

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



TOLEDO CITY COUNCIL
Regular Meeting – also via Zoom Meeting Platform
February 4, 2026

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

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

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call**
- 3. Public Comment**
- 4. Consent Agenda**
 - a. 01-28-2026 City Council Special Meeting Minutes
 - b. 01-28-2026 City Council Work Session Minutes
 - c. 01-28-2026 City Council Executive Session Minutes
 - d. 06-05-2024 City Council Minutes
 - e. 06-05-2024 City Council Executive Session Minutes
 - f. 05-15-2024 City Council Minutes
 - g. RCA – Resolution No. 1597, Approving transfer of funds between budget lines for fiscal 2025-2026
 - i. Resolution No. 1597
 - h. RCA – Resolution No. 1598 Approving transfer of Contingency funds for fiscal 2025-2026
 - i. Resolution No. 1598
- 5. Community Service Reports and/or Presentations to the Council**
 - a. Meritorious Award Ceremony, presented by Detective Shinholster.
 - b. Swearing in of Toledo Police Officer Orrin Wallace.

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

6. Discussion and Information Items**7. Decision Items**

- a. RCA – Election of New Mayor
- b. RCA – Election of Council President (if needed)
- c. RCA – Appointment of Stephanie Smith to Budget Committee
 - i. Stephanie Smith Budget Committee Application
- d. RCA – Appointment of Dakota McKnight-Todd to the Budget Committee
 - i. Dakota McKnight-Todd Budget Committee Application
- e. RCA – Adopt Ordinance No. 1434 (Second Reading)
 - i. Ordinance No. 1434 Affordable Housing Amendments
- f. RCA – Resolution No. 1595 Interfund Transfer for Waived SDCs
 - i. Resolution No. 1595 Interfund Transfer SDC Fund Repayment Plan
 - ii. Utility Fees Works Sheet – Olalla Meadows – 1585 Sturdevant Road
- g. RCA – Resolution No. 1599 Charter Amendment 2026
 - i. Resolution 1599 Charter Amendment 2026
 - ii. Exhibit A – Recommended Ballot Measure
 - iii. Exhibit B – Recommended Charter Updates (redline and clean versions)

8. Reports and Comments**9. City Council Issue Tracker****10. Council Comments****11. Mayor's Comments****12. Future Agenda Items****13. Adjournment**

City Hall
206 N. Main St.
Toledo, Oregon 97391
5:45 p.m.



TOLEDO CITY COUNCIL
City Council Special Meeting
January 28, 2026

1. Call to Order

- a. Council President Mix called the meeting to order at 5:45 p.m.; also via Zoom in Toledo, Oregon and lead the Pledge of Allegiance.

2. Roll Call

- a. City Manager Huebner took roll call and determined a quorum is present.

Council Member	Present	Absent	Via Zoom
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 and City Attorney Souvanny Miller.

3. Council Presentation

- a. Mayor Cross' resignation letter.
- Mr. Huebner made an important announcement. He explained that he had not called Mayor Cross during roll call because he had received a letter that morning. He then read the resignation letter from Mayor Rod Cross, which stated:
 - "Mr. Huebner, it has been my honor to serve the citizens of Toledo and the staff of the city for over 24 years as a planning commissioner, budget committee member, city councilor, and as mayor. It is with a heavy heart that I have decided to resign my position as mayor. I do not do this lightly as the city has many tasks ongoing and ahead to improve the lives and the city's level of service to the residents of this outstanding city. I do, however, feel that my presence will distract from that very important work. To my fellow residents, I would urge you to see the future and help the council and staff to pursue an ever changing but very bright future for our wonderful city. My hope is that we will continue to come together and help each other and our city reach for the best in all of us. Sincerely, Rod Cross."
 - Mr. Huebner explained that because the letter was received just that day, there had been no opportunity to notify the public about any action related

to the mayoral vacancy. He noted that the city charter dictates that in a mayoral vacancy, the council president automatically serves as mayor pro tem until the council can convene to appoint a new mayor from among the six councilors. He recommended that Council President Mix serve as mayor pro tem for the next week and that the appointment of a new mayor be placed on the February 4th regular meeting agenda, giving everyone a week to contemplate who they would like to recommend.

- iv. Councilor Keating immediately agreed with the recommendation to "keep working till next week," and others concurred. Councilor Kauffman expressed concern about the ongoing and upcoming work Mayor Cross had been handling, noting that Rod had done "so much in his role as mayor of things that, you know, while within the scope of being mayor, are also very much above and beyond what a typical mayor of a city of our size takes on." She hoped there would be documentation of these responsibilities.
- v. Council President Mix apologized for any confusion and acknowledged that by default in their charter, the council president moves into the mayor pro tem role. She noted that in the past, they had referred to past mayors as "former mayor," and this tradition could continue unless preferred otherwise. Councilor Kauffman added that "he's part of our history" and pointed out that while their charter calls for the council to appoint a new mayor at the meeting immediately following a resignation, pushing it a week for proper public notice was a valuable deviation that they had the authority to make.
- vi. City Manager Huebner clarified that beyond giving councilors time to think about nominations and ensuring public notice, there was also the legality issue of this being a special meeting where items couldn't be added to the agenda within the 24-hour period.
- vii. Councilor Eric Chambers shared his thoughts, beginning with gratitude for Mayor Cross's service. He reflected, "I was a high schooler, I think, when he started on council. And it's not just his service at this dais. He was at every event... every summer festival parade pulling his wagon and every community event. And I can't imagine how agonizing this decision would have been for him or what factors were playing into his mind to consider it." He expressed being "full of gratitude for his service to our community" and hoped Mayor Cross would feel that appreciation. Councilor Chambers also shared an anecdote from a grad school class with former Governor Roberts, who insisted on being called "Governor" because she had earned that title, suggesting the same respect should be accorded to Mayor Cross.
- viii. Councilor Burns commented that "the city of Toledo is gonna have... it'd be a huge loss with Rod stepping down. We already knew this was gonna happen when he... not resigned but didn't run again after his term expired. He did a lot with kids, with the community. That's gonna be a huge loss."

4. Visitors/Public Comment

- a. Cynthia George's email date 01-28-2026 at 9:03 a.m. was read into the record by City Manager Huebner
 - i. "As a East County resident that has been denied access to your voting actions within the city, but also forced to pay into far too many pots of special taxing districts in your city running amok. Many of these issues appear before your planning commission, and my concern is for your conflicts of interest over and over here in this mid coastal area. This has created corruption in every elected office. I would like to take a concern for Tracy Mix as Toledo City Council and having her husband Jonathan on the Planning Commission. This seems to be a clear conflict. It was always a real concern that real estate agents are embedded on these boards padding their resumes, if not pockets. We need clear separation of the purse and handouts."
 - ii. Council President Mix confirmed that councilors could receive a copy of the written comment. No other members of the public wished to speak.

5. Decision Items

- a. TextMyGov Contract authorization.
 - i. City Manager Huebner presented information about TextMyGov, a communication tool designed to connect local government with citizens via text messaging. He explained that the system works 24 hours a day and easily connects to smartphones, noting that according to Pew Research Center, 97% of smartphone users text regularly. The system would provide the city with a database of cell phone users registered in the community and would be set up as an opt-out system rather than opt-in.
 - ii. City Manager Huebner informed the Council that the company had offered a \$1,000 discount, bringing the first-year cost down to \$7,250 from the original \$8,250 mentioned in the RCA. He confirmed that approximately \$16,000 remained in the administration's special purchases line item, so the purchase could be accommodated within the current budget without an amendment.
 - iii. Several councilors expressed concerns about the opt-out nature of the system and the potential for residents to feel their privacy was invaded. Councilor Burns called the automatic enrollment "creepy," while Councilor Keating suggested an opt-in approach might be preferable. Councilor Chambers also questioned whether 25,000 text messages per year would be sufficient.
 - iv. Councilor Kauffman raised concerns about creating policies regarding when and how the system would be used to avoid overuse that might cause residents to opt out. City Manager Huebner agreed that careful consideration would be given to how the system would be implemented.

- v. **Motion** to authorize the City Manager to sign the partnership agreement with TextMyGov for their services at an initial cost of \$7,250 for one year and \$5,500 a year for the next three years.

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

b. **Re-appoint Jonathan Mix to the Budget Committee**

- i. City Manager Huebner presented the application to reappoint Jonathan Mix to the Budget Committee for a three-year term expiring December 31, 2028. He noted that this would be Mr. Mix's third term on the committee. Council President Mix indicated she would abstain from voting due to her relationship with the applicant.
- ii. **Motion** to Jonathan Mix to the Budget Committee to a term which will expire December 31, 2028.

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

c. **Re-appoint Barry Bruster to the Budget Committee**

- i. City Manager Huebner presented Barry Bruster's application for reappointment to the Budget Committee for a three-year term expiring December 31, 2028.
- ii. Councilor Keating expressed concerns about reappointing Mr. Bruster, noting that during the previous budget process, Mr. Bruster had criticized the budget and budget process on his Toledo Tribune social media outlet without initially disclosing that he was a member of the Budget Committee. Councilor Keating also stated that Mr. Bruster had not substantively contributed to committee discussions during meetings and sometimes asked questions that were not relevant to the discussions.
- iii. However, Councilor Keating acknowledged Mr. Bruster's investment in the community and indicated a preference for having the seat filled. Council President Mix expressed support for reappointing Mr. Bruster,

suggesting that serving on the Budget Committee is a learning process and that education was preferable to exclusion.

- iv. **Motion** to nominate Barry Bruster for reappointment to the Budget Committee to a term which will expire December 31, 2028.

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

d. **Appoint Kimberly Bauman to Budget Committee.**

- i. City Manager Huebner presented Kimberly Bauman's application for appointment to the Budget Committee. He noted that after these three appointments, there would still be two vacant seats on the seven-member committee, and that two additional applications had been received that day which would be presented at the next meeting.
- ii. Councilor Kauffman spoke in support of Ms. Bauman's appointment, noting her long-standing presence in the community and the valuable perspective she would bring to the committee.
- iii. **Motion** to appoint Kimberly Bauman to the Budget Committee to a term which will expire December 31, 2028.

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

6. **Adjournment**

- a. The Mayor Pro Tem adjourned the meeting at 6:38 p.m.

APPROVE:

ATTEST:

Mayor Pro Tem Tracy Mix

City Recorder Paul Johnson

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



TOLEDO CITY COUNCIL
City Council Work Session
January 28, 2026

1. Call to Order

- a. Mayor Pro Tem Tracy Mix called the meeting to order at 6:45 p.m.; also via Zoom in Toledo, Oregon and lead the Pledge of Allegiance.

2. Roll Call

- a. City Manager Rich Huebner took roll call and determined a quorum is present.

