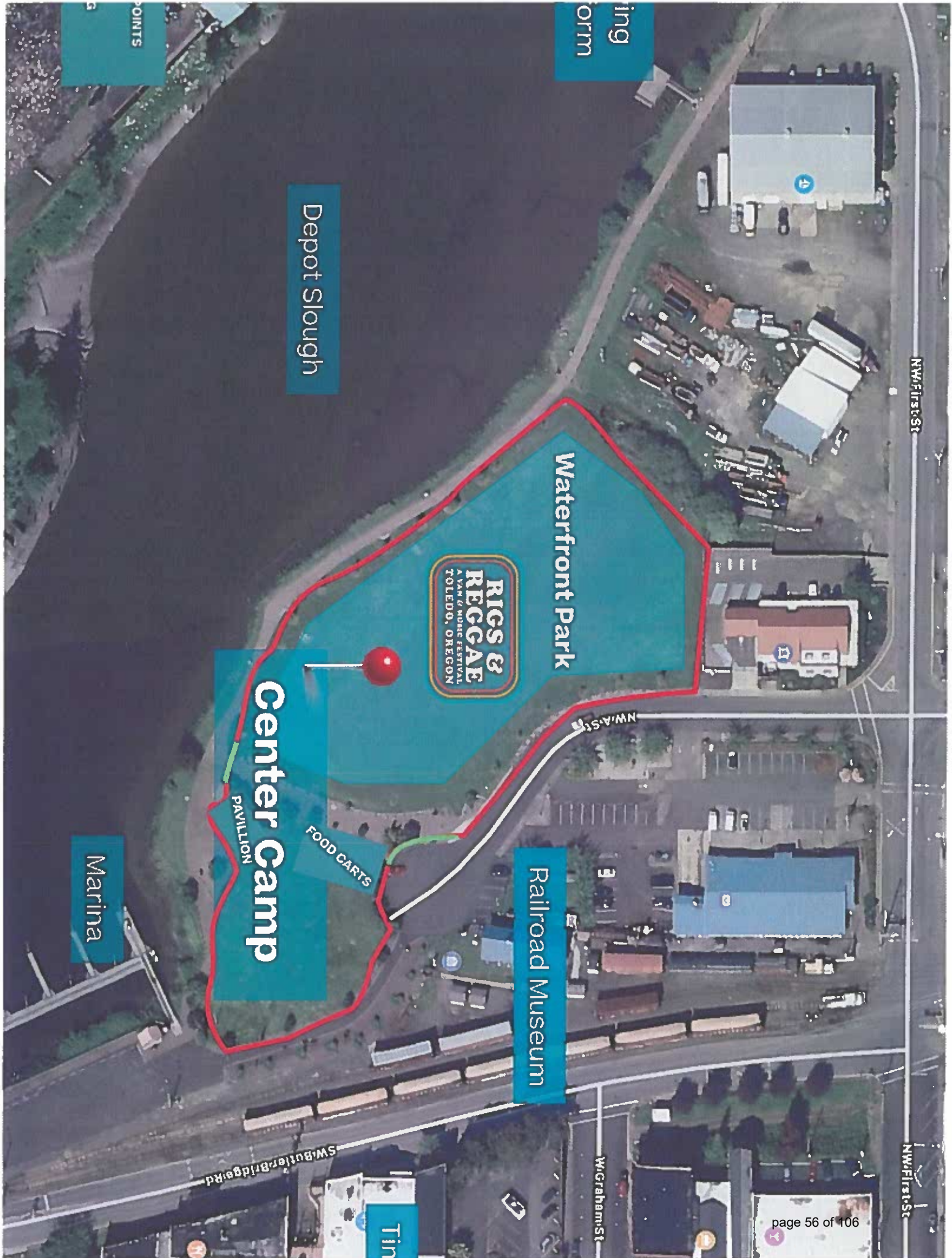
Received By:

Fees can be paid in person at Port of Toledo

Office: 496 NE Hwu 20, unit 1, Toledo, OR, 97391 | Mailing: PO BOX 428, Toledo, OR, 97391

Tel: 541-336-5207

Email: info@portoftoledo.org





**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	July 2, 2025	Outdoor event application – LCSD Garlicplooza - Garlic Festival
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Interim City Recorder – Amber Mathiesen	Interim City Recorder – Amber Mathiesen	City Manager Pro-Tem D.Clyne

Recommendation:

There is no recommendation. Council may choose to approve the application as presented, with conditions or they may choose to deny the application.

Background:

Recently, staff received an application from Patty Graves for the Outdoor event application – Garlic Festival. This is the School District's 1st annual Garlic Festival featuring games, crafts and food to take place on Memorial Field.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown	2025-2026	N/A

Attachment:

1. Outdoor Event Application



CITY OF TOLEDO
Outdoor Public Events, Entertainments
and Assemblies Permit Application

Criteria for Approval/Denial of Application:

In issuing a permit for a special event, the City considers whether:

- The event is reasonably likely to cause injury to persons or property.
- The proposed location is adequate for the size and nature of the event.
- All permit requirements have been met.
- ODOT and/or Lincoln County Permits have been secured (if applicable).
- OLCC permit has been obtained (if applicable).
- All required insurance documents are submitted.
- Previously identified issues have been addressed in the application.
- Public safety and public works employees are available to assist with the event.
- There are conflicts with other events or festivals previously scheduled.
- Traffic there will be impacts to transportation system or major traffic routes in, out and through the City of Toledo.

APPLICANT/ORGANIZATION INFORMATION (PERSON/GROUP RESPONSIBLE)

Sponsoring Organization Name: Lincoln County School District

Organization Type: ☐ For profit ☒ Non-profit ☐ Other(type below):
List other type here: _____

Contact Name
(If different from applicant): Patty GRAVES

Phone Number: 541-270-2146 Business Phone: 541-336-2156

Organization address: 1811 NE Arcadia Dr. Toledo, OR 97391

City State Zip Code

Mailing address
(If different from above): SAME AS ABOVE

City State Zip Code

E-mail address: _____

ALTERNATE CONTACT & POINT OF CONTACT AT EVENT

Alternate Contact: Jamie Nicholson

Alternate Contact Phone #: 541-336-2146

Contact Person (on-site at event): Patty GRAVES

Cell Phone during event: 541-270-2146



CITY OF TOLEDO
Outdoor Public Events, Entertainments
and Assemblies Permit Application

EVENT INFORMATION

Name of Event:

Garlic Festival

Event occurrence?:

☒ Once (1x)

☐ Weekly

☐ Monthly

☐ Other*

*List how often event will occur
(e.g. bi-weekly)

Date(s) of Event:

Oct 11, 2025

Starting time:

7:00 a.m. / p.m.)
Setup

Ending time:

6:30 a.m. / p.m.)

Event is
11am-6pm

Event Location:

Memorial Field

*Note: Except for Memorial Field all City parks are available on a first come first serve basis. The Waterfront Pavilion is managed and maintained by the Port of Toledo.

Setup date(s)
(if different from day of event):

Oct 11, 2025

Starting
time

7:00 a.m. / p.m.)

Ending
time

11:00 a.m. / p.m.)

Take down date(s)
time

Oct 11, 2025

Starting
time

6:00 a.m. / p.m.)

Ending
time

7:00 a.m. / p.m.)

This event is a (check all that apply):

☐ Bicycle event

☐ Celebration of Life

☐ Competition

☒ Concert

☐ Church/Religious event

☒ Festival

☒ Market/Sales event

☐ Reunion

☐ Run/Walk

☐ Other

(please briefly explain here):

Event (brief) description:

School District's 1st Annual Garlic Festival
Games, Crafts, & Food.

Estimated attendance per day:

☐ 0-49

☒ 50 or more

Public right of way (ROW) or
street location:

☐ Sidewalk only

☐ Street Only

☐ Street & Sidewalk

SITE LAYOUT, TRAFFIC CONTROL & PARKING

Will the event require the closure of public streets?

☐ Yes

☒ No

☐ Not sure

(Required: a legible and detailed map that includes the start point, end point, direction of travel and street names)

Name(s) of streets to be closed (attach additional closures on a separate sheet if necessary)

Between

And

Between

And

N/A

Will your street closure request affect Lincoln County Transit or the School District bus route?

☐ Yes

☒ No

☐ Not sure

Will the event require use of sidewalks or other public Right of Way?

☐ Yes

☒ No

☐ Not sure

*Note: Public Right of way refers to the type of easement that is reserved over the land for public use such as the area between the sidewalk and the road.

*Note: If the event requires that a street will be closed/blocked, an 11-foot fire lane must be provided.

All applicants must attach a Site Layout Plan and Traffic Control Plan to this application; however components required will vary by event.



CITY OF TOLEDO
Outdoor Public Events, Entertainments
and Assemblies Permit Application

Site Layout Plans include at a minimum the location of tents, stages, portable restrooms, fencing, food booths, alcoholic/non-alcoholic beverage booths as well as adequate parking facilities (such parking facilities shall provide parking space for one vehicle for every four persons expected or reasonably expected and adequate ingress and egress to/from parking area and any other components of the event the City may request.

Traffic Control Plans include at a minimum, the location of barricades, directional signs, certified flaggers, course marshals, assembly and/or production facilities, emergency access routes, aid and first aid stations, trash and recycling receptacles, parking and any other components of the event. Traffic control devices such as barricades may be rented or purchased from local companies.

***Note:** Approved temporary events that require City resources (e.g. staffing, supplies, barricades, etc.) may require fees, which will be assessed on a case by case basis.

Do you intend to use a City owned parking lot?
If yes, please name the location:

☒ Yes ☐ No
Lot BESIDE MEMORIAL FIELD

ADDITIONAL CONSIDERATIONS

Will food be served or prepared at your event? ☒ Yes ☐ No

Will alcoholic beverages be available at your event? ☐ Yes ☒ No

If so, you or the alcoholic beverage provider must obtain an Oregon Liquor and Cannabis Commission (OLCC) permit by calling 541-265-4522 or visit www.oregon.gov/olcc for more information. A copy of your application must be provided to the City.

Will there be any live or amplified entertainment, music or noise generated at your event? ☐ Yes ☐ No

**Note: Amplified music or noise is prohibited within one thousand (1,000) feet of any residence between the hours of 12:01 a.m. and 9:00 a.m. and in all other areas between 2:00 a.m. and 9:00 a.m.*

**Note: The event sponsor shall obtain all music licensing and copyright licenses required for all music presentations and performances.*

Will you need access to power/electricity for your event? ☒ Yes ☐ No

Will you need access to water for your event? ☒ Yes ☐ No

Will your event require restroom facilities? ☒ Yes ☐ No

Do you plan to setup a structure (e.g. Recreational Vehicle) as a living quarter or to conduct business at your event? ☐ Yes ☒ No

If so, a Temporary use permit application will need to be completed and submitted with the associated fee for your special event structure.

Will your event have overnight camping/sleeping? ☐ Yes ☒ No

Have you arranged for certified security at your event? ☐ Yes ☒ No

If so, who will provide security?

Phone number:

E-mail address:

Details of security plan:

WE WILL BE REACHING OUT TO FIRE DEPT FOR EMERGENCY SERVICES + ASKING FOR SECURITY SUPPORT FROM POLICE DEPT.

**Note: Private Security must be certified and licensed as an Event and Entertainment Professional by the Oregon Department of Public Safety Standards and Training.*

Describe your Emergency Medical Services Plan (including first aid stations, first aid kits, equipment such as AEDs, etc.)

The City recommends at least one trained emergency services provider (Advance Life Support ALS, Basic Life Support BLS or First Aid CPR) be present on-site throughout the temporary event.



CITY OF TOLEDO
Outdoor Public Events, Entertainments
and Assemblies Permit Application

Describe your plans for trash minimization and removal. Recycling is strongly encouraged. (Include information such as to the number, types and locations of all recycling and trash receptacles, a schedule for monitoring and emptying receptacles and plans for cleaning up debris not placed in receptacles and who will provide trash related services. Attach additional sheets if necessary.)

WE will Reach out to Dalh Disposal for trash CANS + Recycle CANS

Our Committee will ENSURE the AREA is CLEANED up AFTER EVENT.

APPLICANT ACKNOWLEDGEMENT

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL ADDITIONAL PERMITS, LICENSES, AND INSURANCE CERTIFICATES REQUIRED UPON THE ISSUANCE OF THIS TEMPORARY EVENT PERMIT. Please fulfill all of the obligations listed below before submitting this application. Once all of these obligations are complete you must place your initials in all of the designated areas marked with a () and then sign and date at the bottom.

() **CLEAN UP:** Applicant agrees to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such cleanup is not promptly undertaken the City reserves the right to do the cleaning itself and to charge the applicant for the actual time and expense incurred. The City reserves the right to deny future Outdoor Event Permit requests should applicant not fulfill all conditions of this permit application.

