

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



TOLEDO CITY COUNCIL
Regular City Council Meeting
January 21, 2026

1. Call to Order

- a. Mayor Rod Cross called the meeting to order at 6:17 p.m.; also via Zoom in Toledo, Oregon and lead the Pledge of Allegiance.

2. Roll Call

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

Council Member	Present	Absent	Via Zoom
Mayor Cross	X		
Council President Mix	X		
Councilor Kauffman	X		
Councilor Silvia	X		
Councilor Burns		X	
Councilor Keating	X		
Councilor Chambers	X		

- b. Staff Present: City Manager Rich Huebner, Toledo Chief Michael Pace, Public Works Director Brian Lorimor, Toledo Fire Chief Dave Lapof, HR Director Shawna Gribskov, Library Director Harrison Baker, and City Recorder Paul Johnson

3. Visitors/Public Comment

- a. Toledo Historical Museum and Yaquina Historical Railroad Museum.
- i. Brenda Brown, representing the Toledo History Center, provided a quarterly report. She noted the center had participated in the Trick or Treat Main Street event with 747 kids in attendance, and also held a Christmas holiday sale. She mentioned the center has had good visitation, including a family from Japan, and that they would be requesting their third quarter payment.
- b. Yaquina Pacific Railroad Historical Society
- i. Lisa Watson from the Yaquina Pacific Railroad Historical Society also provided an update. She reported that the society had participated in the city's pet parade and held their Christmas model railroad show, which was a successful fundraiser. She noted that the museum is temporarily closed for cleaning and reorganizing, with plans to reopen by mid-February or sooner, depending on volunteer availability.

4. Consent Agenda

- a. The Mayor noted that items a, b, and c had been pulled from the consent agenda and would require a different procedure. The consent agenda under consideration included items d through z.
- b. Motion to accept the consent agenda as presented for items d through z.

Council member	M	S	Yay	Nay	Abstained	Absent
Mayor Cross			X			
Council President Mix	X		X			
Councilor Kauffman			X			
Councilor Silvia			X			
Councilor Burns						X
Councilor Keating		X	X			
Councilor Chambers					X	

- c. Councilor Keating expressed appreciation to the City Recorder for his work catching up on meeting minutes and ensuring accurate public records.

5. Community Service Reports and/or Presentations to the Council

- a. Lincoln County Genealogical Society
 - i. Muriel King, President of the Lincoln County Genealogical Society, presented a framed original artwork by local artist Kit Sugar depicting the former library on Alders Street. The presentation was made to recognize 40 years of support from the Toledo Public Library. King read a letter of appreciation detailing the society's history since 1986 and the library's crucial role in providing meeting space, administrative support, and housing their genealogical collection. She also noted that the library now offers access to Ancestry's library edition.
 - ii. Library Director Harrison Baker acknowledged the recognition and shared an anecdote about the importance of their genealogical collection, explaining how materials that might not circulate for decades can suddenly become valuable resources for researchers from across the country.
 - iii. Council members expressed appreciation for the society's work, recognizing the importance of genealogical research in connecting people with their family histories.

6. Discussion and Information Items

- a. University of Oregon's Sustainable City Year Program (SCYP)
 - i. Councilor Keating introduced the University of Oregon's Sustainable City Year Program. He explained that the program is a collaboration between public colleges and universities across Oregon where cities can propose yearlong partnerships or individual projects. The program provides municipalities with capacity for ambitious projects by connecting them with faculty and students from relevant programs.
 - ii. Keating noted that coastal cities are underrepresented in program participation and suggested that Toledo could benefit from the program for initiatives like Main Street revitalization. He requested a future work session discussion, as the program's deadline to announce interest is the first week of March.

- iii. The cost of participation ranges from \$100,000 to \$350,000, though Councilor Keating suggested that funding could come from multiple sources including the Urban Renewal District, Oregon Community Foundation, and potential partnerships with businesses like GP.
- iv. Council agreed to add this topic to the February 7th work session, and Councilor Keating was authorized to reach out to contacts from other cities that have participated in the program to gather more information.

7. Decision Items

- a. RCA - Approve a Regulatory Agreement with Northwest Coastal Housing (NWCH)
 - i. City Manager Rich Huebner explained that the council had previously approved a waiver of system development charges for the Olalla Meadows housing project at their August 20, 2025 meeting. This agreement formalizes the terms of that waiver.
 - ii. City Attorney Souvanny Miller noted that one provision required discussion regarding the potential need to subordinate the city's lien to another lender. She explained this is common with affordable housing projects, as primary lenders often require their lien to be first. The agreement as written states the city's lien comes first, but includes provisions to work in good faith with NWCH if adjustments are needed for funding purposes.
 - iii. **Motion** approve the regulatory agreement between the City of Toledo and Northwest Coastal Housing (NWCH) to effectuate the previously approved system development charge (SDC) waiver for the Olalla Meadows housing development project, authorize City Manager Rich Huebner to execute the agreement, and expressly authorize City Manager Huebner in consultation with City Attorney Souvanny Miller to negotiate and execute any additional agreements necessary to work in good faith with lessee, if necessary, to subordinate the city's lien or modify the agreement in order for NWCH to obtain funding.