Council Member	Present	Absent	Via Zoom
May Pro Tem Mix	X		
Councilor Kauffman	X		
Councilor Silvia	X		
Councilor Burns	X		
Councilor Keating	X		
Councilor Chambers	X		

- b. Staff Present: City Manager Rich Huebner, Finance Director Judy Richter, and City Attorney Souvanny Miller.

3. Discussion and Information Items

a. Volunteer Appreciation

- i. City Manager began the discussion by noting that Councilor Burns had previously suggested a volunteer appreciation event for community members who volunteer at city events. He indicated that April is Volunteer Appreciation Month, which might be an appropriate time for such an event.
- ii. Councilor Burns shared her thoughts about beginning with contacting the various volunteer organizations in the community to get their input and participation. She emphasized the importance of first determining the format of the event before contacting organizations for their volunteer lists.
- iii. The City Manager suggested organizing a roundtable meeting with representatives from various organizations to gather ideas about what form the appreciation event should take. Council members contributed to developing a comprehensive list of volunteer organizations to invite, including:

1. Toledo Chamber
 2. Art Toledo
 3. Railroad Museum
 4. History Center
 5. Summer Festival organizers
 6. Wooden Boat Show (Port of Toledo)
 7. Toledo ACT (formerly JCs)
 8. Siletz Eddyville Toledo (SET) Baseball/Youth Sports
 9. Boomer Boosters
 10. Homie House
 11. Religious organizations (Abundant Life Center and others)
 12. Flower basket volunteers
 13. Port of Toledo
 14. ARC
 15. Cemetery Association
 16. Table Mountain Forestry
 17. School District
 18. Library District
 19. Pool District
 20. Fire District
- iv. Discussion ensued about whether to partner with the Toledo Chamber of Commerce, as their Executive Director is working to develop a volunteer database for the community. The City Manager agreed to meet with the Chamber Director to explore potential partnership opportunities while noting the importance of the city maintaining ownership of the event to ensure sustainability.
- v. Councilor Keating suggested possibly implementing an awards program similar to Philomath's volunteer recognition, where nominations are solicited from the community for various volunteer categories. While the group agreed this was a good idea, they felt it might be better to introduce this concept at this year's event for implementation next year, given the time constraints.
- vi. The City Manager agreed to organize a roundtable discussion with the identified organizations and to notify council members when that meeting is scheduled.
- b. Mayor Pro Tem Mix Report**
- i. Council President Mix shared notes from community forums she had attended. These notes captured public input regarding various city matters and concerns expressed by community members.
 - ii. The City Manager noted that the information gathered would be valuable for the upcoming goal setting session scheduled for February 7th. He committed to providing a copy of the notes to the facilitator of that session.
 - iii. Councilor Keating expressed appreciation for the Library's "Wine and History" sessions, noting they were well-attended community events that provided valuable historical information about Toledo. The council

recognized the Library staff for their efforts in obtaining grants to fund additional programming.

4. Future Agenda Items

- a. Councilor Keating mentioned a concern about English ivy damaging trees throughout the city and suggested possibly including information about ivy control in a future water bill insert. He explained that the ivy poses risks to trees and can lead to them falling during windstorms, potentially damaging property and blocking roads.
- b. The City Manager agreed to inquire with staff about existing informational materials on ivy control and the possibility of including such information in water bills.

5. Adjournment

- a. The Mayor Pro Tem adjourned the meeting at 7:16 p.m.

APPROVE:

ATTEST:

Mayor Pro Tem Tracy Mix

City Recorder Paul Johnson

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



TOLEDO CITY COUNCIL
Executive Session – also via the Zoom Meeting Platform
January 28, 2026

1. Call to Order

- a. Mayor Pro Tem Mix called the meeting to order at 7:27 p.m.; also via Zoom in Toledo, Oregon.

2. Meeting Justification

- a. The Toledo City Council will meet in Executive Session, pursuant to ORS 192.660 (2) **(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.**
- b. **(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.**
- c. Representatives of the news media and designated staff were allowed to attend the Executive Session. All other members of the audience were prohibited. Representatives of the news media were specifically directed not to report on any of the deliberations except to state the general subject of the session as previously announced

3. Roll Call

- a. City Manager Rich Huebner took the roll call and determined that a quorum was present.

Council Member	Present	Absent	Via Zoom
Mayor Pro Tem Mix	X		
Councilor Kauffman	X		
Councilor Silvia	X		
Councilor Burns	X		
Councilor Keating	X		
Councilor Chambers	X		

- b. Staff Present: City Manager Rich Huebner and City Attorney Souvanny Miller.

4. Decision Items

- a. No decisions made in Executive Session

5. Adjournment

- a. The mayor adjourned the meeting at 8:26 p.m.

APPROVE:

ATTEST:

Mayor Pro Tem Tracy Mix

City Recorder Paul Johnson

**TOLEDO CITY COUNCIL
REGULAR MEETING
June 5, 2024**

CALL TO ORDER

Mayor Rod Cross called the meeting to order at 6:20 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 Stu Strom

Staff present: City Manager (CM) Doug Wiggins, City Recorder (CR) Lisa Figueroa, Finance Director/Assistant City Manager (ACM) Amanda Carey, City Attorney (CA) Mike Adams, Fire Chief (FC) Larry Robeson, Interim Library Director (LD) Harrison Baker

VISITORS/PUBLIC COMMENT

There was an attempt to receive comments from a member of the public who attended via Zoom. However, the citizen could not get their equipment to work to make them audible to the Council. Mayor Cross indicated they would come back to the citizen if they got their equipment to work.

PUBLIC HEARING

Resolution No. 1552, adopting the budget, appropriating funds, and levying taxes for the Fiscal Year 2024-2025

Mayor Cross opened the Public Hearing at 6:25 and asked if any Council members wish to declare ex parte contacts, bias, or conflicts of interests and there were no declarations. FD Carey provided the council report and indicated the Budget Committee approved the budget for fiscal year 2024-2025 in the amount of \$26,639,579.00.

Mayor Cross opened the floor for public comment. After hearing no comments, he closed the public hearing at 6:28 p.m.

Motion – It was moved and seconded (Kauffman/Strom) to adopt Resolution No. 1552, a resolution of the Toledo City Council adopting the budget, appropriating funds, establishing a tax rate of \$5.18/\$1,000 assessed value and levying taxes for the Fiscal Year 2024-2025 and the motion carried unanimously.

Resolution No. 1553, a resolution declaring the City's election to receive State Shared Revenues for Fiscal Year 2024-2025 and certifying compliance with ORS 475c

Mayor Cross opened the Public Hearing at 6:30 and asked if any Council members wish to declare ex parte contacts, bias, or conflicts of interests and there were no declarations. FD Carey provided

the council report and indicated this resolution allows the City to receive state shared revenues. She answered clarification questions of the Council in regards to state shared revenues.

Mayor Cross opened the floor for public comment. After hearing no comments, he closed the public hearing at 6:35 p.m.

Motion – It was moved and seconded (Silvia/Burns) to approve Resolution No. 1553, a resolution of the Toledo City Council declaring the City of Toledo’s election to receive State Shared Revenues for Fiscal Year 2024-2025 and certifying compliance with ORS 475C related to marijuana sales inside city limits and the motion carried unanimously.

CONSENT AGENDA

There were no items for consideration.

DISCUSSION ITEMS

Consideration for funding request – Barry Bruster

Mr. Bruster was not in attendance and the Council tabled the discussion.

DECISION ITEMS

Resolution No. 1554, a resolution authorizing a rate increase for solid waste disposal services provided by Dahl Disposal and repealing Resolution no. 1523

Dahl Disposal Services Outreach Manager Dave Larmouth addressed the Council. CM Wiggins provided the council report and said the proposed increase was based on the CPI Index for City of Toledo customers. Mr. Larmouth answered questions of the Council related to the business.

Motion – It was moved and seconded (Silvia/Kauffman) to approve Resolution No. 1554, a resolution of the Toledo City Council authorizing a rate increase for solid waste disposal services provided by Dahl Disposal Services and repealing Resolution No. 1523 and the motion carried unanimously.

Consider funding request from the Toledo High School Wrestling team for mat room

Mayor Cross indicated this item will be brought back for consideration at a future meeting.

Permit application – request to consume alcohol in public places

CR Figueroa provided the council report and noted the event will be held on the Port of Toledo property. She said the event is not selling alcohol, however they encouraged attendees to bring their own to share. She noted due to them charging for tickets, they were required to obtain a temporary sales permit by the Oregon Liquor and Cannabis Commission. The Council had concerns about the event sharing alcohol and the applicants ensured there would be several mechanisms in place to ID individuals of drinking age. After further discussion, the Council requested the event have perimeter fencing surrounding the event and asked the applicants to submit an updated map to staff for the event.

Motion – It was moved and seconded (Strom/Burns) to approve the permit application request and the motion carried unanimously.

Approve Toledo Public Library policies

CA Adams presented the council report and reviewed the amendments recommended by the City Council.

Motion – It was moved and seconded (Silvia/Strom) to approve the policies for the Toledo Public Library and the motion carried unanimously.

Resolution No. 1555, a resolution declaring two police vehicles as surplus property

CM Wiggins provided the council report and indicated there are two vehicles the police department would like to surplus. PC Pace said the vehicles were admin vehicles but have exceeded their life for the department. He noted, he would approach the Council in the future to purchase a new vehicle, which was included as a Capital Improvement Project.

Motion – It was moved and seconded (Silvia/Burns) to approve Resolution No. 1555, a resolution of the Toledo City Council declaring two police vehicles as surplus property and be disposed of according to the City of Toledo public contracting rules authorized under Resolution No. 1394 and the motion carried unanimously.

Resolution No. 1556, a resolution recognizing grant revenue and making appropriations for spending for Fiscal Year 2023-2024

FD Carey reviewed the council report and noted the Library Department secured several grants this year and it is required they recognize the grant revenue to make appropriations for spending in this fiscal year.

Motion – It was moved and seconded (Kauffman/Silvia) to adopt Resolution No. 1556 a resolution of the Toledo City Council recognizing grant revenue and make appropriations for spending for the Fiscal Year 2023-2024 and the motion carried unanimously.

REPORTS AND COMMENTS

Department Directors provided updates to the City Council, which included upcoming events and future considerations for the Council. It was noted there will not be a meeting on June 19, due to the Juneteenth holiday.

There was discussion in regards to lowering the speed limit on Sturdevant Road and CM Wiggins said he spoke with Lincoln County who indicated they were willing to work with the City to lower the speed limit. He said there was also consideration to transfer all or part of Sturdevant Road to the City. He said the speed limit could be decreased without a traffic study if there is a Mutual Order of Agreement in place with the County. Mayor Cross provided closing comments.

ADJOURNMENT

The meeting adjourned at 8:45 p.m.