() **INSURANCE:** Applicant agrees to provide a policy of liability insurance, specific to the Event, as above-described in the Insurance Requirements Section, and further described in this Paragraph. This insurance shall provide coverage for not less than \$1,000,000 for personal injury to each person, \$1,000,000 for each occurrence involving property damage; or a single limit policy of not less than \$2,000,000 covering all claims per occurrence. The limits of the insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the State of Oregon. This insurance shall be without prejudice to coverage otherwise existing insurance and shall name as additional insured the City of Toledo and its officers, agents, directors, employees and volunteers as an additional insured by endorsement. The sponsor agrees to maintain continuous coverage for the duration of the permit.

() **INDEMNITY:** Applicant agrees to defend, indemnify and hold the City of Toledo harmless from and against all claims, losses, and liability arising out of personal injuries, including death, and damage to property which are caused by applicant, or arising out of or in any way connected with the activities conducted pursuant to this application. The last page of this application contains an agreement form that you must sign and date before this application is reviewed.

() **CITY CODES/PERMITS:** Applicant agrees to obtain all city permits and licenses that may be required, and shall comply with all other city laws and other conditions that the City Manager determines necessary.

() **CONDUCT/NUISANCES:** Applicant understands that if the outdoor activity is conducted in such a way as to create a nuisance for any business or resident of the area, future permits may be denied for that reason alone. Applicant will be notified as soon as practical that the activity engaged in created a nuisance and may ask for a review of such determination. *insert statement about public safety and shutting down an event.

() **SITE /TRANSPORTATION MAP:** This application will not be processed unless a detailed site map is included. Indicate location of tents, stages, portable restrooms, fencing, food booths, alcoholic and non-alcoholic beverage booths, etc. Transportation/route maps should include: location of barricades, directional signs, certified flaggers and course marshals, assembly and/or production facilities, emergency access routes, aid and first aid stations, porta-potties, trash and recycling receptacles, parking, etc.

() I have read all information contained within the City of Toledo's Temporary Event Permit Application Packet and agree to abide by the terms and conditions contained herein.



CITY OF TOLEDO
Outdoor Public Events, Entertainments
and Assemblies Permit Application
INDEMNIFICATION AGREEMENT

GRANTEE ACKNOWLEDGES AND AGREES AS FOLLOWS:

The Applicant named below, its officers, employees and members shall, through the signing of this agreement by an authorized party or agent, hereby agrees, for and in consideration of the approval of the Event listed below, to be held on the date listed below, and to be held within the City of Toledo, to indemnify, defend and hold harmless the City of Toledo, a political subdivision of the State of Oregon, its officers, agents, directors, employees and volunteers, herein called "City," from any and all suits and claims, losses and liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act or omission arising out of or any way related to the event as described above, without limitation, or participation in the event as a participant, spectator, sponsor, promoter, agent or official. Applicant acknowledges that applicant has carefully read the foregoing and understands its contents. Applicant warrants that they are authorized to sign this document personally and on behalf of the organization or corporation sponsoring the event and does so freely and without reservation.

Applicant's Name: Patty GRAVES

Sponsor Name: Lincoln County School District Date: 4-15-25

Sponsor Signature by authorized party: Kim Givick, LCSD Business Director

Name of the event: LCSD Garlicploozia

Date(s) of the event: Oct 11, 2025

Memorial Field Permit Request Planning

Lincoln County School District would like to have the 1st annual Garlic Festival (Garliplooza) on Saturday, Oct 11th, 2025

Outline of events and details for each portion of the event.

It will be a one-day event. Set up will start at 7:00 am until 11:00am. Gates open at 11:00am to 6:00pm. Clean/Take Down up will be completed starting at 6:05pm and we will stay until everything is cleaned up and removed.

Street Access: We will not need to close the streets down but anticipate congestion in the area throughout the day of the event.

Trash & Recycling: We will be reaching out to Dahl Disposal for trash cans. We are also reaching out to our Newport Middle School Green Team to have a recycling center for food and trash waste.

First Aid: We will be reaching out to the Toledo Fire Dept requesting a first aid station,

Food: There will be food booths, cooking competitions, apple cider pressing and eating contests. We are scheduling a meeting with the health department to get the rules and regulations for each of these activities.

Electricity will be needed for a PA system and music. Food trucks we are asking for are self-contained, but to keep the noise down from generators we may need electricity. Craft booths should not need electricity. Cooking competition might

Water will be needed for portable handwashing stations. If water isn't available at Memorial Field, we do have a back up option for potable water.

Structure Set Up: There will be a portable stage set up for competitions and music. Most booths will have portable canopies, tables and chairs.

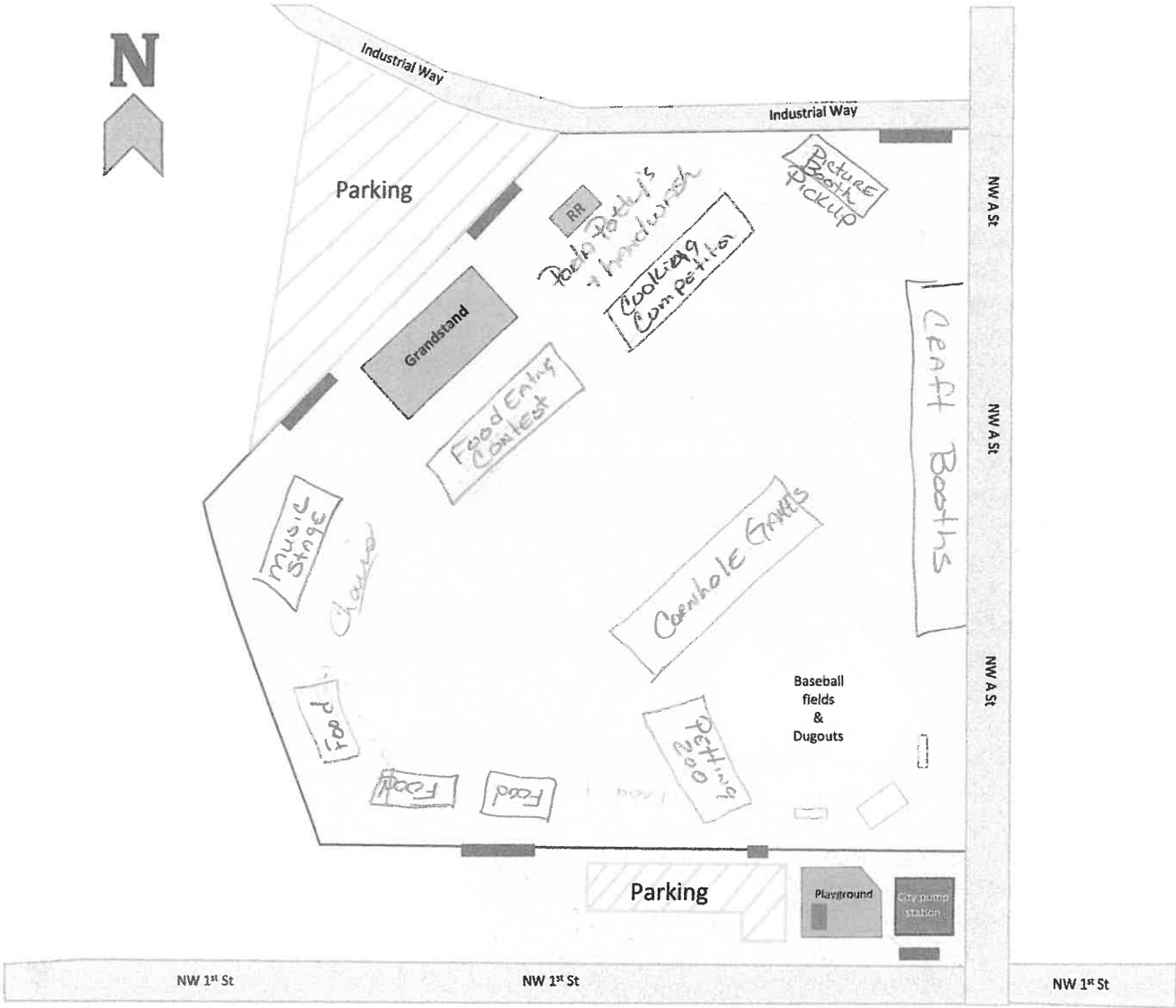
Petting Zoo: We are thinking about a petting zoo and would like guidance on where you would like it located in Memorial Field. There will be a handwashing station next to the petting zoo.

Music: The plan is to have music throughout the entire festival. The music will only be playing between the hours of 11:00am until 5:30pm

Alcohol: No alcohol will be permitted at this event.

Security: We are not anticipating needing security at this event. We will be notifying the Toledo Police Dept.

Memorial Field map
(Not to scale)



Key	
Parking	
Gates to Field	
Restrooms	RR

City of Toledo – Memorial Field Use Map



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	July 2, 2025	Application to consume alcohol in public places – Art, Oyster, Beer Fest
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Interim City Recorder A. Mathiesen	Interim City Recorder A. Mathiesen	City Manager Pro-Tem D.Clyne

Recommendation:

There is no recommendation. Council may choose to approve the application as presented, with conditions or they may choose to deny the application. However, the final decision rests with the Oregon Liquor Cannabis Commission.

Background:

Recently, staff received an application from Charlie Cyphert for the Art, Oyster, Beer Fest to consume alcohol in public places. The event will be held at the parking lot north of 181 S Main St.

As a courtesy due to the timing of the event and Council meetings it is presented at this meeting. Within the last year, the Oregon Liquor Cannabis Commission (OLCC) application process has changed to online with stricter deadlines. It is uncertain whether the application will be accepted by OLCC regardless of the Council's decision and there is a slight possibility the application may be withdrawn before the meeting as the applicant is considering sharing a booth with a previously approved application that meets requirements.

The parking lot will be secured, the servers will be OLCC permitted and conducting ID checks, beverages will be out of reach of the public.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown	2025-26	N/A

Attachment:

1. OLCC Permit Form



OREGON LIQUOR & CANNABIS COMMISSION

APPLICATION FOR TEMPORARY USE OF AN ANNUAL LICENSE (TUAL)

FULL ON-PREMISES SALES LICENSE TUAL PRIVILEGES

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) for drinking off the special event licensed area. The container may not hold more than two gallons. You must not allow any other open container of alcohol to leave the licensed premises.
- Sell at retail malt beverages, wine, and cider in a factory-sealed container to consumers for consumption **off** the licensed premises.
- May **deliver** factory-sealed containers and securely covered containers (growlers) of malt beverages (beer), wine, and cider direct to consumer for consumption **off** the licensed premises; however, must follow the delivery rules under OAR 845-006-0392 and 845-006-0396. Delivery date(s) must be included in the listed event date(s) on the application.

LIMITED ON-PREMISES SALES LICENSE TUAL PRIVILEGES

- Sell at retail malt beverages, wine, and cider by the drink for consumption in the special event licensed area.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons. You must not allow any other open container of alcohol to leave the licensed premises.
- Sell at retail malt beverages, wine, and cider in a factory-sealed container to consumers for consumption **off** the licensed premises.
- May **deliver** factory-sealed containers and securely covered containers (growlers) of malt beverages (beer), wine, and cider direct to consumer for consumption **off** the licensed premises; however, must follow the delivery rules under OAR 845-006-0392 and 845-006-0396. Delivery date(s) must be included in the listed event date(s) on the application.

TUAL LICENSE FEE & APPLICATION STEPS

- **License Days:** In #11 below, you may apply for a maximum of **seven** license days per application form.
- The TUAL license fee is \$10.00 per license day (or any part of a license day). A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- To submit the application:
 1. Fill out the application and any additional forms (if applicable) completely.
 2. Submit the application to the local government identified in question #19. The local government will complete the gray box marked CITY OR COUNTY USE ONLY. They may charge a fee for this service. **You MUST complete this step prior to submitting your application to OLCC.**
 3. Submit your application to the OLCC office that serves the county where your event will take place:
 - For mailed-in submissions, license fees can be paid by **check or money order** payable to OLCC.
 - **Cash payments** can be made **in person** at your regional OLCC office when you submit your application.
 - Find the appropriate OLCC office here: [OLCC offices and the counties they serve](#).

Process Time

OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #11 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.