Council member	M	S	Yay	Nay	Abstained	Absent
Mayor Cross			X			
Council President Mix		X	X			
Councilor Kauffman			X			
Councilor Silvia			X			
Councilor Burns						X
Councilor Keating	X		X			
Councilor Chambers			X			

- b. RCA - Approve Ordinance No. 1434, amending Toledo Municipal Code Chapter 13.44 – Affordable Housing
 - i. City Manager Huebner presented Ordinance No. 1434, which amends Toledo Municipal Code Chapter 13.44 regarding affordable housing. He explained that the city attorney had identified several scrivener's errors

- and needed clarifications to eligibility criteria for SDC waivers.
- ii. City Attorney Miller explained the amendments were primarily to correct errors and add clarifications, such as defining affordable housing as housing for incomes lower than 80% of the median family income, clarifying that "multifamily structure" is the same as "multifamily residential structure," and aligning the code with Oregon law by specifying that it applies to residential structures containing 20 or more housing units.
 - iii. **Motion** to approve on first reading by title only, Ordinance Number 1434, an ordinance of the City of Toledo, Oregon, amending Toledo Municipal Code Chapter 13.44, clarifying definitions related to affordable housing and multifamily structures and clarifying eligibility criteria for system development charges (SDC) waivers.

Council member	M	S	Yay	Nay	Abstained	Absent
Mayor Cross			X			
Council President Mix			X			
Councilor Kauffman			X			
Councilor Silvia	X		X			
Councilor Burns						X
Councilor Keating		X	X			
Councilor Chambers			X			

- c. RCA - Approve Resolution No. 1595, Authorizing Interfund Transfers
 - i. This item was tabled until a future meeting due to a discrepancy in dollar amounts. City Manager Huebner noted that the amount listed for repayment to the SDC fund (\$258,084.03) did not match the amount forgiven (\$285,472.96). The City Manager indicated he would investigate the discrepancy and bring the item back at either a special meeting the following week or at the first meeting in February.
 - ii. Councilor Chambers also raised a question about whether interest charges were statutorily required when transferring between city funds, which staff agreed to research.
 - iii. **Tabled**
- d. RCA - Motion to approve contract with Chavez Consulting
 - i. City Manager Huebner introduced a proposed contract with Chavez Consulting to provide Electronic Records Management System (ERMS) services. City Recorder Paul Johnson explained that this system would allow the city to digitize records currently stored in file cabinets and the basement, making them more accessible to the public while also creating more space for when the city moves to a new building.
 - ii. The system would serve as a state repository for digital records, allowing public access to documents. City Recorder Johnson noted that this approach would be more efficient than the Next Request platform that had

been considered as part of the Civic Plus package discussed in the next agenda item.

- iii. Council members expressed support for the system, noting its importance for disaster preparedness and transparency. Chief Pace mentioned interest in the Criminal Justice Information System (CJIS) option, which would provide secure storage for police department historical records.
- iv. **Motion** to approve the city manager to sign a contract with Chavez Consulting to provide an electronic records management system with the option to include CJIS portion of the ERMS, to explore options and equipment for the scanning of documents through an internal employee or through a third party vendor.

Council member	M	S	Yay	Nay	Abstained	Absent
Mayor Cross			X			
Council President Mix			X			
Councilor Kauffman			X			
Councilor Silvia			X			
Councilor Burns						X
Councilor Keating		X	X			
Councilor Chambers	X		X			

- e. RCA - Motion to approve contract with CivicPlus
 - i. City Manager Huebner presented a proposal to contract with CivicPlus for a website upgrade, along with AudioEye (an accessibility tool) and an agenda meeting management system. He explained that the current city website is outdated and needs modernization.
 - ii. Huebner described how the agenda management system would significantly streamline the process of creating council packets by automatically formatting agenda items and minutes. He noted that after discussions with staff, they determined it would be prudent to proceed with the website upgrade and agenda management system but postpone the Next Request public records platform, as the ERMS system approved in the previous item would address many of the same needs.
 - iii. There was discussion about the pricing structure, which includes a 3% annual increase and whether the discount offered would still apply if they removed one component from the package.

- iv. **Motion** to approve and authorize the city manager to negotiate and execute a contract with Civic Plus for upgrades to the city's website and associated technology.