Approve:

Attest:

/s/Mayor Rod Cross

/s/City Recorder Lisa Figueroa

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



TOLEDO CITY COUNCIL
City Council Meeting – also via the Zoom Meeting Platform
June 5, 2024

***NOTE – Original signed minutes are missing. Online copy has no original signatures.**

Amended minutes approved and signed on February 7, 2026.

APPROVE:

ATTEST:

Mayor Pro-Tem Tracy Mix

City Recorder Paul Johnson

**TOLEDO CITY COUNCIL
EXECUTIVE SESSION
June 5, 2024**

1. EXECUTIVE SESSION

Mayor Rod Cross called the Executive Session to order at 5:33 p.m. electronically via Zoom in Toledo, Oregon. He read the declaration of meeting in Executive Session under the provisions of ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection and ORS 192.660(2) (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Representatives of the news media and designated staff were allowed to attend the Executive Session. All other members of the audience were prohibited. Representatives of the news media were specifically directed not to report on any of the deliberations except to state the general subject of the session as previously announced.

Present	Absent	
X		Mayor Rod Cross
		Council President Kim Bush
X		Councilor Jackie Kauffman
		Councilor Tracy Mix
X		Councilor Frank Silvia
X		Councilor Jackie Burns
X		Councilor Stu Strom
X		City Manager Doug Wiggins
		Finance Director/Assistant City Manager Amanda Carey
X		City Recorder Lisa Figueroa
X		City Attorney Mike Adams
		Fire Chief Larry Robeson
		Police Chief Mike Pace
		Interim Library Director Harrison Baker
		Public Works Director Brian Lorimor

No decisions were made in Executive Session.

2. ADJOURNMENT

The Executive Session adjourned at 6:05 p.m.

APPROVE:

ATTEST:

/s/Mayor Rod Cross

/s/City Recorder Lisa Figueroa

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



TOLEDO CITY COUNCIL
City Council Executive Session – also via the Zoom Meeting Platform
June 5, 2024

***NOTE – Original signed minutes are missing. Online copy has no original signatures.**

Amended minutes approved and signed on February 7, 2026.

APPROVE:

ATTEST:

Mayor Pro-Tem Tracy Mix

City Recorder Paul Johnson

**TOLEDO CITY COUNCIL
REGULAR MEETING
May 15, 2024**

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 Stu Strom

Staff present: City Manager (CM) Doug Wiggins, City Recorder (CR) Lisa Figueroa, Finance Director/Assistant City Manager (FD) Amanda Carey, City Attorney (CA) Mike Adams, Police Chief (PC) Michael Pace, Fire Chief (FC) Larry Robeson, Interim Library Director (LD) Harrison Baker, Public Works Director (PWD) Brian Lorimor, Accounting Clerk (AC) Marli Burke

2. PRESENTATIONS

FD Carey introduced Marli Burke as the new Accounting Clerk to the City Council.

Presentation

PC Pace introduced Scott Hayes, Executive Director of the Northwest Accreditation Alliance. Mr. Hayes provided history on their organization; he commented on the Toledo Police Department's efforts to achieve their accreditation and highlighted the accomplishments of the department. He noted the Toledo Police Department is one of two agencies in the state to hold dual accreditation for law enforcement and communications.

3. VISITORS/PUBLIC COMMENT

Tyler Watkins, citizen addressed the Council. He requested assistance from the City Council to help fund the construction of a room for the wrestling mat club. The Council requested this item be brought to a future meeting for consideration.

4. CONSENT AGENDA

There were no items for consideration.

5. DISCUSSION ITEMS

There were no items for consideration.

6. DECISION ITEMS

Resolution No. 1548, A resolution establishing a policy related to signs placed on the Dairy Queen sign posts and at the East and West junction entrances into the City of Toledo

CA Adams presented the council report and reviewed the amendments requested by the City Council.

Motion – It was moved and seconded (Silvia/Bush) to approve Resolution No. 1548, a resolution of the Toledo City Council establishing a policy related to signs placed on the Dairy Queen signposts and at the East and West junction entrances into the City of Toledo, and directing City Staff and the motion carried unanimously.

Consider funding support for Lincoln County Health and Human Services Community Shelter and Resource Center (Emergency Winter Shelter Program)

CR Figueroa summarized the council report and the Council deliberated how much funding they could provide to the program.

Motion – It was moved and seconded (Bush/Strom) to direct staff to allocate \$5,000 from the 2023-2024 fiscal year City Council Strategic Fund, Special Purchases line item in support of the Lincoln County Emergency Winter Shelter Program and the motion carried with six in favor and Councilor Silvia opposed .

Update to the Toledo Public Library policies

CA Adams provided the council report and indicated the policies were due for an update and highlighted significant changes to the policies. The Council reviewed the policies and asked clarification questions of staff. Following discussion the Council suggested several minor changes to the policy and asked it be brought back at a future meeting for approval.

Resolution No. 1549, a resolution adjusting the rates and charges to be paid by the users of the water system of the City of Toledo and repealing Resolution No. 1521

CM Wiggins presented the council report. FD Carey summarized the rate information included in the packet. The Council reviewed the information and noted the City's rate increases are not increasing as much as neighboring communities.

Jim Chambers, resident asked if the information could be included in the newsletter and the Council concurred.

Motion – It was moved and seconded (Silvia/Bush) to approve Resolution No. 1549, A resolution of the Toledo City Council adjusting the rates and charges to be paid by the users of the water system of the City of Toledo and repealing Resolution No. 1521 and the motion carried unanimously.

Resolution No. 1550, a resolution adjusting rates and charges to be paid by the users of the sewerage system and repealing Resolution No. 1514

CM Wiggins presented the council report and FD Carey summarized the rate information included in the packet.

Motion – It was moved and seconded (Bush/Silvia) to approve Resolution No. 1550, a resolution of the Toledo City Council adjusting rates and charges to be paid by the users of the sewerage system and repealing Resolution No. 1514 and the motion carried unanimously.

Resolution No. 1551, a resolution approving a grant agreement with the Department of the Oregon State Fire Marshal

FC Robeson provided the council report. He indicated the grant is available through the State Fire Marshall's office and the grant will allow the City to hire seasonal staff for educational and firefighting purposes in the Fire Department.

Motion – It was moved and seconded (Kauffman/Mix) to approve a grant agreement with the Department of the Oregon State Fire Marshal and authorizing the City Manager or their designee to sign and execute the grant agreement.

Consider an amendment to the Greater Toledo Pool and Recreation District Lease

CA Adams presented the council report as a follow up to a previous discussion the Council held with the Greater Toledo Pool and Recreation District. He reviewed the changes within the agreement.

Motion – It was moved and seconded (Bush/Burns) to approve Amendment No. 1 to the Greater Toledo Pool and Recreation District lease and the motion carried unanimously.

Consider an amendment Municipal Court Judge Services Contract

CA Adams reviewed the council report and noted the change to the contract is in regards to the Pro-Tem Judge's pay, which would be equivalent to the Municipal Judge.

Motion – It was moved and seconded (Silvia/Bush) to approve Amendment No. 2 to the Municipal Court Judge Services Contract and the motion carried unanimously.

Contract award – Black Rock Underground, LLC for Phase 1A of Mill Creek raw water line replacement

CM Wiggins provided the council report and indicated the project will complete Phase1 completely and the bid for the project came in less than anticipated.

Motion – It was moved and seconded (Bush/Kauffman) to approve a contract with Black Rock Underground, LLC for Phase 1-A of the Mill Creek raw water line project and authorize the City Manager to sign and execute the contract and the motion carried unanimously.

7. REPORTS AND COMMENTS

Directors provided updates on their departments and upcoming events in the City.

The Council provided updates of meetings they attended and they the discussed the impact of volunteerism in the community.

8. ADJOURNMENT

The meeting adjourned at 8:45 p.m.

Approve:

/s/Mayor Rod Cross

Attest:

/s/City Recorder Lisa Figueroa

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



TOLEDO CITY COUNCIL
City Council Meeting – also via the Zoom Meeting Platform
May 15, 2024

***NOTE – Original signed minutes are missing. Online copy has no original signatures.**

Amended minutes approved and signed on February 7, 2026.

APPROVE:

ATTEST:

Mayor Pro-Tem Tracy Mix

City Recorder Paul Johnson



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	February 4, 2026	A RESOLUTION OF THE TOLEDO CITY COUNCIL APPROVING TRANSFER OF FUNDS BETWEEN BUDGET LINES FOR THE FISCAL YEAR 2025-2026
	Agenda Type:	
	Consent Agenda	
Prepared by:	Reviewed by:	Approved by:
Interim Finance Director Judy Richter	City Manager Rich Huebner	City Manager Rich Huebner

Recommendation:

Motion to approve Resolution No. 1597, **A RESOLUTION OF THE TOLEDO CITY COUNCIL APPROVING TRANSFER OF FUNDS BETWEEN BUDGET LINES FOR THE FISCAL YEAR 2025-2026**

Background:

At the time the Fiscal 2025-2026 budget was prepared, there was an assumption that the Fire Department staff would include a Fire Chief. Currently, the Fire Chief from the Siletz Fire Department is acting chief and being paid by contract. Budget appropriation must be transferred from Salaries to Contract and Services. This is allowed by local budget law.

Fiscal Impact:	Fiscal Year:	GL Number:
\$55,000	2025-2026	As stated

Attachment:

1. Resolution no. 1597

**CITY OF TOLEDO
RESOLUTION NO. 1597**

**A RESOLUTION OF THE TOLEDO CITY COUNCIL APPROVING TRANSFER OF FUNDS
BETWEEN BUDGET LINES FOR THE FISCAL YEAR 2025-2026**

WHEREAS, at the time the budget was prepared for 2025-2026, it was anticipated that the Fire Department would be staffed by a fire chief; and

WHEREAS, consequently the Fire Chief from the Siletz Fire Department is acting Fire Chief and being paid by Contract; and

WHEREAS, there is more appropriation in salaries than needed and not enough appropriation in Contracts and Services; and

WHEREAS, Local Budget Law, ORS 294.463, authorizes the transfer of funds in these situations.

NOW, THEREFORE, THE CITY OF TOLEDO RESOLVES AS FOLLOWS:

Section 1. The following transfers be made:

General Fund Transfers:

<u>Department</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Administration- Fire Dept	001-500-500000	001-500-608100	\$55,000

Section 2. That this Resolution shall be effective immediately upon passage by the Toledo City Council.

That this resolution is hereby adopted by the Toledo City Council on this 4th day of February, 2026.