OREGON LIQUOR & CANNABIS COMMISSION
**APPLICATION FOR TEMPORARY USE
OF AN ANNUAL LICENSE (TUAL)**

1. My Annual License Type is a: ☒ FULL ON-PREMISES ☐ LIMITED ON-PREMISES	
2. Licensee Name (please print): Charles G Cyphert	
3. Email: timberslounge@outlook.com	
4. Trade Name of Business: Timbers Restaurant and Lounge	5. Fax (Optional):
6. Street Address of <u>Annual</u> Business: 181 S Main St	7. City: Toledo
8. Contact Person: Charlie Cyphert	9. Contact Phone: 541-336-3272
10. Event Name (if applicable): Art, Oyster Beer Fest	
11. Date(s) of event (no more than seven days, must include delivery dates): Aug 2nd and 3rd	
12. Start/End hours of alcohol service: <u>12pm</u> to <u>5pm</u> (include AM/PM)	
13. Address of <u>Special Event</u> (Street, City and Zip): Parking lot north of 181 S Main St	
14. Is the event, or any part of the event, outdoors? ☒ Yes ☐ No	
14a. If yes , submit a drawing showing the licensed area and its boundaries.	
15. List the name(s) and service permit number(s) of alcohol manager(s) on-duty and in the licensed area: Charlie Cyphert H5D998	
16. What is the expected attendance <u>per day</u> in the area where alcohol will be sold or consumed? <u>400</u> • If the expected attendance is 301 or more per day, the event must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168) and you must <u>also</u> answer questions 17 and 18. If your answer is 300 or fewer per day, please skip to question 19. • If the expected attendance is 501 or more per day, you must submit a <u>Plan to Manage</u> along with this application along with answering questions 17 and 18.	
17. Insurance Company: Insurance World / Northfield Ins. Co.	18. Policy #: WS337482
GOVERNMENT RECOMMENDATION You must obtain a recommendation from the local city or county <u>before</u> submitting this application to the OLCC.	
19. Name the city if the event address is within a city's limits, or the county if the event address is outside city limits: Toledo OR	



OREGON LIQUOR & CANNABIS COMMISSION
**APPLICATION FOR TEMPORARY USE
OF AN ANNUAL LICENSE (TUAL)**

FOOD SERVICE REQUIREMENT: OAR 845-006-0462 defines the Food Service Requirements for a TUAL. See page 4 for more details on this requirement.

- If distilled spirits are provided at the event, **at least five different meals** must be provided at all times and in all areas where alcohol service is available.
- If distilled spirits are NOT provided at the event, **at least two different meals** must be provided at all times and in all areas where alcohol service is available.

Please select the scenario listed above that matches your event details:

☐

FIVE DIFFERENT MEALS: An event where distilled spirits are provided.

☒

TWO DIFFERENT MEALS: An event where distilled spirits are NOT provided.

List the meals that will be provided at the event:

1. Cajun Oysters
2. Steamer Clams
3. Full to-go menu from restaurant
4. _____
5. _____

I affirm the following:

- The information on this application is true and accurate.
- Minors (people under the age of 21) and visibly intoxicated people will not be allowed to buy, possess, or consume alcohol.
- The only open containers of alcohol that may be taken off the licensed area are securely covered containers (growlers) of malt beverages, wine, or cider. I will not allow any other open container of alcohol to leave the licensed premises.
- Marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the special event licensed premises.
- The event will meet the food service requirements of a Temporary Use of an Annual License.
- I affirm I am authorized to sign this application on behalf of the applicant.

20. Applicant Name (print): **Charles G Cyphert**

21. SIGNATURE: Charles G Cyphert

22. Date: 6/25/2025

CITY OR COUNTY USE ONLY

The city/county named in #19 above recommends:

☐

Grant

☐

Acknowledge

☐

Deny (attach written explanation of Deny recommendation)

City/County Staff Name and Title: _____

City/County Signature: _____ Date: _____

FORM TO OLCC: This license is valid only when signed by an OLCC representative.

OLCC USE ONLY

Fee Paid: _____

Date: _____

Receipt #: _____

License is ☐ Approved ☐ Denied ☐ Not Processed - Reason: _____

OLCC Signature: _____ Date: _____



OREGON LIQUOR & CANNABIS COMMISSION APPLICATION FOR TEMPORARY USE OF AN ANNUAL LICENSE (TUAL)

FOOD REQUIREMENTS FOR TUAL

WHAT AMOUNT OF FOOD MUST I PROVIDE?

- **Five different meals:** If distilled spirits are provided at the event, **at least five different meals** must be provided at all times and in all areas where alcohol service is available.
- **Two different meals:** If distilled spirits are NOT provided at the event, **at least two different meals** must be provided at all times and in all areas where alcohol service is available.

WHAT CONSTITUTES A MEAL?

A meal is a food item that is typically served as a main course or entrée. Some examples are fish, steak, chicken, pasta, pizza, and sandwiches. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips, and crackers do not qualify as meals.

WHAT DOES DIFFERENT MEAN?

Different means meals that the OLCC determines differ in their primary ingredients or method of preparation. For example, a turkey sandwich differs from a salami sandwich, a beef burger differs from a turkey burger, and fried chicken differs from baked chicken. Different sizes of the same item are not considered different.

IS THERE AN EXCEPTION TO PROVIDING THE TWO DIFFERENT MEALS?

The OLCC must determine that the clearly dominant emphasis is food service at all times in the area where alcohol service is available in order for you to provide only one meal. The OLCC will work with you to make this determination prior to approving your application.

WHAT DOES IT MEAN TO PROVIDE FOOD SERVICE AT ALL TIMES AND IN ALL AREAS WHERE ALCOHOL SERVICE IS AVAILABLE?

Patrons must be able to obtain food service inside the special event licensed area. You may use either of the following two methods to provide food service:

- Within all areas where alcohol service is available, have the minimum required meals available for patrons at all times; or
- Within all areas where alcohol service is available, have a menu of the minimum required meals (plus any other items you may choose to include) available for patrons at all times and be able to provide the meals in the area if a patron chooses to order food. The meals could be kept at a location other than the area where the alcohol is served; however, you must be able to provide the meals to the patron in the area where alcohol service is available.

IS PROVIDING TASTINGS OF ALCOHOL CONSIDERED PROVIDING ALCOHOL SERVICE?

Yes, providing tastings of alcohol is considered providing alcohol service; therefore, the food requirements must be met.

MAY I USE FOOD PROVIDED BY A CONTRACTOR(S) TO MEET THE FOOD REQUIREMENT?

Yes, the food service may be provided by someone other than you; however, even if food service is provided by a contractor, you are fully responsible for compliance with the food requirements. You may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

WHO CAN THE CONTRACT FOR THE FOOD SERVICE BE WITH?

The contract can be between:

- You (the OLCC licensee) and the food service contractor; or
- The organizer of the event and the food service contractor.

DOES THE FOOD SERVICE CONTRACT NEED TO BE IN WRITING?

No, the food service contract does not need to be in writing; however, you may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.



OREGON LIQUOR CONTROL COMMISSION
IDENTIFYING A SPECIAL EVENT LICENSED AREA

The OLCC is prohibited from licensing an area that does not have defined boundaries.

Please complete items 1 – 5 and then use the box below to draw the licensed area.

1. Applicant Name (please print): Charlie Cyphert - Timbers Restaurant and Lounge
2. Event Street Address: 181 S. Main st
3. City/County: Toledo / Lincoln
4. Date(s) of Event: 8-2 and 8-3

5. Please list and describe what barrier(s) will be used to define the boundaries of the licensed area. For example: "A 6 foot high wooden fence." One entrance will be closed with city road barriers. The other will be the entrance/Exit of the event with monitors. Also the other sides of the parking lot are on an extreme hill and metal fence.

USE THIS BOX TO DRAW THE LICENSED AREA

Please see map

1. Liz Fox
 2. Donna
 3. Gail/Wayne
 4. Jess/Cora
 5. Sylvia
 6. Betsy
 7. Herb
 8. Butterlace
 9. Diana P
 10. Fire dept
 11. Jill Myer
 12. Jennifer R
 13. Library
- E-Extra
E-Extra
E-Extra
- Closure signs



- secure with area with Beer garden



CITY OF TOLEDO
Consume Alcoholic Beverages in a Public Place
Permit Application

Event Information

Date(s) of Event: August 2nd and 3rd 2025 Time of Event: 12pm - 5pm
Event Location: Main Street
Type of Alcohol to be consumed at the event: Beer, Cider, Wine

Applicant must provide the following information:

1. Identify the event area (e.g., entire premises, area within a park, provide a site map if necessary):
The Beer Gardens and band will be located in the City Parking Lot North of 181 S. Main St
2. List primary activities within the area (dinner, auction, beer garden, food fair):
Beer Garden and Restaurant Food Sales with Live Music
3. Will minors and alcohol be allowed in the same area together? ☒ Yes ☐ No
4. What is the expected attendance in the event area per day? 400
**If 50 or more people are expected, then you will be required to submit an Application for Outdoor Event Permit*
5. Describe your plan to prevent problems or violations.
The parking lot will be secured to one exit / entrance that will be monitored
6. Describe your plan to prevent minors from gaining access to alcoholic beverages.
The beer gardens will be operated by OLCC permitted servers that will check ID's and beverages will be out of the reach of the public
7. Describe your plan to manage alcohol consumption by adults.
Servers will monitor consumption to OLCC standards and event staff will be ready to respond to any problems

Applicant/Organization Information

Organization Name: Timbers Restaurant and Lounge
Applicant/Contact Name: Charlie Cyphert
Phone: 541-336-3272 E-mail address: Timberslounge@outlook.com
Mailing address: 181 S. Main St, Toledo Oregon 97391

City	State	Zip Code
------	-------	----------

Name/Number of Alternate Contact: Emilee Cyphert 541-351-1368



CITY OF TOLEDO
Consume Alcoholic Beverages in a Public Place
Permit Application

Certification of Application

Please read carefully and check all boxes for the terms of the permit.

- ☒ I agree to comply with all Toledo City Ordinances and Oregon State laws pertaining to this event.
- ☒ I agree to comply with all requirements and additional conditions of approval placed on this permit.
- ☒ I agree that the applicant and/or the alternate contact person listed in this permit will attend the event and be made available for contact throughout the duration of the event.
- ☒ I further agree to defend, indemnify, and hold harmless the City of Toledo, its officers, agents, and employees from any and all liability, actions, claims, losses, damages, or other costs, including attorney fees, for injuries to persons and damage to property arising out of the activities pursuant to this permit.
- ☒ I understand the City reserves the right to suspend or revoke this permit at any time without cause.
- ☒ I understand this is a one-time permit and valid only for the specific event identified in this document.
- ☒ I certify that information contained in this application is true and correct. I understand that false information may be grounds for denial or revocation of this permit.
- ☒ Proof of Liability Insurance included
- ☒ Initials: *I understand that the application may be held for approval until I provide all necessary information*
- ☒ I certify all information submitted is complete and correct to the best of my knowledge. I understand a false answer may be reason to deny this application.

Charlie Gypshut
Signature

6/25/2025
Date

OFFICE USE ONLY:

DATE RECEIVED: _____

EVENT NUMBER: _____

Event Name: Art Oyster Beer Fest
 Event Coordinator: Charles G Cyphert
 Event Coordinator's Phone: 541-336-3272

SINGLE EVENT TEMPORARY RESTAURANT LICENSE APPLICATION

Submit the proper fee with the completed application prior to the event.
(Nonprofit tax ID No. _____)

- Food Booth Name:** Timbers Restaurant and Lounge

Event Location: Parking Lot North of 181 S Main st Toledo OR 97391

Person in Charge of Booth: Charles G Cyphert

Day Phone: 541-336-3272 **Mobile Phone:** 541-961-9074

Mailing Address: 181 S Main St Toledo OR 97391

Hours of Operation: 12-5pm **Dates:** Aug 2nd and 3rd
- Advance Preparation:** All food must be prepared in a facility approved by Health Services or the Dept. of Agriculture. For any foods prepared before the event, describe how the food will be cooked and rapidly cooled (include container type, food depth, and equipment)? Some foods requiring extensive cooling and reheating may be prohibited.

NO HOME-PREPARED FOODS ARE ALLOWED

Describe: We will be offering full restaurant TO-GO menu. We will also be steaming oysters in the shell for onsite consumption. Also all oyster sales will be direct sale (kettle to customer).
- Food Temperature Control:** How will you provide for proper food temperature control?

a) Cold-holding devices (e.g., refrigerators, coolers)

Describe: onsite draft cooler / ice bins for condiments

b) Hot-holding devices (e.g., warmer, steam table, heat cabinet)

Describe: Insulated Food Warmer / Heat lamp tray

c) Rapid-heating devices (e.g., stove, oven, burner)

Describe: Propane powered kettle
- Leftovers:** What will you do with leftover food?

Describe: Any left over oysters will be cooled instantly and used for stew the next day.
- Booth Construction:**

Type of Overhead Protection Provided: Outdoor

Type of Floor Provided: Parking Lot

Type of Screening Provided: Tent will be over handwashing station and retail table

6. **Water Source:** Hand washing sink will be fed from building city water and drained into bucket.