Council member	M	S	Yay	Nay	Abstained	Absent
Mayor Cross			X			
Council President Mix			X			
Councilor Kauffman			X			
Councilor Silvia		X	X			
Councilor Burns						X
Councilor Keating	X		X			
Councilor Chambers			X			

- f. RCA - Resolution adopting Strategic Reserve Fund Policy
- City Manager Huebner explained that this resolution adopts a policy for community requests for strategic reserve funds. The policy had been discussed in December, with council requesting changes regarding the language about unanimity in decisions. City Attorney Miller noted that instead of making unanimity a factor in considerations, it had been moved to its own separate section to indicate it's a goal but not a requirement.
 - Motion** to approve Resolution Number 1594, adopting a policy for the City of Toledo pertaining to community requests for strategic reserve funds.

Council member	M	S	Yay	Nay	Abstained	Absent
Mayor Cross			X			
Council President Mix	X		X			
Councilor Kauffman			X			
Councilor Silvia			X			
Councilor Burns						X
Councilor Keating		X	X			
Councilor Chambers			X			

- g. RCA - Council Rules Amendment for 2026
- City Manager Huebner presented Resolution 1596 to update the City Council Rules. He noted that council had conducted work sessions in October and December 2025 to discuss potential amendments. The updates include accurate references to the city charter as updated by voters in November 2024, align the rules more closely with the League of Oregon Cities' model rules, and clarify the public comment process and council's waivers of compensation.
 - City Attorney Miller noted that rather than adopting the League of Oregon Cities' land use hearings process, they had added a reference to Title 19 of the Toledo Municipal Code, which already contains a more specific appeal process.

- iii. Councilor Sylvia commented on the importance of reviewing council rules after each election cycle when new councilors join, noting that the rules had only been revised six times since 1981.
- iv. **Motion** to approve Resolution Number 1596 adopting updates to the city council rules.

Council member	M	S	Yay	Nay	Abstained	Absent
Mayor Cross			X			
Council President Mix			X			
Councilor Kauffman			X			
Councilor Silvia		X	X			
Councilor Burns						X
Councilor Keating	X		X			
Councilor Chambers			X			

- h. RCA - Waiver of November and partial January Code Enforcement Fee for the City of Siletz
 - i. City Manager Huebner requested council approval to waive code enforcement fees for the City of Siletz for November 2025 and half of January 2026. He explained that Community Services Officer Ron Bush had been on leave beginning November 10, 2025, and returned to limited duty on January 15, 2026. The council had previously approved waiving December's fees.
 - ii. **Motion** to approve the waiver of the November 2025 and half of January 2026 code enforcement fee for the City of Siletz.

Council member	M	S	Yay	Nay	Abstained	Absent
Mayor Cross			X			
Council President Mix	X		X			
Councilor Kauffman			X			
Councilor Silvia			X			
Councilor Burns						X
Councilor Keating		X	X			
Councilor Chambers			X			

- i. RCA - Approve URD Funding Agreement with Advertee's
 - i. City Manager Huebner explained that in December, the Urban Renewal Agency had approved funding for Advertise Oregon to purchase an embroidery machine. However, upon review, it was noted that while the city's urban renewal plan allows for the purchase of equipment, it specifies that equipment needs to be a permanent addition to the business or building.
 - ii. To address this, city staff, in consultation with the city attorney, drafted an agreement requiring Advertise to maintain the business and equipment in the URD for at least five years, or refund the award amount. This would essentially make the asset "fixed" for a reasonable period.

- iii. **Motion** to approve and authorize the city manager to execute an urban renewal district rehabilitation program funding agreement with Advertise Oregon Incorporated.

Council member	M	S	Yay	Nay	Abstained	Absent
Mayor Cross			X			
Council President Mix			X			
Councilor Kauffman		X	X			
Councilor Silvia	X		X			
Councilor Burns						X
Councilor Keating			X			
Councilor Chambers			X			

- j. RCA - Cancel GP Untreated Water Contract
- City Manager Huebner explained that in May 2025, the council had approved an untreated water services agreement with Georgia Pacific Toledo LLC. The agreement allowed the city to sell untreated raw water to GP at a rate of \$6 per thousand gallons, not to exceed 1,250,000 gallons average per day. However, when GP has requested water, the city has been unable to fulfill those requests due to the needs of the municipal system.
 - Huebner noted that GP does not anticipate needing more water before the end of the initial term, so canceling the contract would remove any potential financial obligations. He also mentioned that discussions with GP about a new agreement for the next budget year are ongoing, but infrastructure challenges need to be addressed, as the city's current system cannot pump to both the water treatment plant and the Olalla reservoir simultaneously.
 - Motion** to approve the cancellation of the untreated water services agreement with Georgia Pacific Toledo LLC and authorize the city manager to execute the cancellation through written notice.