APPROVED

ATTEST

Mayor Pro-Tem Tracy Mix

City Recorder Paul Johnson



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	February 4, 2026	Resolution No. 1598 A RESOLUTION OF THE TOLEDO CITY COUNCIL APPROVING TRANSFER OF CONTINGENCY FUNDS FOR THE FISCAL YEAR 2025-2026
	Agenda Type:	
	Consent Agenda	
Prepared by:	Reviewed by:	Approved by:
Interim Finance Director Judy Richter	City Manager Rich Huebner	City Manager Rich Huebner

Recommendation:

Motion to approve Resolution No. 1598, A resolution of the Toledo City Council approving transfer of Contingency Funds for the Fiscal Year 2025-2026

Background:

At the time the budget was prepared, there was no knowledge of the OSHA (Occupational Safety and Health Administration) fine of \$17651. The fine must be paid in a timely manner. Local Budget Law allows appropriation transfer from Contingency funds by Resolution.

Fiscal Impact:	Fiscal Year:	GL Number:
\$20,000	2025-2026	As indicated

Attachment:

1. Resolution No. 1598

**CITY OF TOLEDO
RESOLUTION NO. 1598**

**A RESOLUTION OF THE TOLEDO CITY COUNCIL APPROVING TRANSFER OF
CONTINGENCY FUNDS FOR THE FISCAL YEAR 2025-2026**

WHEREAS, the fine levied by OSHA in the amount of \$17,651 was not anticipated at the time the 2025-2026 budget was prepared; and

WHEREAS, the OSHA fine must be paid in a timely manner; and

WHEREAS, there is appropriation in the Contingency line of the General Fund budget; and

WHEREAS, Local Budget Law, ORS 294.463(2), authorizes the transfer of funds in these situations.

NOW, THEREFORE, THE CITY OF TOLEDO RESOLVES AS FOLLOWS:

Section 1. The following transfers be made:

<u>Fund</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
General Fund – Contingency	001-900-640100		\$20,000
General Fund – Fire		001-500-608100	\$20,000

Section 2. That this Resolution shall be effective immediately upon passage by the Toledo City Council.

That this resolution is hereby adopted by the Toledo City Council on this 4th day of February, 2026.

APPROVED

ATTEST

Council President, Tracy Mix

City Recorder Paul Johnson



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	February 4, 2026	Election of Mayor
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Manager Rich Huebner	City Manager Rich Huebner	City Manager Rich Huebner

Recommendation:

Motion to elect Councilor _____ as Mayor.

Background:

On January 28, 2026, Mayor Rod Cross submitted a letter of resignation to the City Manager. Pursuant to the Toledo City Charter, Chapter IX, Section 9.11, Council President Tracy Mix became Mayor Pro-Tem immediately upon Mayor Cross's resignation, until the Council convened to elect a new mayor from amongst seated Councilors. Because the resignation was received less than 24 hours before the start of the January 28, 2026 Special Meeting, the election of a new mayor could not be added to that meeting's agenda, and Council President Mix has continued to serve as Mayor Pro-Tem.

As stated in the preceding paragraph, due to the vacancy in the office of the Mayor, Council shall elect a Mayor from amongst seated Councilors. The mayor elected by the Council on this date shall serve as Mayor for the remainder of the unexpired term, which concludes at the end of the current calendar year.

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

Attachment:

None



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	February 4, 2026	Election of Council President (if needed)
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Manager Rich Huebner	City Manager Rich Huebner	City Manager Rich Huebner

Recommendation:

Motion to elect Councilor _____ as Council President.

Background:

This RCA is being presented in the event that Council President Tracy Mix is elected Mayor pursuant to Item 7.A of this agenda. If another Councilor is elected mayor, this item will be removed from the agenda.

Pursuant to Toledo Municipal Code (TMC) Chapter IV, Section 17 and the City of Toledo Charter, Chapter III, Section 3.5, the City Council shall at its first meeting of each odd-numbered year elect from its membership a Council President who shall preside at Council meetings from which the mayor is absent. At its January 15, 2025 meeting, the Toledo City Council elected Councilor Kim Bush as Council President. Council President Bush resigned from the Council at the September 24, 2025 meeting. With the resignation of Councilor Bush, a new Council President was needed, and Councilor Tracy Mix was elected Council President.

On January 28, 2026, Mayor Rod Cross resigned. Pursuant to the Toledo City Charter, Chapter IX, Section 9.11, Council President Mix became Mayor Pro-Tem immediately upon Mayor Cross's resignation, until the Council convened the elect a new mayor from amongst seated Councilors. Because the resignation was received less than 24 hours before the start of the January 28, 2026 Special Meeting, the election of a new mayor could not be added to that meeting's agenda, and Council President Mix has continued to serve as Mayor Pro-Tem. On the previous agenda item, Council President Mix was elected Toledo Mayor, thus a new Council President is needed.

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

Attachment:

None



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	February 4, 2026	Consideration to appoint a Budget Committee member
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Manager Rich Huebner	City Manager Rich Huebner	City Manager Rich Huebner

Recommendation:

Staff makes no recommendation, but has provided a motion for reference:

Motion to appoint Stephanie Smith to the Budget Committee to a mid-term vacancy which will expire December 31, 2026.

Background:

There are currently two vacancies on the Toledo Budget Committee. Anne Learned-Ellis and Frederick “Ricky” Dyson have active appointments through December 31, 2027. At its January 28, 2026 Special Meeting, the City Council appointed Kimberly Bauman, Barry Bruster, and Jonathan Mix to terms ending December 31, 2028.

Stephanie has applied for appointment to one of the remaining seats. The remaining seats are mid-term vacancies which expire December 31, 2026 and December 31, 2027, respectively. As Stephanie’s application was received second of the two applications being considered on this agenda, Stephanie is under consideration for the shorter of the two terms.

Stephanie Smith has lived in Toledo for 26 years. She is currently employed in the banking industry as a mortgage loan officer, has experience with finances and budgeting, and is an active community volunteer with the Central Coast Humane Society, Seafood and Wine Committee, and Lincoln County Habitat for Humanity.

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

Attachment:

1. Stephanie Smith Application

City of Toledo
Committee Volunteer Application Form

Please indicate which Board or Committee you are applying for:

- | | |
|--|--|
| ☐ City Council | ☐ Contributions Committee |
| ☒ Budget Committee | ☐ Library Board |
| | ☐ Planning Commission |

Name: Stephanie Smith

Home Address: 1268 N Dye St
Toledo OH 91391
City State Zip

Mailing Address: N/A
(if different) City State Zip

Home Phone: 541-270-3791 Cell Phone: 541-270-3791

E-mail address: SkSmith3003@gmail.com

Residency and Eligibility

Do you reside within the City limits? ☒ Yes ☐ No Length of Time 26 yrs

Do you reside within the Urban Growth Boundary? ☒ Yes ☐ No Length of Time 26 yrs

Are you a registered voter in Lincoln County? ☒ Yes ☐ No

Are you a Toledo business owner or Manager? ☐ Yes ☒ No

If yes, please indicate which business you own/manage: _____

Have you worked for or previously been a volunteer for the City of Toledo? ☐ Yes ☒ No

If yes, what was your position and when? _____

Comments of Interest

Please explain why you are interested in this position:

I am interested in this position to become more involved and hope to make a positive impact on the community that I live in.

Experience & Background

General Background

Please list any qualifications you feel would be of benefit in this position.

Good at working with others. Good with numbers and math. Experienced working with members on finances and budgeting.

List previous experience and/or current employment.

Current employer Fibre Federal Credit Union
(Fibco, A Division of Fibre Federal CU.)
Mortgage Loan Officer.

Please list any current or previous community involvement.

I volunteer for Central Coast Humane Society as a general volunteer. I am also on the Seafood & Wine Committee and on the Resource Development Committee for Habitat for Humanity, Lincoln County.

Certification and Signature

Please initial:

☒ I understand that I may be subject to a criminal background check pursuant to Toledo Municipal Code Chapter 2.44 and if selected to complete one, I will be required to provide personal information to conduct the criminal background check.

By signing below, I certify that the information on the application is true and accurate and that I meet the necessary eligibility and/or residency requirements in accordance with Oregon State Law and/or the Toledo Municipal Code to serve on a Committee for the City of Toledo.

Stephanie K Smith
Signature

11/20/2020
Date



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
Not Applicable	February 4, 2026	Consideration to appoint a Budget Committee member
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Manager Rich Huebner	City Manager Rich Huebner	City Manager Rich Huebner

Recommendation:

Staff makes no recommendation, but has provided a motion for reference:

Motion to appoint Dakota McKnight-Todd to the Budget Committee to a mid-term vacancy which will expire December 31, 2027.

Background:

There are currently two vacancies on the Toledo Budget Committee. Anne Learned-Ellis and Frederick “Ricky” Dyson have active appointments through December 31, 2027. At its January 28, 2026 Special Meeting, the City Council appointed Kimberly Bauman, Barry Bruster, and Jonathan Mix to terms ending December 31, 2028.

Dakota McKnight-Todd has applied for appointment to one of the remaining seats. The remaining seats are mid-term vacancies which expire December 31, 2026 and December 31, 2027, respectively. As Dakota’s application was received first of the two applications being considered on this agenda, Dakota is under consideration for the longer of the two terms.

Dakota McKnight-Todd has lived in Toledo for nine years, is the owner of McKnight Todd Bookkeeping, LLC, and has been a bookkeeper for preparer of financial statements for multiple corporations and non-profit agencies.

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

Attachment:

1. Dakota McKnight-Todd Application

City of Toledo
Committee Volunteer Application Form

Please indicate which Board or Committee you are applying for:

- | | |
|--|--|
| ☐ City Council | ☐ Contributions Committee |
| ☒ Budget Committee | ☐ Library Board |
| | ☐ Planning Commission |

Name: Dakota McKnight-Todd

Home Address: 1513 SE Ammon Rd

<u>Toledo</u>	<u>OR</u>	<u>97391</u>
City	State	Zip

Mailing Address:
(if different) _____

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

Home Phone: 541-272-2202 Cell Phone: _____

E-mail address: Dakota.mcknight.todd@gmail.com

Residency and Eligibility

Do you reside within the City limits? ☒ Yes ☐ No Length of Time 9 Years

Do you reside within the Urban Growth Boundary? ☐ Yes ☐ No Length of Time _____

Are you a registered voter in Lincoln County? ☒ Yes ☐ No

Are you a Toledo business owner or Manager? ☒ Yes ☐ No

If yes, please indicate which business you own/manage: McKnight Todd Bookkeeping LLC

Have you worked for or previously been a volunteer for the City of Toledo? ☐ Yes ☒ No

If yes, what was your position and when? _____

Comments of Interest

Please explain why you are interested in this position:

I have been interested in and following City of Toledo proceedings since becoming a home owner in 2017, and would like to be involved and help shape the future of the community I'm raising my daughter in.

Experience & Background

General Background

Please list any qualifications you feel would be of benefit in this position.