ALL WATER UTILIZED MUST BE OBTAINED FROM AN APPROVED PUBLIC WATER SUPPLY

7. **Must Obtain Before Event:**

- ☒ Food Handler Cards (1 certified worker per shift)
- ☒ Probe Thermometer to check food temperatures (Range of 0°-220°F)
- ☒ Refrigerator Thermometer in every cooler/refrigerator unit
- ☐ Hand-washing Facilities (Must be set up before any food preparation takes place)

Describe: Hand washing sink will be fed by city was from building

- ☒ Test Strips for sanitizing solution (e.g., 1 tsp. bleach per gallon of water)

8. **MENU:** (List all food items, including toppings)

<u>Food Item</u>	<u>Preparation</u> <u>on-site/off-site</u>		<u>Food Item</u>	<u>Preparation</u> <u>on-site/off-site</u>	
<u>e.g., chicken rice soup</u>	/	x		/	
Cajun Oysters	☒	☐		☐	☐
restaurant menu to go	☐	☒		☐	☐
	☐	☐		☐	☐
	☐	☐		☐	☐
	☐	☐		☐	☐
	☐	☐		☐	☐
	☐	☐		☐	☐
	☐	☐		☐	☐
	☐	☐		☐	☐

Applicant Signature: Charlie Cyphert Date: 6/25/25

FACILITY USED FOR (OFF-SITE) FOOD PREP, STORAGE, AND UTENSIL WASHING:

Facility Name: Timbers Restaurant and Lounge

Address: 181-S Main St. Toledo OR 97391 Phone: 541-336-3272

Facility Operator Signature: Charlie Cyphert Date: 6/25/25



CITY OF TOLEDO REQUEST FOR COUNCIL ACTION

Council Goal:	Meeting Date:	Agenda Topic:
1.To enhance and sustain public infrastructure and facilities by implementing plans...	July 2, 2025	Seeking approval to have C.M. Clyne sign contract with Road & Driveway Co, to repave portion of Business HWY 20 from NW Dundon Road. to short of HWY 229 intersection.
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Public Works Director B.Lorimor	City Manager Pro-Tem D.Clyne	City Manager Pro-Tem D.Clyne

Recommendation:

Motion to approve having Interim City Manager Clyne sign contract with Road & Driveway Co. of Newport, to repave portion of Business HWY 20, from NW Dundon Road, to short of HWY 229 intersection.

Background:

The portion of Business Highway 20 from Northwest Dundon Road to near the intersection of Highway 229, is in dire need of repaving. Business HWY 20 is the most heavily traveled entrance to and exit from the city of Toledo. There are currently potholes, cracks and deterioration that are safety concerns for those who travel this route.

Fiscal Impact:	Fiscal Year:	GL Number:
\$180,313.84	2025-2026	043-430-802100

Attachment:

1. Phone quote form
2. Quote from Knife River
3. Quote from Road & Driveway Co.

CITY OF TOLEDO

TELEPHONE QUOTE FORM

<u>Department</u> PW	<u>Description of Product to be given to each Vendor:</u> Repave Business 20 km NW Durbin to intersection of Business HWY 20 & HWY 229 - grind down 4" overlay w/ haul off & flagging.				
<u>Approvals</u>					
<u>Date Item Ordered</u>	- Upon Council Approval; T3D				
(Highlight Company Ordered From)					
<u>Company: Name/Address</u>	<u>Contact Person</u>	<u>Phone/Fax #'s</u>	<u>Quantity</u>	<u>Per Unit Price</u>	<u>Total Price</u>
1) Road & Driveway	Scott	341-20-4458	1530 ton		1530 ton \$180,313.84
2) 5000 Knife River - Jason rescheduled 5/30. - Supposed to look @ job w/ work of 6/2 - No show - email asking looked 6/19/25	Jason William	341-466-1695 Jason.dunlap@knife-river.com 541-921-8446 gettisraving@gmail.com	1,000 ton		\$188,770.40 - Received on 6/25/25
3) Gettis Paving - email 5/22/25 - call 5/22/25 - Resent info email 6/3/25					
4) - Gettis looked @ job in person - may be too big -					
<u>Date</u> 6/26/25	<u>Signature and Printed Name of Individual Obtaining Quotes</u> BRIAN LARIMER - PW Director [Signature]				

Note: Please attach a copy of form to payment request sent to Accounts Payable



CCB #2101

Project Name: Hwy 229 Grind Inlay

Location: Hwy 229 at Dundan

Owner: City of Toledo

Address: PO Box 220

Toledo, Oregon 97391

QUOTATION

From: Jason Dull

Quotation Date: 6/25/2025

Bid Date / Time: 6/25/2025 5:00PM

Customer: City of Toledo

Contact/Cell: Brian Lorimor 541-270-5895

Phone / Fax 541-336-2247 x2

BID ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Mobilization	1	LS	\$ 8,500.00	\$ 8,500.00
2	TP&DT	1	LS	\$ 10,900.00	\$ 10,900.00
2	Cold Plane Removal, 4" Depth, 42,050 SF	4672	SY	\$ 10.20	\$ 47,654.40
3	ACP Level 3, 1/2" Dense, 4" depth, Two Lifts, PG64-22 Oil, 42,050 SF	1080	TN	\$ 112.70	\$ 121,716.00
5	Alt 1. Grind / Inlay Extension At NW Dundan, 4" Depth	375	SY	\$ 39.00	\$ 14,625.00
	Pricing is based on a site visit 06/19/25				
				BID TOTAL	\$ 203,395.40

TERMS: Net due and payable upon completion unless noted otherwise.**CONDITIONS OF QUOTATION:**

- * This is a unit price quotation.
- * Pricing is firm for 30 days.
- * Includes 1 mobilizations.
- * KR not responsible for drainage where grades are less than 1%.
- * Excludes Engineering/Testing/Bonds/Permits.
- * Addendums reviewed: NONE
- * Add 1% for performance and payment bond, if required.
- * Completion dependent upon weather and ground conditions.
- * Excludes sawcuts, excavation, and aggregate base.
- * Pricing is based upon normal work hours on straight time.
- * Excludes over excavation and backfill of soft subgrade.
- * Excludes soil sterilant, weed killer, and termite solution.
- * Excludes pavement markings, signage, and wheel stops.
- * Excludes crack filling, slurry seals, seal coats, and prime coats.
- * Excludes all utility adjustments.
- * Excludes all temp paving.
- * Excludes all night work.
- * Areas to be cleaned, graded, and ready for asphalt pavement.
- * Quote contingent upon a mutually agreeable subcontract.
- * Subject to additional terms and conditions attached.

If Owner or Prime Contractor insists upon completion of work against advice of Knife River because of weather conditions or sub-surface conditions, the Owner or Prime Contractor shall assume all risk of defects due to weather or sub-surface conditions.

Knife River

By: X

Date:

6/25/25

Subject to additional terms and conditions attached. I (we) hereby accept this proposal and the additional terms and conditions, and authorize Knife River to proceed as specified. I (we) hereby acknowledge receipt of the required notices for residential construction projects: Information Notice To Owner About Construction Liens (ORS 87.093), Notice of Procedure (ORS 701.330), Consumer Protection Notice (ORS 701.330 (1)) if applicable. Further, Owner acknowledges and agrees that the provisions of the foregoing statutory notices are incorporated into this contract by reference as though fully set forth herein.

By X

Owner / Prime Contractor

Date

Printed Name

By X

Co-Owner / Mortgagee

Date

The acceptance of this project is subject to approval by the Knife River Credit Department.

Approved

Date

Job: Hwy 229 Grind Inlay

ADDITIONAL TERMS AND CONDITIONS

1. **Completion:** The work to be completed shall be commenced on or about the date set forth. However, if Knife River is delayed in the performance of the work due to acts of God, strikes, or material shortages which are beyond its control, the completion date shall be extended accordingly.
2. **Terms:** NET DUE AND PAYABLE UPON COMPLETION UNLESS NOTED OTHERWISE. A finance charge of 1 1/2% per month, or a minimum of \$1.00, will be made on the unpaid balance at the end of the following month's billing cycle. This is an ANNUAL PERCENTAGE RATE of 18%.
3. **Progress Billings & Payments:** Knife River shall make progress billings for work completed through the 25th of each month on or about the 30th of that month. Payments shall be made in accordance with the conditions set forth in item number 2 above. In the event payments are not made in full within 30 days following billing, Knife River may exercise its rights under the Oregon Construction Lien Laws.
4. **Final Inspection & Acceptance:** When notified by Knife River, that in its opinion all work required by the contract has been completed, the Owner or the Owner's representative shall make a final inspection of the site. Immediately following this notice of completion, the Owner shall issue a punch list, if any, of those items that should be completed prior to final acceptance. If, within 10 days following notice of completion there is no response from the Owner or the Owner's representative, Knife River will assume that all items are complete and accepted. At this time all monies due Knife River including retainages, shall be released.
5. **Changed Conditions:** Changes in conditions beyond the original scope of the project shall be accomplished with a Price Agreement for the additional work or on an Extra Work basis. Before Knife River proceeds with the changed conditions, agreement shall be made in writing between the Owner, or the Owner's representative, and Knife River. Extra work shall be billed on a cost-plus 18% basis if an agreement in price cannot be reached between the above-mentioned parties.
6. **Project Price / Unit Price:** The project price given is approximate. This price is subject to adjustment for measurement of final quantities on unit prices specified unless bid as a Lump Sum. The Owner shall arrange for his representative to provide all measurements in writing to Knife River at the earliest practical time. If a representative is not available to represent the Owner, Knife River shall provide all such measurements.
7. **Lump Sum:** The Lump Sum price given is the exact amount for the work to be performed based on the approved plans and specifications. If, however, there are changes in the original scope of the project, Knife River reserves the right to claim for additional compensation for that portion of the work that was not included in the original bid.
8. **Subcontractors:** Knife River reserves the right to subcontract all or any portion of said project.
9. **Escalation:** The present asphalt price is based on today's liquid asphalt cost. Documentation for increased asphalt prices shall be presented to the Owner or the Owner's representative by means of invoices received from Knife River suppliers. Upon completion of the work, the adjustment in price will be reflected in the final billing, and Owner / Prime Contractor shall pay Knife River the amount of such increase in addition to all other contract amounts.
10. **Permits & Licenses:** All fees for permits & licenses, unless so stated in the Project Specifications, shall be paid for by the Owner / Prime Contractor.
11. **Liens:** Knife River hereby gives notice of its reservation of the right to assert any and all liens against the Owner / Prime Contractor arising under all Federal, State, or Local laws in the event the amounts stated in the contract are not paid when due.
12. **Residential Projects:** Owner retains all rights accorded by the laws and rules of the Oregon Construction Contractors Board (CCB), including the right to file a complaint with CCB.
13. **Attorney Fees:** In the event any suit or action is brought by the parties arising out of this Contract Proposal, it is agreed that the prevailing party shall recover such reasonable attorney fees as shall be set by the trial court and any court on appeal.
14. **Dispute Resolution – Mediation/Arbitration:** Any dispute or claim arising out of or relating to this Agreement will be resolved by arbitration in accordance with the rules of the Arbitration Service of Portland (ASP). Unless a different location is agreed by the parties, the arbitration will be held in the county in which the project is located before a single arbitrator who is a licensed attorney with at least 15 years of experience in construction law. A judgment upon the award rendered by a single Arbitrator shall be entered in a Court with competent jurisdiction. As a condition precedent to the filing of an arbitration claim, the parties agree to first mediate any claims between them. Any party refusing to mediate shall not prevent the other party or parties from pursuing their claims in arbitration. The parties will share the cost of mediation equally. Nothing herein will be construed to prevent any party's use of injunction, and/or any other prejudgment or provisional action or remedy. Any such action or remedy will not waive the moving party's right to compel arbitration of any dispute. The parties agree to also meet and negotiate in good faith in order to resolve any disputes which may arise between them.
15. **Hazardous Materials:** Owner represents and warrants to Knife River, that there are no environmentally hazardous materials or wastes contained on the property or on or in the soil to be excavated and/or removed by Knife River and there are no potentially hazardous environmental conditions on the property and that the property has not been identified by any governmental agency as a site upon which, or potentially upon which, environmentally hazardous materials have been (or may have been) located or deposited. Owner agrees to indemnify and hold Knife River harmless for any and all damages, claims, demands, and judgments arising from or connected in any manner with hazardous materials or wastes, or hazardous environmental conditions, on the property or in the soil to be excavated or removed by Knife River.
16. **Warranty:** Unless otherwise stated in Project Specifications, Knife River warrants all materials or services provided by it to be of good quality and workmanship and free from defects under normal proper use and service for a period of one (1) year from the date of substantial completion of the project. Knife River provides no warranty for defects caused by sub-surface conditions and/or failure of materials previously supplied by others. If defects should occur, Knife River shall be notified immediately in writing.
17. **Tariffs:** In the event that any tariffs, duties, or similar charges are imposed or increased by any governmental authority after the date of this Agreement, Seller shall have the right to adjust the prices of the goods sold under this Agreement to reflect the additional costs incurred due to such tariffs, duties, or charges. Seller shall provide Buyer with written notice of any such adjustment, including a detailed explanation of the additional costs. Buyer agrees to pay the adjusted prices as specified in the notice.