Council member	M	S	Yay	Nay	Abstained	Absent
Mayor Cross			X			
Council President Mix	X		X			
Councilor Kauffman		X	X			
Councilor Silvia			X			
Councilor Burns						X
Councilor Keating			X			
Councilor Chambers			X			

8. Reports and Comments

a. Police Department

- Chief Pace briefly noted that the department had hired a new officer who would start on February 2nd, completing their staffing. He mentioned that

- he would provide more detailed statistics in the future, as they were transitioning between two different reporting systems in 2025.
- ii. City Manager Huebner took a moment to recognize Sergeant Pitcher, who had served as acting chief while Chief Pace was on leave. Mayor Cross thanked the police department for building bonds within the community, and Chief Pace noted their philosophy of making connections during traffic stops rather than focusing on citations.
- b. Public Works and Water Loss
 - i. Director Lorimor reported on a waterline break at the base of the high school entrance that had been mitigated that morning. Council also discussed ongoing issues with road line painting, with Lorimor explaining that a contractor had failed to complete promised work but that they had found a new contractor who would finish the job when weather conditions allow.
 - c. Planning Department
 - i. City Planner Justin Peterson was on vacation and provided no report for the council.
 - d. Finance Department
 - i. Interim Finance Director Judy Richter was available to answer questions on the second quarter financials. When asked about being over 50% of the budget halfway through the year, she explained that certain expenses like insurance and workers' compensation are paid at the beginning of the year, and that while she wasn't "crazy about" the financial status, she wasn't alarmed.
 - e. Fire Department
 - i. Fire Chief Lapof noted that like the police department, they had been working with two different data systems in 2025 but were now transitioning to one system with upcoming CAD integration for 911 calls, which would streamline their reporting process.
 - f. Human Resources
 - i. Human Resources Director Gribskov emphasized the upcoming employee and volunteer appreciation event scheduled for Friday from 6-8pm at Muggly's. She mentioned they were planning to present awards for 10 years of service and invited council members to attend. She confirmed that planning commission volunteers had also been invited.
 - g. Library
 - i. Harrison Baker presented the December statistics and upcoming events including an adult wolf felting craft on January 24th, STEAM Saturday terrariums on January 31st at 1pm, a paint and sip event on January 31st at 3pm, and a new spice club starting February 1st. He also reported that the shelves on the north wall had been braced and stabilized thanks to Public Works.
 - h. City Manager
 - i. City Manager Huebner invited council members to the employee appreciation event on Friday, January 24th, where they would recognize years of service and have activities including bowling.

- ii. He also provided an update on the Southeast Road water line upsizing project that council had discussed at a special meeting the previous week. He reported having a productive conversation with the contractor, who agreed to a flat rate of \$115,000 for the work instead of using a time and materials approach. This arrangement would maintain a good relationship with the contractor while ensuring the project moved forward within the council-authorized budget.

9. City Council Issue Tracker

- a. Councilor Silvia asked why the issue tracker document was blank. City Manager Huebner explained they had started a new one for 2026 but would carry over items from 2025, particularly in preparation for the upcoming council retreat.

10. Council Comments

- a. Council President Mix
 - i. Reported on her attendance at the Planning Commission meeting and the Port of Toledo meeting. She noted that the Port is looking to hire welders and is adapting well to changing economic conditions. She also reminded council of the upcoming joint meeting with the Planning Commission on February 11th to discuss the parks plan and traffic calming measures.
- b. Councilor Keating
 - i. Raised concerns about Southeast Seventh Place, an unpaved road within city limits that has regularly been mentioned by residents during public comments. He requested information on the legal status of the road and what options might exist to address residents' safety concerns.
 - ii. Public Works Director Lorimor and City Manager Huebner explained that the road is a mix of private property and county-owned land, not city property, which prevents the city from maintaining it. Mayor Cross added historical context, noting that seven years ago he had met with property owners to discuss options including a Local Improvement District or deeding their portions of the road to the city, but neither option was acceptable to the residents at that time.
 - iii. Councilor Keating asked for a comprehensive report on "orphan roads" within city limits that face similar jurisdictional challenges, to help council better understand and address these ongoing concerns.

11. Mayor's Comments

- a. Mayor Cross shared positive feedback he had received about changes in city hall staff demeanor and willingness to work with the public. He thanked City Manager Huebner and the staff for these improvements, noting that the change was "not just noticeable, but palpable."
- b. City Manager Huebner responded by recognizing his team, stating it was an "absolute pleasure to be the city manager of this community" and an "honor to lead them."

12. Future Agenda Items

- a. Previously added during the meeting

13. Adjournment

- a. The mayor adjourned the meeting at 8:11 p.m.

APPROVE:

ATTEST:

Mayor Tracy Mix

City Recorder Paul Johnson