Owner and bookkeeper of McKnight Todd Bookkeeping since 2024. Have been a bookkeeper for many different agencies since 2017. I have experience reading a multitude of financial statements for corporations and non-profits.

List previous experience and/or current employment.

Bookkeeper and office manager- Power Motors Inc 2021-2025.
Office manager and bookkeeper for Olalla Center 2017-2020.
Helped support audits at Grimstad and Associates, and currently partner with them on many clients.
Currently own and operate McKnight Todd Bookkeeping LLC

Please list any current or previous community involvement.

No previous Toledo community involvement apart from being a home owner and resident.

Certification and Signature

Please initial:

DMT I understand that I may be subject to a criminal background check pursuant to Toledo Municipal Code Chapter 2.44 and if selected to complete one, I will be required to provide personal information to conduct the criminal background check.

By signing below, I certify that the information on the application is true and accurate and that I meet the necessary eligibility and/or residency requirements in accordance with Oregon State Law and/or the Toledo Municipal Code to serve on a Committee for the City of Toledo.

Dakota McKnight-Todd
Signature

1/28/2026

Date



CITY OF TOLEDO REQUEST FOR COUNCIL ACTION

Council Goal:	Meeting Date:	Agenda Topic:
6. Encourage economic development by developing barrier reducing policies and plans to attract business investments, obtaining grants for commercial rehabilitation, and to support housing development.	February 4, 2026	Approve Second Reading of and Adopt Ordinance No. 1434, amending Toledo Municipal Code (TMC) Chapter 13.44 – Affordable Housing
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Manager Rich Huebner	City Manager Rich Huebner	City Manager Rich Huebner

Recommendation:

Motion to approve **on second reading**, by title only, and adopt “Ordinance No. 1434, an Ordinance of the City of Toledo, Oregon, amending Toledo Municipal Code Chapter 13.44, clarifying definitions related to ‘Affordable Housing’ and ‘Multifamily Structure’, and clarifying eligibility criteria for System Development Charge (SDC) waivers.”

Background:

Under Ordinance No. 1423, as codified in the Toledo Municipal Code (TMC) Chapter 13.44, the City Council may authorize exemptions to system development charges (SDCs) on newly constructed multifamily residential structures that contain designated affordable residential units. At its regular meeting on August 20, 2025, the Toledo City Council approved an SDC waiver requested by Northwest Coastal Housing (NCH) for its Olalla Meadows project located at 1585 SE Sturdevant Road.

Upon review of Chapter 13.44, the City Attorney identified the need for cleanup of a number of Scrivener’s Errors, and to incorporate some minimal clarifications related to the eligibility criteria for SDC waivers. Enactment of Ordinance No. 1434 will better align the TMC with the intent of Ordinance No. 1423.

At its January 21, 2025 Regular Meeting, the City Council approved first reading of the ordinance. Because it was published less than one week prior to the meeting, Council was not able to adopt through two readings on that date. It is returned for second reading and adoption at this February 4, 2026 meeting.

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

Attachment:

1. Ordinance No. 1434

**CITY OF TOLEDO
ORDINANCE NO. 1434**

AN ORDINANCE OF THE TOLEDO CITY COUNCIL AMENDING TOLEDO MUNICIPAL CODE (TMC) CHAPTER 13.44 – AFFORDABLE HOUSING

WHEREAS, the City Council enacted Ordinance No. 1423 (2024), in part, establishing the Toledo Municipal Code (“TMC”) Ch. 13.44, entitled “Affordable Housing” under the authority granted to the City by ORS 197A.465; and,

WHEREAS, Ordinance No. 1423 did not address a restriction in ORS 197A.465 that certain affordable housing requirements apply only to new multifamily structures with 20 units or more; and,

WHEREAS, the City wishes to clarify the definition of “multifamily structure,” as that term is used in TMC Ch. 13.44.

NOW THEREFORE, THE CITY OF TOLEDO ORDAINS AS FOLLOWS:

Section 1. The City Council amends Section § 13.44.020 of the Toledo Municipal Code as follows, with additions in **bold** and deletions with strikethroughs:

13.44.020 - Definitions.

For the purposes of TMC Chapter ~~13.44~~, the following definitions shall apply:

A. “Affordable housing” means housing that is affordable to households with incomes equal to or ~~higher~~ **lower** than 80 percent of the median family income for Lincoln County.

D. “Multifamily residential structure” **or “multifamily structure”** means a structure that contains three or more housing units sharing at least one wall, floor or ceiling surface in common with another unit within the same structure, except a CCRC is excluded.

Section 2. The City Council amends Section § 13.44.030 of the Toledo Municipal Code as follows, with additions in **bold** and deletions with ~~strikethroughs~~:

13.44.030 – Eligibility for waiver of SDCs; Election.

A. For builders or developers that elect to have at least 20 percent of the units in a multifamily residential **structure** development (MRD) designated as affordable housing, under Subsection B of this Subsection, the waiver of SDCs shall occur based on the percentage of the residential units in a development that is designated for an affordable housing use: ***



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
4.Enhance civic engagement and transparency by implementing a comprehensive community outreach program...	February 4, 2026	Resolution No. 1599, approving the referral of an update of the City Charter to the electors of the City of Toledo.
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Manager Rich Huebner	City Manager Rich Huebner	City Manager Rich Huebner

Recommendation:

Motion to approve Resolution No. 1599, a resolution of the City Council of the City of Toledo, Oregon, approving the referral of an update of the City Charter to the Electors of the City of Toledo at the May 19, 2026 Special Election.

Background:

At its October 22, 2025 Work Session meeting, the Toledo City Council discussed necessary and other potential updates to the City Charter. Following that session, the City Attorney proceeded to prepare proposed updates in accordance with the items discussed. Proposed updates include correction of Scrivner's Errors, clarifications to the role of the City's appointed officers (City Manager, City Attorney, and Municipal Judge) and the position of interim City Manager, and to permit ordinances to be read by title only.

Attached to this Request for Council Action (RCA) is the City Attorney's recommended updates to the City Charter, along with a recommended ballot title.

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

Attachment:

1. Resolution No. 1599
2. Exhibit A – Recommended Ballot Title
3. Exhibit B – Recommended Charter Updates

**CITY OF TOLEDO
RESOLUTION NO. 1599**

A RESOLUTION OF THE TOLEDO CITY COUNCIL APPROVING A REFERRAL TO THE ELECTORS OF THE CITY OF TOLEDO AT THE MAY 19, 2026, SPECIAL ELECTION.

WHEREAS, the City Council conducted a work session relating to the proposed amendments to the Toledo City Charter on October 22, 2025, and engaged in further discussion relating to the proposed Charter amendments on December 17, 2025; and

WHEREAS, the City Council finds that the proposed Charter amendments are needed to correct scrivener's errors, clarify the role of the City's appointed officers, the Council President, and the position of interim City Manager, and permit ordinances to be read by title; and

WHEREAS, the City Charter can be amended only by voters of the City of Toledo; and

WHEREAS, the City Council wishes to submit to the voters a ballot measure proposing amendments to the City's Charter.

NOW, THEREFORE, THE CITY OF TOLEDO RESOLVES AS FOLLOWS:

- Section 1. Election Called. An election is called in the City of Toledo for the purpose of submitting to the legal voters of the City a measure adopting a new Charter for the City of Toledo. The ballot title to appear on the ballot is attached and incorporated as Exhibit A.
- Section 2. Charter Amendments. The proposed Charter amendments that are the subject of this referral are set forth in full in the attached Exhibit B. If approved by the voters, the Charter as set forth in Exhibit C will be adopted.
- Section 3. Election Conducted by Mail. The measure election shall be held on Tuesday, May 19, 2026. The precinct for the election shall be all of the territory within the corporate limits of the City of Toledo. As required by ORS 254.465 and ORS 254.470, the measure election will be conducted by mail by the Lincoln County Elections Department, according to the procedures adopted by the Oregon Secretary of State.
- Section 4. Notice of Ballot Title. The City Elections Officer is directed to publish notice of receipt of the ballot title in the Lincoln County Leader or the Oregonian in compliance with ORS 250.275(5).
- Section 5. Ballot Title. Pursuant to ORS 250.285 and ORS 254.095, the Toledo City Council directs the City Elections Officer to file a Notice of City Measure Election in substantially the form of Exhibit D, with the Lincoln County Elections Office, unless, pursuant to a valid ballot title challenge, the Toledo City Council certifies

a different Notice of City Measure Election be filed, such filing shall occur no earlier than the eighth business day after the date on which Exhibit C is filed with the City Elections Officer and not later than May 19, 2026.

- Section 6. Delegation. The Toledo City Council authorizes the City Manager or a designee of the City Manager to act on behalf of the City of Toledo and to take such further action as is necessary to carry out the intent and purposes herein in compliance with the applicable provisions of law.
- Section 7. That this Resolution shall be effective immediately upon passage by the Toledo City Council.

That this resolution is hereby adopted by the Toledo City Council on this 4th day of February, 2026.

APPROVED

ATTEST

Mayor _____

City Recorder Paul Johnson

EXHIBIT A
To Resolution No. 1599

Ballot Title

Caption:

Amends the Charter for the City of Toledo Government

Question:

Shall Toledo amend its City Charter to clarify official roles, correct scrivener's errors, and allow approval of ordinances by title?

Summary:

The City Council for the City of Toledo held a work session on October 22, 2025, relating to the proposed Charter amendments, and engaged in further discussion on December 17, 2025. After these discussions, the City Council determined that amendments to the Charter are appropriate to correct scrivener's errors, clarify the role of certain City officials, and allow ordinances to be approved when read by title. Key proposed changes include:

- Prohibiting the council-appointed offices of city manager, municipal judge, and city attorney from being combined or held by a single person;
- Requiring City Council approval for an interim city manager or city manager *pro tem* to appoint or remove volunteers;
- Clarifying that a city manager *pro tem* need not reside within Lincoln County;
- Allowing ordinances to be approved by title rather than being read in full; and,
- Correcting scrivener's errors including removing the "draft" watermark and capitalizing certain terms consistently throughout the Charter.

EXHIBIT B
To Resolution No. 1599

Charter Amendments

EXHIBIT C
To Resolution No. 1599

Notice of City Measure Election

City Charter – City of Toledo, Oregon

Outline of Charter Chapters

Preamble

Chapter 1 – Name and Boundaries

Chapter 2 – Powers

Chapter 3 – City Council

Chapter 4 – Appointive Officers

Chapter 5 – Personnel

~~PERSONNEL~~

Chapter 6 – Administrative Authority

Chapter 7 – Legislative Authority

Chapter 8 – Quasi-Judicial Authority

Chapter 9 – Elections

Chapter 10 – Miscellaneous Provisions

City Charter – City of Toledo, Oregon

PREAMBLE

The mission of the Toledo City Government is to provide efficient and necessary public service that protect and enhance the quality of life in Toledo, now and in the future, as determined by our citizens, the law and available economic resources.