CUSTOMER SIGNATURE _____

DATE _____



Road & Driveway Company

121 NE Harney Street
PO Box 730
Newport, OR 97365

P: 541-265-9441
F: 541-265-9443
www.roadanddriveway.com

BID

Bid Date	Job #
5/20/2025	15848
CCB 16331	

Contact Name & Billing Address

Toledo City of
Attention: Brian Lorimor
PO BOX 220
Toledo, OR 97391

Project Name and Location:

Business 20 Grind Inlay

US Business 20
Toledo, OR 97391

Item No.	Item Description	UoM	Qty	Rate	Amount
1	GRIND INLAY PROJECT AT BUS. 20 FROM DUNDON ROAD TO HWY 229 INTERSECTION GRINDING 4" DEPTH - GRIND, SWEEP & HAUL AWAY	SY	6,409	6.16	39,479.44
2	TRAFFIC CONTROL	LUMP SUM	1	7,520.06	7,520.06
3	ASPHALT INLAY 4" NOMINAL COMPACTED DEPTH PLACED IN 2 - 2" LIFTS WITH LEVEL 3 1/2" DENSE ACP PG 64 -22	TON	1,538	86.68	133,313.84
General Conditions: All work to be completed during normal (daytime) business hours or additional charges will apply. Work excludes: survey, pre-leveling, engineering, pesticides/herbicides, bonds/permits, utility adjustment, temp ac pavement, slurry seal, seal coat, shoulder rock, striping. Total to be determined per unit price. All work is weather dependent.					
Thank you for the opportunity!				Total	\$180,313.34

Terms: cash, check, credit paid upon completion of work. In accordance with ORS 701.625, invoices not paid by Customer within thirty (30) days are delinquent and will bear interest at the rate one and one-half percent (1.5%) per month, or the max amount allowed by law, whichever is less, until paid.

I (we) hereby accept this bid and all terms and conditions and authorize Road & Driveway Co. to proceed as specified.

Accepted By: _____
Owner/Authorized Representative

Price valid for 30 days after bid date, prior to acceptance.



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	July 2, 2025	Authorize City Manager Pro Tem to sign Engagement letter for Hanford & Associates to perform Audit for Fiscal 2025 and Fiscal 2026
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Interim Finance Director J. Richter	City Manager Pro-Tem D.Clyne	City Manager Pro-Tem D.Clyne

Recommendation:

Motion to authorize City Manager Pro Tem to sign Engagement Letter for Hanford and Associates to provide Audit services for Fiscal 2024-2025 and Fiscal 2025-2026.

Background:

The City of Toledo is required by law to have audited Financial Statements yearly. Hanford and Associates has provided audit services for the City of Toledo for several years. With all of the staff turnover in the last year, it seems prudent to continue with the same auditor. Also municipal auditors are difficult to find especially for smaller cities.

Hanford and Associates anticipates beginning the audit work around August 15th and being done by October 31st of each year. They are willing to be flexible with the dates based on when the City is prepared to begin the audit.

Fiscal Impact:	Fiscal Year:	GL Number:
\$18,000	2024-2025	001-900-608125

Attachment:

1. Audit Engagement letter Fiscal 2025
2. Audit Engagement letter Fiscal 2026



June 15, 2025

City Council
City of Toledo
PO Box 220
Toledo, OR 97391

Dear Council Members,

We are pleased to confirm our understanding of the services we are providing for the City of Toledo for the fiscal year ending June 30, 2025. We will audit the financial statements of the City of Toledo as of and for the fiscal year ending June 30, 2025. We will also audit the City of Toledo's compliance with Minimum Standards of Oregon Municipal Corporations prescribed by the Oregon Secretary of State.

Accounting standards generally accepted in the United States of America call for certain required supplementary information (RSI) to accompany the basic financial statements. The Governmental Accounting Standards Board also considers this information a necessary part of financial reporting as it provides perspective to the basic financial statements. Therefore, as a part of this engagement, we will apply limited procedures to the City of Toledo RSI in accordance with auditing standards generally accepted in the United States of America (GAAS) and Minimum Standards of Oregon Municipal Corporations prescribed by the Oregon Secretary of State. These limited procedures will primarily consist of inquiries of management regarding their methods of measurement and presentation. However, we will not express an opinion or provide any assurance of this RSI as our limited procedures do not provide us with sufficient evidence to do so under our professional standards. Consequently, the financial statements we present to you will include the following RSI that will not be audited and, as such, our report will disclaim an opinion on this RSI:

- Management's Discussion and Analysis
- Schedule of the City's Proportionate Share of Net Pension Liability
- Schedule of City Contributions
- Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – Major Governmental Funds

We also understand that supplementary information other than RSI will accompany the City of Toledo basic financial statements. In accordance with GAAS and the Minimum Standards of Oregon Municipal Corporations prescribed by the Oregon Secretary of State, we will apply auditing procedures and other additional procedures deemed necessary to the following supplementary information accompanying the basic financial statements in order to provide an opinion on this information in relation to the financial statements as a whole:

- Combining Balance Sheet – Nonmajor Governmental Funds
- Combining Statement of Revenues, Expenditures and Changes in Fund Balance – Nonmajor Governmental Funds
- Combining Statement of Net Position – Nonmajor Enterprise Funds
- Combining Statement of Revenues, Expenses and Changes in Fund Net Position – Nonmajor Enterprise Funds
- Combining Statement of Cash Flows – Nonmajor Enterprise Funds



- Combining Statement of Net Position – Internal Service Funds
- Combining Statement of Revenues, Expenses and Changes in Fund Net Position – Internal Service Funds
- Combining Statement of Cash Flows – Internal Service Funds
- Schedule of Revenue, Expenditures and Changes in Fund Balance – Budget and Actual Non-Major Governmental Funds
- Schedule of Revenues, Expenses and Changes in Fund Balance – Budget and Actual Nonmajor Governmental Funds
- Schedule of Revenues, Expenses and Changes in Fund Net Position – Budget and Actual Proprietary Funds

Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additionally supplementary information referred to above when considered in relation to the financial statements taken as a whole.

Our audit will be conducted in accordance with GAAS. Our professional standards as defined by GAAS require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement and are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. As such, our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of the City of Toledo and other procedures we consider necessary. The procedures we determine necessary will depend on our “auditor’s” judgement and will be based, in part, on our assessment of the risks of the material misstatement of the financial statements, whether due to fraud or error. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or form an opinion, we may disclaim an opinion or not issue a report.

Audit Procedures

Our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of the City of Toledo and other procedures we consider necessary. The procedures we determine necessary will depend on our “auditor’s” judgement and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether from errors, fraudulent financial reporting, misappropriations of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as, evaluating the overall presentation of the financial statements. If we deem it appropriate, our procedures will also include tests of documentary evidence supporting the transactions recorded in the accounts, may include tests of the physical existence in inventories, and will include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors and financial institutions. As part of our audit process, we will request written representation from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from



you about the financial statements and related matters. These representations will include acknowledging our assistance with the preparation of your financial statements, the supplementary information, and notes accompanying these documents, and that you have reviewed and approved these documents, approved their release, and that you have accepted responsibility for them.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected by our firm, even though our audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we will consider internal controls relevant to the preparation and fair presentation of the City of Toledo's financial statements in order to design audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose of expressing an opinion on the effectiveness of your internal control. In accordance with our professional standards, we will communicate in writing to the appropriate level of management and to those charged with governance matters concerning any significant deficiencies or material weakness in internal control relevant to the audit of the financial statements that we identify during the audit.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the City of Toledo's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion. Management maintains the responsibility for identifying and ensuring that the City of Toledo complies with applicable laws, regulations, contracts, and other agreements.

Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will also prepare the financial statements of the City of Toledo in conformity with U.S. generally accepted accounting principles based on the information provided by you.

Teresa Hanford is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Hanford & Associates, LLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Responsibilities of Management and Those Charged with Governance

As part of our engagements, we may advise you about the appropriate accounting principles and their application; however, the management of the City of Toledo acknowledges and understands that the final responsibility for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America remains with you. This



responsibility includes the financial statements, all accompanying information and the representations that accompany them. As such, the management of the City of Toledo is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Other management responsibilities include maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

By your signature below, you also acknowledge that the management of the City of Toledo is responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements, and all accompanying information, that are free from material misstatement, whether due to fraud or error. This responsibility includes the fair presentation in the financial statements of the respective financial position of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of the City of Toledo and the respective changes in financial position and where applicable, cash flows, in conformity with accounting principles generally accepted in the United States of America. In addition, management is also responsible for having appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization that involves management, employees who have significant roles in internal control, regulators, and others where fraud could have a material impact on the financial statements. The management of the City of Toledo is also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City of Toledo received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the City of Toledo complies with applicable laws and regulations for taking timely and appropriate actions to remedy any fraud, illegal acts, or violations of contracts and agreements. You agree that you will confirm your understanding of your responsibilities as defined in this letter to us in your representation letter.

Management is also responsible for the preparation and fair presentation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree that you will confirm your understanding of your responsibilities with respect to the supplementary information in your representation letter. You further agree to include our report on the supplementary information in any document that contains and indicates that we have reported on such supplementary information.

Management's responsibilities also include designating qualified individuals with the skill, knowledge, and experience to be responsible and accountable for overseeing financial statement preparation, tax services, and any other non-attest services we perform as part of this engagement, as well as, evaluating the adequacy and results of those services and accepting responsibility for them.

You further acknowledge and understand that management is responsible for providing us with access to all information management is aware of that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters; for the accuracy and completeness of the information that is provided to us; and for informing us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements. This responsibility also includes providing us with any additional information that we may request from



management for the purpose of the audit; as well as allowing us unrestricted access to individuals within the organization from whom we may determine if necessary to obtain audit evidence, including access to your designated employees who will type all confirmations we request.

Written Report

We expect to issue a written report upon completion of our audit of the City of Toledo financial statements. Our report will be addressed to the City Council of the City of Toledo. We cannot provide assurance that an unmodified opinion will be expressed on the financial statements. Circumstances may arise in which it is necessary for us to modify our opinion, add emphasis-of-matter or other-matter paragraphs, decline to express an opinion or withdraw from the engagements.

Other Matters

We expect to begin our audit on approximately August 15, 2025 and to issue our report by October 31, 2025.

It is our policy to keep records related to this engagement for seven years. However, Hanford & Associates, LLC does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the seven-year period, Hanford & Associates, LLC shall be free to destroy our records related to this engagement.

Our fee for these services will be \$18,000 for the audit of the financial statements and compliance to Minimum Standards of Oregon Municipal Corporations prescribed by the Oregon Secretary of State.

Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. In accordance with our firm's policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. The above fee is based on the anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before incurring additional costs.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.), by third parties arise against the City of Toledo or its officers subsequent to this engagement, which results in the subpoena of documents from Hanford & Associates, LLC and/or requires additional assistance from us to provide information, depositions or testimony, the City of Toledo hereby agrees to compensate Hanford & Associates, LLC at our standard hourly rates for additional time charges and other costs (copies, travel, etc.), and to indemnify us for any attorney's fees to represent Hanford & Associates, LLC.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for



resolving professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services of the American Arbitration Association, except that under all circumstances the arbitrator must follow the laws of Washington State. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION. The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

We appreciate the opportunity to be of service to the City of Toledo and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Teresa Hanford, Managing Member
Hanford & Associates, LLC

RESPONSE:

This letter correctly sets forth the understanding of the City of Toledo.

APPROVED:

Governmental Unit Representative
City of Toledo

Date



June 15, 2025

City Council
City of Toledo
PO Box 220
Toledo, OR 97391

Dear Council Members,

We are pleased to confirm our understanding of the services we are providing for the City of Toledo for the fiscal year ending June 30, 2026. We will audit the financial statements of the City of Toledo as of and for the fiscal year ending June 30, 2026. We will also audit the City of Toledo's compliance with Minimum Standards of Oregon Municipal Corporations prescribed by the Oregon Secretary of State.