We, the voters of Toledo, Oregon exercise our power to the fullest extent possible under the Oregon Constitution and laws of the state and enact this Home Rule Charter.

BE IT ENACTED BY THE PEOPLE OF THE CITY OF TOLEDO, OREGON:

CHAPTER I NAME AND BOUNDARIES

1.1. Title of Enactment. This charter may be referred to as the 2024 City of Toledo Charter.

1.2. Name of City. The City of Toledo, Oregon, shall continue as a municipal corporation with the name “City of Toledo.”

1.3. Boundaries. The city includes all territory within its boundaries as they now exist or are legally modified. The city will maintain as a public record an accurate and current description of the boundaries.

CHAPTER II POWERS

2.1. Powers. The city has all powers that the constitutions, statutes, and common law of the United States and Oregon expressly or impliedly grant or allow the city, as fully as though this charter specifically enumerated each of those powers.

2.2. Construction. The charter will be liberally construed so that the city may exercise fully all powers possible under this charter and under United States and Oregon law. The powers of the city under this charter shall be construed liberally in favor of the city, and the specific mention of particular powers in the charter shall not be construed as limiting in any way the general power granted in this article. This Charter’s interpretation shall be examined in its entirety.

2.3. Distribution. The Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to city voters. This charter vests all other city powers in the City Council except as the charter otherwise provides. The City Council has legislative, administrative, and quasi-judicial authority. The City Council exercises legislative authority

by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The City Council may not delegate its authority to adopt ordinances.

2.4 Water System. The Council, by a two-thirds vote of the Council at any regular or adjourned meeting, shall have the power within the limits of the City of Toledo to suppress, restrain, and prohibit any obstruction, pollution, diversion, waste, extravagant use of, waters of Mill Creek, or the Siletz River, within or without the City limits.

CHAPTER III CITY COUNCIL

3.1. General Powers and Duties. All powers of the city shall be vested in the City Council, except as otherwise provided by law or this charter, and the City Council shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the city by law. -

3.2. City Council. The City Council shall be composed of a mayor and six councilors elected from the City at large. City Councilors serving four (4) year terms shall be assigned position numbers one (1), two (2), three (3), four (4), five (5), and six (6). The Mayor position shall not be assigned a position number.

3.3. Councilors. The term of office of each councilor in office when this charter is adopted shall continue until the expiration of the term for which they were elected or appointed.

3.4 Mayor. The mayor is a voting member of the City Council and has no veto authority. The mayor presides over and facilitates City Council meetings, preserves order, enforces City Council rules and determines the order of business under City Council rules.

- a) The mayor recommends the appointment of individuals to City commissions and committees with the consent of the City Council.
- b) The mayor must sign all ordinances, resolutions and other records of City Council decisions.
- c) The mayor serves as the political head of the city government but shall have no administrative duties.

3.5 Council President. At its first meeting after this charter takes effect and thereafter at its first meeting of each odd-numbered year, the council shall elect a president from its membership. In the mayor's absence from a council meeting, the president shall preside. When the mayor is unable to perform the functions of the office, the president shall act as mayor.

3.6 Rules. The City Council must adopt rules to govern its members and proceedings, by resolution. A majority vote of the Council may suspend a governing rule of the Council for Council action.

3.7 Meetings. The City Council must meet at least once a month at a time and place designated by its rules and may meet at other times in accordance with the rules and laws of the state of Oregon.

3.8 Quorum. Except as specifically addressed here and in Section 9.10, a majority of the council members is a quorum to conduct business. In the event of an absence, a smaller number may meet and compel the attendance of absent members as prescribed by council rules. In the event of a vacancy due to resignation or other events, the quorum is reduced accordingly solely for the purpose to make necessary appointment(s) to reach the required quorum as outlined in Section 9.10.

3.9 Vote Required. The express approval of a majority of a quorum of the council is necessary for any council decision, except when this charter requires approval by a majority of the council. The voting requirement to fill council member vacancies, if there is less than a majority of council member remaining, is separate from the quorum requirement required to conduct all remaining city business unless otherwise stated.

3.10 Record. A record of council meetings must be kept in a manner prescribed by the Council rules and the laws of the state of Oregon.

3.11 Compensation; Expenses.

a) Upon passage of this Charter by the electors in the November 2024 general election, all City Council members in office on July 1, 2025 shall receive compensation for City Council meetings when conducting City business or they may elect to waive their compensation. Initial compensation shall be applied as follows:

- 1) The Mayor shall receive \$75 per Council meeting where City business is conducted.
- 2) City Councilors shall receive \$50 per Council meeting where City business is conducted.
- 3) The Council President shall receive \$75 per Council meeting when acting as the presiding officer in the absence of the Mayor.
- 4) When multiple meetings are held in a single day, all members will receive compensation at their respected rate for only one meeting.
- 5) When any member of the Council is absent from a meeting regardless of excused or not, there will be no compensation for that meeting.

b) Subsequent Council compensation rates shall be established by ordinance and may only take effect after every Councilor's current term has expired.

6) Meetings of City-appointed committees, advisory groups, task forces, ad-hoc groups, and situations where any council member acts as a member or liaison (such as on a budget committee or technical advisory committee) are not eligible for compensation.

CHAPTER IV APPOINTIVE OFFICERS

4.1 Appointive Officers.

- a) The city council shall appoint a city manager, a municipal judge and a city attorney.
- b) Additional officers may be appointed if the city council considers necessary, each of whom the city council shall appoint and may remove by majority vote of all members of the city council.
- c) The city council may combine any two or more ~~appointive council-appointed~~ offices, except ~~that~~ the offices of city manager, ~~and~~ municipal judge, ~~and~~ or city attorney ~~may not be combined, and municipal judge. In such combination, the municipal judge shall not be subject in judicial functions to supervision by any other officer.~~
- d) The city council shall supervise all officers appointed by the city council, except as supervision may otherwise be authorized by a majority of all members of city council.
- e) No city council member may directly or indirectly, by suggestion or otherwise, attempt to coerce the manager or a candidate for the office of manager in the appointment or removal of any city employee, or in administrative decisions regarding city property or contracts; or attempt to exact a promise relative to an appointment from any candidate for manager; or discuss directly or indirectly with the manager for the matter of specific appointments to any city office or employment. Violation of this prohibition is grounds for removal from office by a majority of the city council. In city council meetings, councilors may discuss or suggest anything with the manager relating to city business.

4.2 City Manager.

a) The city manager is established as the administrative head of the city government. The city manager is responsible to the mayor and city council for the proper administration of all city business. The city manager will assist the city council in the development of city policies and carry out policies established by ordinances and resolutions. The city manager may be appointed for a definite or an indefinite term and may be removed at any time by a majority of the city council.

b) The ~~c~~City ~~m~~Manager may be appointed or removed by a majority of the city council. The appointment must be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management.

c) The city manager need not be a not be a resident of the ~~c~~City or of the state at the time of appointment and not be required to reside in the city, however must reside within Lincoln County.

d) The city manager must:

1) Attend all city council meetings unless excused therefrom. The ~~c~~City ~~m~~Manager shall have the right to participate in discussions with the ~~c~~City ~~c~~Council, but not the right to vote.

2) Make reports and recommendations to the mayor and city council about the needs of the city;

3) Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits and other city decisions;

4) Appoint, supervise, and remove city employees;

5) Direct and supervise the administration of all departments, offices and agencies of the ~~c~~City, except as otherwise provided by this Charter. Supervise the departments to the end of obtaining the utmost efficiency in each of them, but shall have no control over the judicial activities of the ~~m~~Municipal judge.

6) Prepare and administer the annual city budget;

7) Administer city utilities and property;

8) Encourage and support regional and intergovernmental cooperation;

9) Promote cooperation among the city council, staff and citizens in developing city policies and building a sense of community;

10) Perform other duties as directed by the city council; and

11) Delegate duties but remain responsible for actions of all subordinates;

e) The city manager shall sign and see that provisions of all franchises, contracts, leases and permits and privileges granted by the city are fully enforced and observed;

f) The city manager has no authority over the city council, the city attorney or over the judicial functions of the municipal judge.

g) When the city manager is temporarily disabled from acting as manager or when the office of the city manager becomes vacant, the city council may appoint a city manager pro tem. The city manager pro tem has the authority and duties of city manager, except that a city manager pro tem may appoint or remove employees or volunteers only with council approval, and a city manager pro tem need not reside within Lincoln County.-

4.3 City Attorney. The city attorney shall be the chief legal officer of the city, be legal advisor to the city council, city manager, all departments, and other instrumentalities of the city government. The city attorney shall be appointed or removed by a majority vote of the City Council. The city attorney shall attend all city council meetings unless excused therefrom.

4.4 Municipal Court and Municipal Judge.

a) A majority of the council may appoint and remove a municipal judge. A municipal judge will hold court in such place as the council directs. The court will be known as the Municipal Court.

b) All proceedings of this court will conform to state laws governing justices of the peace and justice courts.

c) All areas within the city and areas outside the city as permitted by state law are within the territorial jurisdiction of the court.

d) The municipal court has jurisdiction over every offense created by city ordinance. The court may enforce forfeitures and other penalties created by such ordinances. The court also has jurisdiction under state law unless limited by city ordinance.

e) The municipal judge may:

- 1) Render judgments and impose sanctions on persons and property;
 - 2) Order the arrest of anyone accused of an offense against the city;
 - 3) Commit to jail or admit to bail anyone accused of a city offense;
 - 4) Issue and compel obedience to subpoenas;
 - 5) Compel witnesses to appear and testify and jurors to serve for trials before the court;
 - 6) Penalize contempt of court;
 - 7) Issue processes necessary to enforce judgments and orders of the court;
 - 8) Issue search warrants; and
 - 9) Perform other judicial and quasi-judicial functions assigned by ordinance.
- f) The council may appoint and may remove municipal judges pro tem, or may authorize the municipal judge to appoint and remove municipal judges pro tem for terms of office set by the judge or the council.
- g) The council may transfer some or all of the functions of the municipal court to an appropriate state court.

CHAPTER V PERSONNEL

5.1 Compensation. The city council must authorize the compensation of appointive city officers and employees as part of its approval of the annual city budget.

5.2 Employee Responsibilities. Subject to city council approval, the city manager shall prescribe rules and procedures governing recruitment, selection, promotion, transfer, demotion, suspension, lay-off and dismissal of city employees on the basis of merit and fitness. Contrary provisions of contracts or collective bargaining agreements entered into by the City and applicable employees shall prevail over rules or procedures promulgated under authority of this section.

5.3 Employee Political Rights. The city council, by ordinance, may affirm the rights of city employees to participate in political activities within the scope of state and federal law.

CHAPTER VI

ADMINISTRATIVE AUTHORITY

6.1 Resolutions. The council will normally exercise its administrative authority by approving resolutions. The approving clause for resolutions shall state “Now, Therefore, The City of Toledo resolves as follows:”

6.2 Resolution Approval.

- a) Approval of a resolution or any other city council administrative decision requires approval by the council at one meeting.
- b) Substantive amendments to a resolution must be accepted by a vote of the city council prior to adoption.
- c) After approval of a resolution or other administrative decision, the vote of each city council member must be entered into the city council minutes.
- d) After approval of a resolution, the mayor and the city recorder must endorse it with their signature and the date of adoption.

6.3 Effective Date of Resolutions. Resolutions take effect on the date of approval or on a date as provided in the resolution.

CHAPTER VII

LEGISLATIVE AUTHORITY

7.1 Adoption of Ordinances. The city council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances shall state “Now Therefore, The City of Toledo ordains as follows:”

7.2 Mode of Adoption.

- a) Except as authorized by subsection (b), ~~before~~ adoption ~~of~~ an ordinance ~~shall be read in full and require~~ requires approval by a majority of the city council at two meetings.
- b) The city council may adopt an ordinance at a single meeting, unless that ordinance is setting council compensation, by the unanimous approval of the council members present, provided the proposed ordinance is available in writing to the public at least one week before the meeting.
- c) Any substantive amendment to a proposed ordinance must be accepted by a vote of the city council prior to adoption and made available in writing to the public before

the city council adopts the ordinance at that meeting.

d) After the adoption of an ordinance, the vote of each city council member must be entered into the city council minutes.

e) After adoption of an ordinance, the mayor and the city recorder must endorse it with their signature and the date of adoption.

7.3 Effective Date of Ordinances. Ordinances shall take effect thirty days after adoption or on a later day as provided in the ordinance. An ordinance may take effect as soon as adopted or other date less than thirty days after adoption if it contains an emergency clause.

CHAPTER VIII QUASI-JUDICIAL AUTHORITY

8.1 Orders. The city council will normally exercise its quasi-judicial authority by approving orders. The approving clause for orders shall state “Now, Therefore, The City of Toledo orders as follows:”

8.2 Order Approval.

a) Approval of an order or any other city council quasi-judicial decision requires approval by the city council at one meeting.

b) Any substantive amendment to an order must be read aloud or made available in writing to the public at the meeting before the city council adopts the order.

c) After approval of an order or other city council quasi-judicial decision, the vote of each city council member must be entered in the council minutes.

d) After approval of an order, the mayor must endorse it with their signature and the date of adoption.

8.3 Effective Date of Orders. Orders and other quasi-judicial decisions take effect on the date of final approval, or on a later day as provided in the order.

CHAPTER IX ELECTIONS

9.1 City Elections. City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for city offices must be nonpartisan.

9.2 Tie Votes. In the event of a tie vote for candidates for an elective office, the successful candidate shall be determined by a public drawing of lots in a manner prescribed by the city council.

9.3 City Councilors. A Councilor shall serve terms of four years. The term of a city councilor in office when this charter is adopted is the term for which the city councilor is elected at the time of adoption.

a) All Councilors elected from the November 2024 general election shall fill the positions of one (1), three (3), and five (5) as assigned by the Mayor.

b) Positions two (2), four (4), and six (6) will be filled during the November 2026 general election.

c) All positions, while numbered, are at large positions and applicants shall file for the position in which they wish to run.

9.4 Mayor. A Mayor shall serve a term of two years. The term of the mayor in office when this charter is adopted shall continue until the expiration of the term for which they were elected or appointed.

9.5 Qualifications.

a) The mayor and each city councilor must be a qualified elector under state law and reside within the city for at least one year prior to taking office or for one year before any appointed office.

b) No person may be a candidate at a single election for more than one city office.

c) Neither the mayor nor a city councilor may be employed by the city.

d) Except when a state trial court has jurisdiction over the matter, the council is the final judge of the election and qualifications of its members.

9.6 Terms. The term of a city councilor elected at a general election begins at the first city council meeting of the year immediately after the election and continues until the successor qualifies and assumes the office.

9.7 Oath. Before entering upon the duties of office, the mayor and each city councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon and the Toledo Municipal Code.

9.8 Vacancies. Vacancies. The mayor or a city council office becomes vacant:

a) Upon the incumbent's:

- 1) Death;
- 2) Adjudicated incompetence; or
- 3) Recall from the office.

b) Upon declaration by the city council after the incumbent's:

- 1) Failure to qualify for the office within 10 days of the time the term of office is to begin;
- 2) Absence from the city for 30 days without council consent, or fails to attend three consecutive regular meetings of the council without being excused by the council.
- 3) Ceasing to reside in the city;
- 4) Ceasing to be a qualified elector under state law;
- 5) Conviction of a misdemeanor or felony crime;
- 6) Resignation from the office; or
- 7) Removal.

9.9 Judge of Qualifications. The city council shall be the judge of the election and qualifications of its members, and of the grounds for forfeiture of their office. In order to exercise these powers, the city council shall have power to subpoena witnesses, administer oaths and require the production of evidence. A member charged with conduct constituting grounds for forfeiture of office shall be entitled to a public hearing on demand and notice of such hearing shall be published in one or more newspapers of general circulation in the city at least one week in advance of the hearing.

9.10 Filling Vacancies. A city councilor vacancy shall be filled by appointment by a majority of the remaining city council members.

- a) Notwithstanding the quorum requirement set forth in Section 3.8, if at any time city council membership is reduced to less than four (4), the remaining member/s may, by majority action, appoint additional members to raise the membership to four (4).

- 1) The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office.

9.11 Filling a Mayoral Vacancy. The Council President shall serve as mayor pro-tem until the Council can convene and elect a Mayor from seated Council members. That Councilor shall serve as Mayor for the unexpired term of the vacated mayor position.

CHAPTER X MISCELLANEOUS PROVISIONS

10.1. Ordinance Continuation. All ordinances consistent with this charter in force when it takes effect remain in effect until amended or repealed.

10.2. Pending Matters. All rights, claims, causes of actions, duties, contracts, and legal administrative proceedings that exist when this Charter takes effect continue and are unimpaired by this Charter, except as modified pursuant to the provisions of this Charter, and in each case will be maintained, carried on, or dealt with by the City department, office, or agency appropriate under this Charter.

10.3. Repeal. All charter provisions adopted before this charter takes effect are repealed.

10.4. Severability. The terms of this charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter.

10.5. Time of Effect. This Charter takes effect 30 days after the day on which it is approved by a majority of voters, and except as otherwise provided is operative July 1, 2025. The City may take any action before this Charter's operative date that is necessary to enable the City on or after the operative date to exercise all duties, functions, and powers conferred on the City by this Charter.

10.6. Saving Clause. All Charter provisions adopted before this Charter takes effect continue in force and effect until repealed.

10.7. Number and Captions. As used herein, the singular shall include the plural, and the plural the singular. All captions used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of this charter.

10.8. Amendments and Revisions. No amendment, revision or repeal of this Charter may take effect unless approved by City voters. Either the council by a majority vote or City voters by an initiative petition may refer an amendment of this Charter to the City voters. Only the council, by a majority vote, may refer a revision or repeal of this Charter to the City voters.

- a) Any amendment, replacement or repeal of this charter must be approved by a majority of city electors.

10.9. Charter Review. This Charter shall be reviewed every ten years by a committee consisting of at least the Mayor, two (2) Councilors, and three (3) community members.

City Charter – City of Toledo, Oregon

Outline of Charter Chapters

Preamble

Chapter 1 – Name and Boundaries

Chapter 2 – Powers

Chapter 3 – City Council

Chapter 4 – Appointive Officers

Chapter 5 – Personnel

Chapter 6 – Administrative Authority

Chapter 7 – Legislative Authority

Chapter 8 – Quasi-Judicial Authority

Chapter 9 – Elections

Chapter 10 – Miscellaneous Provisions

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1) Render judgments and impose sanctions on persons and property;

- 2) Order the arrest of anyone accused of an offense against the city;
 - 3) Commit to jail or admit to bail anyone accused of a city offense;
 - 4) Issue and compel obedience to subpoenas;
 - 5) Compel witnesses to appear and testify and jurors to serve for trials before the court;
 - 6) Penalize contempt of court;
 - 7) Issue processes necessary to enforce judgments and orders of the court;
 - 8) Issue search warrants; and,
 - 9) Perform other judicial and quasi-judicial functions assigned by ordinance.
- f) The council may appoint and may remove municipal judges pro tem, or may authorize the municipal judge to appoint and remove municipal judges pro tem for terms of office set by the judge or the council.
- g) The council may transfer some or all of the functions of the municipal court to an appropriate state court.

CHAPTER V PERSONNEL

5.1 Compensation. The city council must authorize the compensation of appointive city officers and employees as part of its approval of the annual city budget.

5.2 Employee Responsibilities. Subject to city council approval, the city manager shall prescribe rules and procedures governing recruitment, selection, promotion, transfer, demotion, suspension, lay-off and dismissal of city employees on the basis of merit and fitness. Contrary provisions of contracts or collective bargaining agreements entered into by the City and applicable employees shall prevail over rules or procedures promulgated under authority of this section.

5.3 Employee Political Rights. The city council, by ordinance, may affirm the rights of city employees to participate in political activities within the scope of state and federal law.

CHAPTER VI

ADMINISTRATIVE AUTHORITY

6.1 Resolutions. The council will normally exercise its administrative authority by approving resolutions. The approving clause for resolutions shall state “Now, Therefore, The City of Toledo resolves as follows:”

6.2 Resolution Approval.

- a) Approval of a resolution or any other city council administrative decision requires approval by the council at one meeting.
- b) Substantive amendments to a resolution must be accepted by a vote of the city council prior to adoption.
- c) After approval of a resolution or other administrative decision, the vote of each city council member must be entered into the city council minutes.
- d) After approval of a resolution, the mayor and the city recorder must endorse it with their signature and the date of adoption.

6.3 Effective Date of Resolutions. Resolutions take effect on the date of approval or on a date as provided in the resolution.

CHAPTER VII LEGISLATIVE AUTHORITY

7.1 Adoption of Ordinances. The city council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances shall state “Now Therefore, The City of Toledo ordains as follows:”

7.2 Mode of Adoption.

- a) Except as authorized by subsection (b), adoption of an ordinance requires approval by a majority of the city council at two meetings.
- b) The city council may adopt an ordinance at a single meeting, unless that ordinance is setting council compensation, by the unanimous approval of the council members present, provided the proposed ordinance is available in writing to the public at least one week before the meeting.
- c) Any substantive amendment to a proposed ordinance must be accepted by a vote of the city council prior to adoption and made available in writing to the public before the city council adopts the ordinance at that meeting.
- d) After the adoption of an ordinance, the vote of each city council member must be

entered into the city council minutes.

e) After adoption of an ordinance, the mayor and the city recorder must endorse it with their signature and the date of adoption.