Accounting standards generally accepted in the United States of America call for certain required supplementary information (RSI) to accompany the basic financial statements. The Governmental Accounting Standards Board also considers this information a necessary part of financial reporting as it provides perspective to the basic financial statements. Therefore, as a part of this engagement, we will apply limited procedures to the City of Toledo RSI in accordance with auditing standards generally accepted in the United States of America (GAAS) and Minimum Standards of Oregon Municipal Corporations prescribed by the Oregon Secretary of State. These limited procedures will primarily consist of inquiries of management regarding their methods of measurement and presentation. However, we will not express an opinion or provide any assurance of this RSI as our limited procedures do not provide us with sufficient evidence to do so under our professional standards. Consequently, the financial statements we present to you will include the following RSI that will not be audited and, as such, our report will disclaim an opinion on this RSI:

- Management's Discussion and Analysis
- Schedule of the City's Proportionate Share of Net Pension Liability
- Schedule of City Contributions
- Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – Major Governmental Funds

We also understand that supplementary information other than RSI will accompany the City of Toledo basic financial statements. In accordance with GAAS and the Minimum Standards of Oregon Municipal Corporations prescribed by the Oregon Secretary of State, we will apply auditing procedures and other additional procedures deemed necessary to the following supplementary information accompanying the basic financial statements in order to provide an opinion on this information in relation to the financial statements as a whole:

- Combining Balance Sheet – Nonmajor Governmental Funds
- Combining Statement of Revenues, Expenditures and Changes in Fund Balance – Nonmajor Governmental Funds
- Combining Statement of Net Position – Nonmajor Enterprise Funds
- Combining Statement of Revenues, Expenses and Changes in Fund Net Position – Nonmajor Enterprise Funds
- Combining Statement of Cash Flows – Nonmajor Enterprise Funds



- Combining Statement of Net Position – Internal Service Funds
- Combining Statement of Revenues, Expenses and Changes in Fund Net Position – Internal Service Funds
- Combining Statement of Cash Flows – Internal Service Funds
- Schedule of Revenue, Expenditures and Changes in Fund Balance – Budget and Actual Non-Major Governmental Funds
- Schedule of Revenues, Expenses and Changes in Fund Balance – Budget and Actual Nonmajor Governmental Funds
- Schedule of Revenues, Expenses and Changes in Fund Net Position – Budget and Actual Proprietary Funds

Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additionally supplementary information referred to above when considered in relation to the financial statements taken as a whole.

Our audit will be conducted in accordance with GAAS. Our professional standards as defined by GAAS require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement and are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. As such, our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of the City of Toledo and other procedures we consider necessary. The procedures we determine necessary will depend on our “auditor’s” judgement and will be based, in part, on our assessment of the risks of the material misstatement of the financial statements, whether due to fraud or error. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or form an opinion, we may disclaim an opinion or not issue a report.

Audit Procedures

Our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of the City of Toledo and other procedures we consider necessary. The procedures we determine necessary will depend on our “auditor’s” judgement and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether from errors, fraudulent financial reporting, misappropriations of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as, evaluating the overall presentation of the financial statements. If we deem it appropriate, our procedures will also include tests of documentary evidence supporting the transactions recorded in the accounts, may include tests of the physical existence in inventories, and will include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors and financial institutions. As part of our audit process, we will request written representation from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from



you about the financial statements and related matters. These representations will include acknowledging our assistance with the preparation of your financial statements, the supplementary information, and notes accompanying these documents, and that you have reviewed and approved these documents, approved their release, and that you have accepted responsibility for them.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected by our firm, even though our audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we will consider internal controls relevant to the preparation and fair presentation of the City of Toledo's financial statements in order to design audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose of expressing an opinion on the effectiveness of your internal control. In accordance with our professional standards, we will communicate in writing to the appropriate level of management and to those charged with governance matters concerning any significant deficiencies or material weakness in internal control relevant to the audit of the financial statements that we identify during the audit.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the City of Toledo's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion. Management maintains the responsibility for identifying and ensuring that the City of Toledo complies with applicable laws, regulations, contracts, and other agreements.

Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will also prepare the financial statements of the City of Toledo in conformity with U.S. generally accepted accounting principles based on the information provided by you.

Teresa Hanford is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Hanford & Associates, LLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Responsibilities of Management and Those Charged with Governance

As part of our engagements, we may advise you about the appropriate accounting principles and their application; however, the management of the City of Toledo acknowledges and understands that the final responsibility for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America remains with you. This



responsibility includes the financial statements, all accompanying information and the representations that accompany them. As such, the management of the City of Toledo is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Other management responsibilities include maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

By your signature below, you also acknowledge that the management of the City of Toledo is responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements, and all accompanying information, that are free from material misstatement, whether due to fraud or error. This responsibility includes the fair presentation in the financial statements of the respective financial position of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of the City of Toledo and the respective changes in financial position and where applicable, cash flows, in conformity with accounting principles generally accepted in the United States of America. In addition, management is also responsible for having appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization that involves management, employees who have significant roles in internal control, regulators, and others where fraud could have a material impact on the financial statements. The management of the City of Toledo is also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City of Toledo received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the City of Toledo complies with applicable laws and regulations for taking timely and appropriate actions to remedy any fraud, illegal acts, or violations of contracts and agreements. You agree that you will confirm your understanding of your responsibilities as defined in this letter to us in your representation letter.

Management is also responsible for the preparation and fair presentation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree that you will confirm your understanding of your responsibilities with respect to the supplementary information in your representation letter. You further agree to include our report on the supplementary information in any document that contains and indicates that we have reported on such supplementary information.

Management's responsibilities also include designating qualified individuals with the skill, knowledge, and experience to be responsible and accountable for overseeing financial statement preparation, tax services, and any other non-attest services we perform as part of this engagement, as well as, evaluating the adequacy and results of those services and accepting responsibility for them.

You further acknowledge and understand that management is responsible for providing us with access to all information management is aware of that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters; for the accuracy and completeness of the information that is provided to us; and for informing us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements. This responsibility also includes providing us with any additional information that we may request from



management for the purpose of the audit; as well as allowing us unrestricted access to individuals within the organization from whom we may determine if necessary to obtain audit evidence, including access to your designated employees who will type all confirmations we request.

Written Report

We expect to issue a written report upon completion of our audit of the City of Toledo financial statements. Our report will be addressed to the City Council of the City of Toledo. We cannot provide assurance that an unmodified opinion will be expressed on the financial statements. Circumstances may arise in which it is necessary for us to modify our opinion, add emphasis-of-matter or other-matter paragraphs, decline to express an opinion or withdraw from the engagements.

Other Matters

We expect to begin our audit on approximately August 15, 2026 and to issue our report by October 31, 2026.

It is our policy to keep records related to this engagement for seven years. However, Hanford & Associates, LLC does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the seven-year period, Hanford & Associates, LLC shall be free to destroy our records related to this engagement.

Our fee for these services will be \$18,500 for the audit of the financial statements and compliance to Minimum Standards of Oregon Municipal Corporations prescribed by the Oregon Secretary of State.

Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. In accordance with our firm's policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. The above fee is based on the anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before incurring additional costs.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.), by third parties arise against the City of Toledo or its officers subsequent to this engagement, which results in the subpoena of documents from Hanford & Associates, LLC and/or requires additional assistance from us to provide information, depositions or testimony, the City of Toledo hereby agrees to compensate Hanford & Associates, LLC at our standard hourly rates for additional time charges and other costs (copies, travel, etc.), and to indemnify us for any attorney's fees to represent Hanford & Associates, LLC.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for



resolving professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services of the American Arbitration Association, except that under all circumstances the arbitrator must follow the laws of Washington State. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION. The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

We appreciate the opportunity to be of service to the City of Toledo and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Teresa Hanford, Managing Member
Hanford & Associates, LLC

RESPONSE:

This letter correctly sets forth the understanding of the City of Toledo.

APPROVED:

Governmental Unit Representative
City of Toledo

Date



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	July 2, 2025	Discuss and recommend community panel members for City Manager selection
	Agenda Type:	
	Discussion Items	
Prepared by:	Reviewed by:	Approved by:
City Manager Pro-Tem D.Clyne	Choose an item.	Choose an item.

Recommendation:

Motion to recommend selection of up to eight community panel members to be selected for the city manager selection process.

Background:

Jensen Strategies are in the final stretch of assisting the City in selecting its next City Manager. They will meet with Council at their July 16th regular meeting at the proposed starting time of 5:00pm to review the pool of qualified candidates to determine finalists for the last week of July interviews and the community meet and greet.

One of several panels that will be tasked with interviewing and making recommendations to Council is the community panel. While their role will not be to rank candidates, they will be asked to provide meaningful feedback and information for Council to consider for their deliberations and decision-making. Council is being asked to identify up to eight community members that should be asked to serve in this capacity.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown	2024-2025	N/A

Attachment:

1. none



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	June 18, 2025	Authorize City Manager Pro Tem to hire non-specified Interim City Recorder, as required by City Charter, City Charter, Chapter IV, Section 4.2(g).
	Agenda Type:	
	Consent Agenda	
Prepared by:	Reviewed by:	Approved by:
City Manager Pro-Tem D.Clyne	Choose an item.	Choose an item.

Recommendation:

Motion to approve the City Manager Pro Tem's decision of hiring for the following position pursuant to Section 4.2(g) of the City of Toledo Home Rule Charter ("Charter"):

- Interim City Recorder

Background:

Due to the resignation of the Amber Mathiesen's Executive Director at Mid-Willamette Valley Council of Governments, we will be needing to hire another Interim City Recorder while we conduct the search for a regular City Recorder. At this writing, we don't have a preferred candidate but wish to be able to move promptly to fill the need.

It is also not clear at this time whether we would have a contract relationship with an organization or hire an employee. For this reason, I am seeking approval for the latter circumstance.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown at this time	2024-2025	N/A

Attachment:

1. None

Police Department Monthly Report

July 2025

News:

New Federal Car Seat Safety Regulations

Effective June 30, 2025, the National Highway Traffic Safety Administration (NHTSA) will implement updated car seat safety standards under Federal Motor Vehicle Safety Standard No. 213a. These regulations require all new car seats sold in the U.S. to meet enhanced side-impact crash protection requirements, specifically targeting child passengers under 40 pounds. A new 30 mph side-impact crash test has been introduced.

Existing car seats will remain valid if they are not expired, recalled, or improperly installed. The Toledo Police Department will support this initiative by assisting in public education efforts and referring residents to NHTSA-approved resources for proper installation and selection.

The Homie House – Youth Resource Initiative and Upcoming Grand Opening

The Homie House is currently working toward becoming a formal 501(c)(3) nonprofit organization. Its mission is to provide a safe, inclusive space for local youth to connect, receive mentorship, and engage in positive development.

Key focus areas include:

- Long-term mentorship to reduce criminal behavior and substance abuse
- Educational support and tutoring
- Career development and job placement assistance
- Community-driven programming in development

Chief Pace encouraged Tyler, one of the initiative's leaders, to attend an upcoming City Council meeting and provide a formal presentation. The Chief also informed him of a potential opportunity for financial assistance through a City Council grant. The Homie House continues to seek community support to expand its impact on youth empowerment in Toledo.

Website: <https://www.thehomiehouse.com>

Regional Demonstrations – “No Kings” Protest (June 14, 2025)

On Friday, June 14, 2025, a series of peaceful protests associated with the “No Kings” movement took place in Lincoln City, Newport, and Waldport. Demonstrators gathered to express concerns related to local governance, transparency, and community representation. The events were coordinated and non-violent, with no significant disturbances or public safety incidents reported in those jurisdictions.

There were no related demonstrations, disruptions, or calls for service in the City of Toledo. The Toledo Police Department maintained situational awareness and regional communication throughout the day to ensure preparedness and community reassurance.

Major Arrests

Child Exploitation Investigation and Arrest

On May 23, 2025, the Toledo Police Department executed a search warrant in the 300 block of N Main Street following a Cybertip from the Internet Crimes Against Children (ICAC) Taskforce.

The suspect, **David Javier Krueger**, was arrested during a traffic stop. A subsequent search of his vehicle and residence resulted in the seizure of digital evidence. Krueger was lodged at the Lincoln County Jail on the following charges:

- Encouraging Child Sex Abuse I
- Encouraging Child Sex Abuse II
- Possession of Materials Depicting Sexually Explicit Conduct of a Child II

Community members with relevant information are encouraged to contact Detective Dalynn Shinholster at 541-336-5555 or via email at Dalynn.Shinholster@cityoftoledo.org.

Community Engagement

Coffee with a Cop – June 4, 2025

Coffee with a Cop was held on **Wednesday, June 4, 2025**, from **8:30 a.m. to 10:30 a.m.** at **Timbers Café**. This initiative fosters positive relationships between law enforcement and the community by offering an informal setting where residents can meet officers, ask questions, and share concerns.

This outreach effort aligns with the department’s goals of transparency, accessibility, and community partnership.

Public Safety Update – Bear Activity and Community Outreach (June 2025)

In early June 2025, the Toledo Police Department received multiple reports of bear activity near NW Sunset Drive. A mama bear and her two cubs were spotted on several occasions in the area. In response, the department launched a proactive community outreach effort through social media to educate residents on BearWise safety practices and minimize the risk of bear encounters.

Two detailed posts were published to the department's official Facebook page, offering practical advice such as securing garbage, removing bird feeders, feeding pets indoors, and avoiding direct interaction with bears. The posts also highlighted Oregon Department of Fish and Wildlife (ODFW) contact numbers, emergency procedures, and tips for preventing human-wildlife conflict.

The campaign emphasized respectful coexistence and preparedness, reaching hundreds of community members and prompting widespread engagement. This outreach aligns with the department's continued focus on community safety, education, and wildlife awareness.

No aggressive encounters or public safety incidents were reported.

Enforcement Campaign

National Click It or Ticket Seat Belt Enforcement

The Toledo Police Department participated in the national **Click It or Ticket** campaign, from **May 19 to June 1, 2025**. This high-visibility effort promotes seat belt usage and takes a zero-tolerance approach to violations. The national usage rate in 2023 was 91.9%.

Toledo PD's involvement is supported by annual grant funding from **Oregon Impact**, which helps cover officer overtime for enhanced traffic enforcement. The campaign coincides with the Memorial Day holiday, emphasizing roadway safety during a high-travel period.

More information is available at [NHTSA.gov/ClickIt](https://www.nhtsa.gov/ClickIt).

Training

Wildfire Emergency Tabletop Exercise

Chief Pace participated in a wildlife emergency tabletop exercise coordinated by the Lincoln County Emergency Management Team. The exercise provided a simulated incident requiring interagency cooperation and resulted in the development of an action list.

Key outcomes included:

- Strengthened relationships among local, county, and state agencies
- Identification of strengths and areas for improvement
- Clarified roles and responsibilities
- Increased preparedness for real-world emergency response

Multi-agency tabletop exercises are vital for building a resilient, well-coordinated emergency management framework across the region.

CJIS Webinar – Missing Persons & Runaways

Police department staff attended the “Missing Persons & Runaways” webinar hosted by the Criminal Justice Information Services (CJIS) Learning & Development Team. This training enhanced staff knowledge on:

- Best practices for missing person investigations
- NCIC entry requirements
- Legal standards and interagency collaboration
- Support resources for affected individuals

This participation reflects the department’s commitment to professional development and compassionate service.

Oregon Law Enforcement Records Conference – June 4–6, 2025

A Toledo PD staff member attended the Oregon Law Enforcement Records Conference, focusing on topics such as:

- Records retention and digital management
- Data privacy and legal compliance
- State and federal regulatory updates

The conference provided valuable professional development and networking opportunities to improve internal operations and public accountability.

Addiction Response Tactics: Tools for the Front Line – Virtual Training

Personnel from the Toledo Police Department attended a specialized virtual training titled Addiction Response Tactics: Tools for the Front Line, sponsored by the Oregon Criminal Justice Commission and hosted by OHSU. The training was designed to equip law enforcement with evidence-based strategies to improve communication, safety, and outcomes when responding to individuals struggling with addiction.

The multi-module training covered:

- The neurobiology of addiction and medication-based treatments
- Peer support and recovery services
- Deflection tactics and the impact of Measure 110
- Tactical communication skills for field situations

This training is DPSST-accredited and geared toward law enforcement, corrections, EMS, and other first responders. It aligns with the department's commitment to compassionate, informed responses to addiction-related calls.

UCR 101 Training – Virtual Attendance

Chief Michael Pace attended the Oregon UCR 101 training course virtually. This course provided a foundational overview of the Uniform Crime Reporting (UCR) program as adopted in Oregon. Key topics included classification of offenses, incident-based reporting structure, common reporting errors, and compliance requirements under Oregon's data submission standards. The training supports continued accuracy in crime data reporting and ensures alignment with state and federal guidelines.

Oregon Public Records Law – Virtual Attendance

Police Department staff attended a virtual training on Oregon Public Records Law, focusing on best practices for processing requests, redactions, and statutory response timelines. The session provided updates on recent legal interpretations and emphasized transparency, consistency, and legal compliance in records handling.

Human Trafficking Interdiction Training – Medford, Oregon

Detective Dalynn Shinholster attended a specialized Human Trafficking Interdiction training course held in Medford, Oregon. The course focused on identifying, investigating, and disrupting human trafficking operations through proactive interdiction techniques. Topics included victim-centered approaches, trafficking indicators, legal considerations, and multi-agency collaboration. This training enhances the department's capacity to combat human trafficking and protect vulnerable populations.

Toledo Police Department Updated and Reviewed the following Policies:

- **Policy 417 – Immigration Violations**
- **Policy 419 – Mobile Audio/Video**

- Policy 1100 – Recruitment and Selection
 - Policy 903 – Records Section
 - Policy 434 - Body-Worn Cameras
 - Policy 346: Department Use of Social Media
 - Policy 347: ADA Compliance
 - Policy 348: Service Animals
 - Policy 302 - Handcuffing and Restraints Policy
 - Policy 908 - CJIS Access, Maintenance, and Security Policy
 - Policy 1000 - Temporary Custody of Adults Policy
 - Policy 1001 Custody Searches Policy
 - Policy 1002 - Transporting Persons in Custody Policy
 - Policy 1112 - Safety Belts Policy
-

Other News

Continued Negotiations with Toledo Public Safety Association (TPSA)

The City is actively engaged in contract negotiations with the **Toledo Public Safety Association (TPSA)**. Discussions cover key issues such as compensation, benefits, working conditions, and operational protocols. The City is committed to a respectful and collaborative bargaining process to support both the needs of the community and the well-being of public safety personnel.

Updates will be shared with Council as negotiations progress or conclude.

Nothing further to report.



**Toledo Public Library
Staff Report
2025-07-02**

- Public Programs
 - Summer Reading Program fully underway—194 sign-ups as of June 27
 - Joust tournament July 19 at noon—registration required at front desk
 - “Community Conversations” presentation: “Who Are We?” July 17 at 6 p.m.
- Personnel
 - Recruitment ongoing—in the home stretch!
- Services and Collections
 - State Library annual statistical report opens this month—Library Director gathering numbers and stats
 - New procedures established for pulling usage statistics from arcade game collection—358 games played between May 24 and June 18
- Collection space updates
 - Peter Erskine light installation in place (upstairs and downstairs in west-facing windows)
 - J.D. Wade memorial exhibit space under construction, with the last of our handmade furniture and improvements arriving later this summer
 - New interior wayfinding signage under discussion

Finance Department Report for July 2, 2025

- ❖ Working on closing fiscal 2025
- ❖ Updated bank account check signers
- ❖ Processed bond proceeds to correct depository and updated General Ledger
- ❖ Updated adopted budget and working on filing necessary reports as required by law
- ❖ Recruiting and interviewing for Accounting Clerk
- ❖ Secured audit services for fiscal 2025 and fiscal 2026
- ❖ All insurance coverage renewed and in place for the new fiscal year



CITY OF TOLEDO FIRE DEPARTMENT
CITY COUNCIL REPORT
JULY 2, 2025



We are very happy our budget moved through the process, and we can make plans for the next fiscal year. I know one of the first things we'll move on is the capital purchase of the LUCAS device. This is a mechanical CPR device that assures consistent compressions throughout the event. It also frees up personnel to attend to other lifesaving skills and operations.

As the fire season is upon us with two requests from the state fire marshal's office for apparatus from around the state. Everyone's concern for a long summer is growing. Between Toledo and Siletz, we hope to be able to support our county's efforts in supporting these requests.

At this we have received three applications for the position of Firefighter / EMT. With the holiday and the short time frame we are having some challenges with our interviews but hope to have these completed by your council meeting.

Deputy Chief Robeson reports; Heavy Brush 41 is still at Benton County shops. We are anxiously awaiting its return to see how we will incorporate it into our fleet and frequency of use. We have slid in the portable pump and tank onto Squad 41 for the season. This will serve as our quick response brush truck.

He is working with our new Record Management System vendor on learning their system. The nation is switching the way they collect data, and this was the right time to make a change. Also with switching to Willamette Valley Communication Center we will now be able to get direct feed from their CAD system into our reports. This will create better data and easier to access. No other projects at this time.

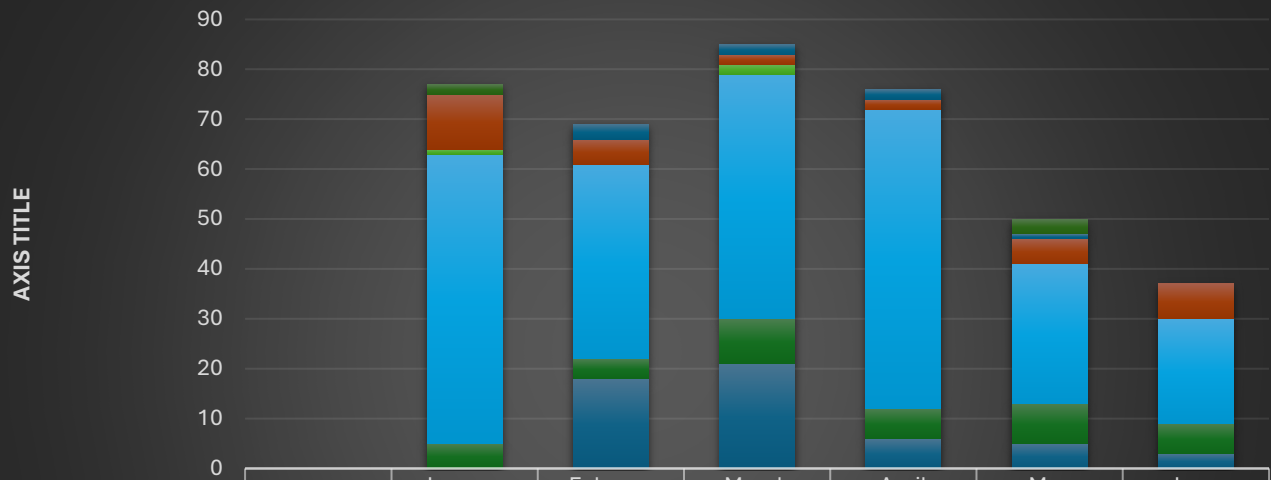
DC Morford was able to pull data finally from Active 911. Please see his two charts. He has got a pretty strong roster for our seasonal staff and the current crew that have been staffing during the day have been doing a excellent job. He has also had interest from a few new potential volunteers. We plan after summer fest to set up a recruitment booth at the Toledo Farmers Market and possibly other events like that recruiting for both Siletz and Toledo to share the cost.

Again, thank you for the opportunity and please let us know if you have any questions.

Dave

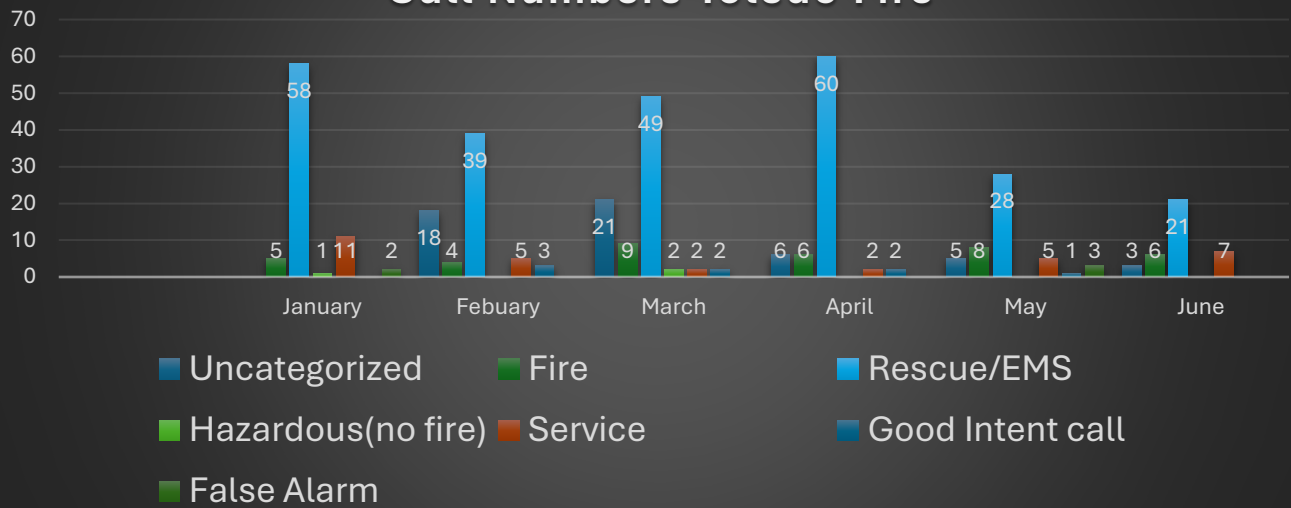
Train Hard, Play Safe and Keep an Eye on your Partner.

Toledo Fire Responses



	January	February	March	April	May	June
False Alarm	2				3	
Good Intent call		3	2	2	1	
Service	11	5	2	2	5	7
Hazardous(no fire)	1		2			
Rescue/EMS	58	39	49	60	28	21
Fire	5	4	9	6	8	6
Uncategorized		18	21	6	5	3

Call Numbers Toledo Fire



Planning Department Permit Applications June, 2025

Planning Department Updates:

1. The housing code amendments were reviewed and approved by the City Council in May and the ordinances went into effect in June. The year-long project provided updates to the land division code, land use procedure requirements, zoning ordinance and comprehensive plan to address new state rules and to streamline the development process. The project was funded by DLCDC grants. Reimbursement requests have been submitted with the grant close-out soon.
2. The Planning Commission approved a modification to an existing Conditional Use Permit to allow construction of a new metal building at Foursquare Church, 1803 NW Lincoln Way.

May Construction Applications:

1. Lighthouse structure and carport at 120 NW 11th Street
2. Manufactured home at 600 NE Beech Street
3. New water/sewer services and work in right-of-way permit for 534/542 NW Skyline Drive
4. Demolish restroom building at 385 NW A Street

May Land Use Applications:

1. Conditional Use modification for 1803 NW Lincoln Way
2. Subdivision request to create 7 lots at 519/525 Bay Blvd, 749 Hwy 20, 821/847/867 5th Street
3. Temporary RV Permit at 149 NE 10th Street
4. Temporary RV Permit at 1154 NW A Street

Annual Department Statistics				
Type of Permit	May	2025	2024	2023
Building Permit	3	13	37	31
Other Permits*	3	17	38	38
Land Use Application	4	9	17	19
Truck Permit	1	16	15	14
Value of Construction Improvements	\$215,000	\$8,593,950	\$ 7,465,937	\$2,180,889

*includes permits for excavation, work in the right-of-way, demolition, and water/sewer connections.

Public Works Update-June 2025

- **Ammon Tank Replacement**

*Bond closed on June 11th.

Authorization to begin the work was approved in late March. We would like to begin construction in early spring 2026 and this is still likely. Civil West is hoping to improve on this schedule and bid the tank this fall so they can have the materials ordered over the winter and can actually have something being built in early spring. Below is the revised schedule. To date, Civil West has completed the survey and base-map and is working on the 35% design now, with the intent of identifying where we want soil borings so we can get them on site soon. –Civil West

- | | |
|---------------------------------------|---------------------|
| 1. Authorization to begin work: | March 20, 2025 |
| 2. 35% Design Submittal for comments: | July 2025 |
| 3. 65% Design Submittal for comments: | Oct 2025 |
| 4. 95% Design Submittal for comments: | Dec 2025 |
| 5. Advertise Project | January 2025 |
| 6. Open Bids/Award Contract | February-March 2026 |
| 7. Construction | May-November 2026 |

- **Memorial Field Bathroom Replacement**

- Building has been demoed
- Civil West has plans drawn-up. Currently going back and forth with CIS/ OnPoint on replacement cost and necessities for rebuild before request for estimates go out.
- Solicitation of quotes for the project in Mid-July. Probably a month to get quotes and award the project so start of construction probably mid-August. Probably take 3 months to complete so finished right around Thanksgiving. –Per Civil West.

- **SE Sturdevant-Water line upsize (Olalla Meadows)**

- Waterline replacement plans draft at 50%, received.
 - Copy provided to Lincoln County Road Department for review
- Olalla Meadows Trip Generation Traffic Survey was completed by DKS in May.

- **Public Works**

- Currently at -3 for personnel. Crew is spread thin and working to keep City afloat.
 - Continuing to work on mowing/trimming and beautification in preparation for Summerfest
- Will be interviewing beginning of July to fill Grounds/Maintenance and Municipal Maintenance II positions.
- Street striping (fog lines and center lines) to take place beginning of July, per Hicks Striping.

Staff Report to Council
David Clyne - City Manager Pro Tem
July 2025

❖ **Financial Matters**

- Budget preparation – Budget adopted.
- Rates – Rates adopted. City has as a FY25/26 task to conduct overall rate analysis/financial forecast
- Recruiting Finance Director – Jensen Strategies has been tasked with this recruitment.

❖ **Recruiting City Manager** –Jensen Strategies remains on schedule.

❖ **Legal Services** – No change: Souvanny Miller of Miller Nash is serving as lead Counsel for the City. Recruitment for regular legal services delayed pending appointment of new City Manager.

❖ **Human Resources** – Shawna Gribskov was selected to serve in this capacity and began work on May 27th. This is working well and could morph into a long-term solution.

❖ **Resolving Fire Department Matters**

- Interagency Agreements
 - East Lincoln Fire District IGA(s) – Council approved termination agreement. Awaiting ELF doing the same. Currently, we are negotiating a continuing services agreement for shared use of equipment and facilities.
 - Siletz Fire District – No change: Chief Lapof has taken over as Toledo Fire Chief per Council agreement. Recruitment of new Chief delayed until selection of new City Manager.
 - Firefighters – Recruitment is progressing for one of two openings with interviews coming up. Target start date is after July 1, 2025. The second authorized firefighter position is targeted to be recruited for a January 1, 2026 start date due to budget constraints. We are attempting to bolster the volunteer firefighter ranks as well.

❖ **Resolving Police Matters**

- Reorganization – The temporary position of Office Manager was not funded in FY2025/26 and the incumbent employee's last day was June 30th. Council will be asked to consider a new job classification in the near term that is designed to combine the essential responsibilities of the Office Manager and Evidence Technician at a new pay range. The goal is compensate fairly the remaining employee for the undertaking of those responsibilities and to complete any pending matters relative to file/data transfers.

❖ **Ammon Water Storage Tank**

- Construction – No change: Initial engineering underway.
- Bond Issue – We closed successfully on the bond issue and the proceeds were deposited to the City accounts.

❖ **Olalla Meadows Housing**

- Legislative Award – No change: The funds have been deposited in our LGIP account and are available for appropriation and use. The amounts are budgeted in the 2025/26 fiscal year.
- NW Coastal Housing Agreement – Building permit application has been received. In light of the adoption of the Ordinance 1423, we anticipate a request to waive SDCs by the builder.
- Infrastructure – No change: initial engineering underway. State deadline for completion is December 31, 2025
- Construction – Not yet started.
- ❖ **TPSA** – We near closure on bargaining as the parties have exchanged all proposals. We have reached tentative agreement on most matters that have been raised. The City furnished its economic counterproposal and await a response to that any other matters at the next session in early July
- ❖ **Public Safety Building** – No change: the new building has been painted and awaits installation of the staircase and buttoning up the current contract. Future occupation will be determined by the Council following developing alternative uses through a public engagement process. The budget includes \$50,000 for third-party consultant assistance. Further informing this process will be the ultimate conclusions by DEQ over the potential of hazardous fumes in the adjacent City Hall parking lot which should be known by the end of August.
- ❖ **City Recorder Recruitment** – We are accepting applications and may interview some of our early applicants. While the preference has been expressed to allow the incoming city manager to make the ultimate determination, we are also conscious that hiring a well-qualified applicant sooner might be the preferred path. Of course, City Council will have the opportunity to weigh in on this should we wish to hire under the authority of the City Manager Pro Tem.

City of Toledo Issue Tracker

[illegible]

City of Toledo - future agenda items list

Goal #	June 4, 2025 Regular Meeting/Work Session – Deadline End of day, Wed. (week prior to meeting)	Staff Lead
	Placeholder – approve CM to hire program librarian	HB/DC
	A Resolution of the Toledo City Council authorizing rate adjustments for solid waste disposal services provided by Dahl Disposal Services and Repealing Resolution No. 1554	JR
	Discussion of Street Lighting Fees	JR
	Options for Additions to the After-Action Review Project	DC
	Approve hiring Hicks Striping & Curbing to paint center lines & fog lines in the City of Toledo	
	Approve scope and partnership with GSI Water Solutions for Mill Creek Forest Stewardship Plan and Siletz River Critical Area Protection Support	
	Application to consume alcohol in public places – Glastonbury Renaissance Faire	
	Dept reports to council	
	Resolution for fee schedule?	JR
	Placeholder – Jensen Strategies	
	Fire IGA(s) for adopting	
	Senior Planning tech job description	
	Authorize the CM to hire an Accounting Clerk	

Goal #	June 18, 2025 Regular Meeting/Work Session – Deadline End of day, Wed. (week prior to meeting)	Staff Lead
	Executive session – TPSA review – Fire agreements	
	Placeholder – Presentation(?) Police recognition of a citizen	
	(before CC) URA Budget meeting – public hearing to adopt 25-26 budget	
	Public hearing – Adopt budget	
	Resolution to accept state shared revenues	
	Resolution marijuana - Included with the Budget resolution	
	Placeholder - Authorize the CM to hire firefighter (consent agenda?)	
	No dept reports	
	Placeholder – authority to hire for 2 PW positions	
	Placeholder – possible agreements with East Lincoln Fire	
	Authorize the CM to hire an Accounting Clerk (consent agenda?)	
	Placeholder – approve CM to hire program librarian (consent agenda?)	
	Senior Planning tech job description	
	Resolution – Street light fee (consent agenda)	

Goal #	June 25, 2025 Regular Meeting/Work Session – Deadline End of day, Wed. (week prior to meeting)	Staff Lead
	Presentation(?) Police recognition of a citizen	
	Transfer of land from County	BL/DC
	Council Rules (?)	

City of Toledo - future agenda items list

	Library Board reconfiguration	
	Placeholder – possible agreements with East Lincoln Fire	

Goal #	July 2, 2025 Regular Meeting/Work Session – Deadline End of day, Wed. (week prior to meeting)	Staff Lead
	Presentation Police recognition of a citizen - Owen Archer	Chief Pace
	Placeholder – surplus equipment	Fire
	Business Hwy 20 repaving from Dunden to Hwy 229 intersection	PW
		FD
	Rigs and Reggae Outdoor Event Permit Application	CR
	Barrel to Keg Relay Race	CR
	Need URA meeting to approve audit engagement letter	FD
	Liquor License – Toledo Summerfest	CR
	Auditor	FD
	AOB event and alcohol permit	
	Dept reports	
	Council discussion of community panel	DC

Goal #	July 16, 2025 Regular Meeting/Work Session – Deadline End of day, Wed. (week prior to meeting)	Staff Lead
	5PM - CM Recruitment Week of July 16 th – executive session and selection of final candidates – Zoom link to Jensen Strategies	
	CIP Purchase Lucas device \$25k ish?	
	COLAs	
	Wooden Boat Show event and alcohol permit	
	No dept reports	

Goal #	July 23, 2025 Work Session – Deadline End of day, Wed. (week prior to meeting)	Staff Lead
	Council rules?	CM

Goal #	July 28, 2025 Regular Meeting/Work Session – Deadline End of day, Wed. (week prior to meeting)	Staff Lead
	Possible executive session week (CM recruitment)	

City of Toledo - future agenda items list

Goal #	August 5, 2025 Regular Meeting/Work Session – Deadline End of day, Wed. (week prior to meeting)	Staff Lead
	Sign contract in a hurry with new CM	
	Party for outgoing CMPT	
	Library presentation and organization proposal	
	Dept reports	

Goal #	August 20, 2025 Regular Meeting/Work Session – Deadline End of day, Wed. (week prior to meeting)	Staff Lead
	No dept reports	

Goal #	August 27, 2025 Regular Meeting/Work Session – Deadline End of day, Wed. (week prior to meeting)	Staff Lead
	Annex Water Tank Site Discussion	
	Council Rules	

Goal #	September 3, 2025 Regular Meeting/Work Session – Deadline End of day, Wed. (week prior to meeting)	Staff Lead

Goal #	September 17, 2025 Regular Meeting/Work Session – Deadline End of day, Wed. (week prior to meeting)	Staff Lead

Goal #	September 24, 2025 Regular Meeting/Work Session – Deadline End of day, Wed. (week prior to meeting)	Staff Lead
	Quarterly Report from Historical Society and Railroad relating to funding used	FD

City of Toledo - *future agenda items list*

Goal #	October 1, 2025 Regular Meeting/Work Session Deadline End of day, Wed. (week prior to meeting)	Staff Lead