7.3 Effective Date of Ordinances. Ordinances shall take effect thirty days after adoption or on a later day as provided in the ordinance. An ordinance may take effect as soon as adopted or other date less than thirty days after adoption if it contains an emergency clause.

CHAPTER VIII QUASI-JUDICIAL AUTHORITY

8.1 Orders. The city council will normally exercise its quasi-judicial authority by approving orders. The approving clause for orders shall state “Now, Therefore, The City of Toledo orders as follows:”

8.2 Order Approval.

a) Approval of an order or any other city council quasi-judicial decision requires approval by the city council at one meeting.

b) Any substantive amendment to an order must be read aloud or made available in writing to the public at the meeting before the city council adopts the order.

c) After approval of an order or other city council quasi-judicial decision, the vote of each city council member must be entered in the council minutes.

d) After approval of an order, the mayor must endorse it with their signature and the date of adoption.

8.3 Effective Date of Orders. Orders and other quasi-judicial decisions take effect on the date of final approval, or on a later day as provided in the order.

CHAPTER IX ELECTIONS

9.1 City Elections. City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for city offices must be nonpartisan.

9.2 Tie Votes. In the event of a tie vote for candidates for an elective office, the successful candidate shall be determined by a public drawing of lots in a manner prescribed by the city council.

9.3 City Councilors. A Councilor shall serve terms of four years. The term of a city councilor

in office when this charter is adopted is the term for which the city councilor is elected at the time of adoption.

a) All Councilors elected from the November 2024 general election shall fill the positions of one (1), three (3), and five (5) as assigned by the Mayor.

b) Positions two (2), four (4), and six (6) will be filled during the November 2026 general election.

c) All positions, while numbered, are at large positions and applicants shall file for the position in which they wish to run.

9.4 Mayor. A Mayor shall serve a term of two years. The term of the mayor in office when this charter is adopted shall continue until the expiration of the term for which they were elected or appointed.

9.5 Qualifications.

a) The mayor and each city councilor must be a qualified elector under state law and reside within the city for at least one year prior to taking office or for one year before any appointed office.

b) No person may be a candidate at a single election for more than one city office.

c) Neither the mayor nor a city councilor may be employed by the city.

d) Except when a state trial court has jurisdiction over the matter, the council is the final judge of the election and qualifications of its members.

9.6 Terms. The term of a city councilor elected at a general election begins at the first city council meeting of the year immediately after the election and continues until the successor qualifies and assumes the office.

9.7 Oath. Before entering upon the duties of office, the mayor and each city councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon and the Toledo Municipal Code.

9.8 Vacancies. Vacancies. The mayor or a city council office becomes vacant:

a) Upon the incumbent's:

1) Death;

2) Adjudicated incompetence; or

3) Recall from the office.

b) Upon declaration by the city council after the incumbent's:

1) Failure to qualify for the office within 10 days of the time the term of office is to begin;

2) Absence from the city for 30 days without council consent, or fails to attend three consecutive regular meetings of the council without being excused by the council.

3) Ceasing to reside in the city;

4) Ceasing to be a qualified elector under state law;

5) Conviction of a misdemeanor or felony crime;

6) Resignation from the office; or

7) Removal.

9.9 Judge of Qualifications. The city council shall be the judge of the election and qualifications of its members, and of the grounds for forfeiture of their office. In order to exercise these powers, the city council shall have power to subpoena witnesses, administer oaths and require the production of evidence. A member charged with conduct constituting grounds for forfeiture of office shall be entitled to a public hearing on demand and notice of such hearing shall be published in one or more newspapers of general circulation in the city at least one week in advance of the hearing.

9.10 Filling Vacancies. A city councilor vacancy shall be filled by appointment by a majority of the remaining city council members.

a) Notwithstanding the quorum requirement set forth in Section 3.8, if at any time city council membership is reduced to less than four (4), the remaining member/s may, by majority action, appoint additional members to raise the membership to four (4).

1) The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office.

9.11 Filling a Mayoral Vacancy. The Council President shall serve as mayor pro-tem until the Council can convene and elect a Mayor from seated Council members. That Councilor shall serve as Mayor for the unexpired term of the vacated mayor position.

CHAPTER X MISCELLANEOUS PROVISIONS

10.1. Ordinance Continuation. All ordinances consistent with this charter in force when it takes effect remain in effect until amended or repealed.

10.2. Pending Matters. All rights, claims, causes of actions, duties, contracts, and legal administrative proceedings that exist when this Charter takes effect continue and are unimpaired by this Charter, except as modified pursuant to the provisions of this Charter, and in each case will be maintained, carried on, or dealt with by the City department, office, or agency appropriate under this Charter.

10.3. Repeal. All charter provisions adopted before this charter takes effect are repealed.

10.4. Severability. The terms of this charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter.

10.5. Time of Effect. This Charter takes effect 30 days after the day on which it is approved by a majority of voters, and except as otherwise provided is operative July 1, 2025. The City may take any action before this Charter's operative date that is necessary to enable the City on or after the operative date to exercise all duties, functions, and powers conferred on the City by this Charter.

10.6. Saving Clause. All Charter provisions adopted before this Charter takes effect continue in force and effect until repealed.

10.7. Number and Captions. As used herein, the singular shall include the plural, and the plural the singular. All captions used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of this charter.

10.8. Amendments and Revisions. No amendment, revision or repeal of this Charter may take effect unless approved by City voters. Either the council by a majority vote or City voters by an initiative petition may refer an amendment of this Charter to the City voters. Only the council, by a majority vote, may refer a revision or repeal of this Charter to the City voters.

a) Any amendment, replacement or repeal of this charter must be approved by a majority of city electors.

10.9. Charter Review. This Charter shall be reviewed every ten years by a committee consisting of at least the Mayor, two (2) Councilors, and three (3) community members.



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
6. Encourage economic development by developing barrier reducing policies and plans to attract business investments, obtaining grants for commercial rehabilitation, and to support housing development.	February 4, 2026	Approve Resolution No. 1595, authorizing Interfund Transfers to repay the System Development Charges Fund for exempted SDCs related to the Olalla Meadows Project
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Manager Rich Huebner	City Manager Rich Huebner	City Manager Rich Huebner

Recommendation:

Motion to approve Resolution No. 1595, Authorizing Interfund Transfers to Repay the System Development Charges (SDC) Fund for Exempted SDCs Related to the Olalla Meadows Project

Background:

Under Ordinance No. 1423, as codified in the Toledo Municipal Code (TMC) Chapter 13.44, the City Council may authorize exemptions to system development charges (SDCs) on newly constructed multifamily residential structures that contain designated affordable residential units. At its regular meeting on August 20, 2025, the Toledo City Council approved an SDC waiver requested by Northwest Coastal Housing (NWCH) for its Olalla Meadows project located at 1585 SE Sturdevant Road. The total of waived SDCs for the project is \$258,084.03; NWCH has agreed to pay the inspection and installation fees of \$26,388.93. The project's Building and Utility Service Fees worksheet is attached for reference.

The City Council intends and desires for its SDC Fund to be made whole, and has identified is City Council Strategic Reserve Fund to repay the monies that would have been deposited in the SDC Fund but for the exemption referenced above. Council action is needed to formally authorize the Interfund Transfers through which will the SDC Fund will be made whole. Resolution No. 1595 authorizes said Interfund Transfers, establishes a five-year repayment timeline, and establishes the execution date of the Regulatory Agreement with Northwest Coastal Housing as the date at which interested shall be charged against the outstanding balance.

Fiscal Impact:	Fiscal Year:	GL Number:
\$258,084.03	2025-2026 and ongoing	N/A

Attachment:

1. Resolution No. 1595
2. Olalla Meadows Housing Project Building and Utility Service Fees Worksheet

**CITY OF TOLEDO
RESOLUTION NO. 1595**

**A RESOLUTION OF THE TOLEDO CITY COUNCIL AUTHORIZING INTERFUND
TRANSFERS TO REPAY THE SYSTEM DEVELOPMENT CHARGES (SDC) FUND
FOR EXEMPTED SDCs RELATED TO OLALLA MEADOWS PROJECT**

WHEREAS, the Toledo City Council has approved a System Development Charge (“SDC”) Exemption in the amount of \$258,084.03 for the Olalla Meadows development by Northwest Coastal Housing, an Oregon nonprofit organization; and

WHEREAS, the City Council intends and desires for its SDC Fund to be made whole; and

WHEREAS, the City Council desires to use its City Council Strategic Reserve Fund to repay the monies that would have been deposited in the SDC Fund had the Council not issued the Exemption;

WHEREAS, interfund transfers are permitted under ORS 294.463.

NOW, THEREFORE, THE CITY OF TOLEDO RESOLVES AS FOLLOWS:

- Section 1. The City Council approves a repayment plan of annual inter-fund transfers from the City Council Strategic Reserve Fund to the SDC Fund, in the principal amount of \$258,084.03 (the “Repayment Plan”).
- Section 2. Annual payments of principal and interest under the Repayment Plan shall occur once per year on July 1, beginning on July 1, 2026. Interest expense shall be charged on the outstanding balance at a rate of 4.6%, accruing from the date of Execution of a Regulatory Agreement between the City of Toledo and Northwest Coastal Housing.
- Section 3. This Repayment Plan shall be budgeted for and paid in full over a term not to exceed five years, ending in 2031.

That this resolution is hereby adopted by the Toledo City Council on this ___ day of _____, 2026.

APPROVED

ATTEST

Mayor _____

City Recorder Paul Johnson



City of Toledo Review No. _____

**CITY OF TOLEDO
BUILDING AND UTILITY SERVICE FEES**

DATE 7/24/2025

APPLICANT Northwest Coastal Housing
MAILING ADDRESS PO Box 1457
Newport, OR 97365

PHONE 541-574-0320

PROPERTY ADDRESS 1585 SE Surdevant Road, Toledo OR 97:
ASSESSOR'S MAP NO. 11-10-17

TAX LOT NO. 800 Parcel 1

OFFICE USE ONLY				
TYPE OF FEE	FEE ASSESSED	FEE PAID	DATE PAID	CODE
SDC Water Fee	132,750.00			060-000-405000
SDC Sewer Fee	87,210.00			060-000-405025
SDC Stormwater Fee	11,813.13			060-000-405050
SDC Transportation Fee	26,310.90			060-000-405075
Sewer Connection Fee	401.70			013-000-404500
Public Works Inspection Fee	495.00			013-000-402720
Water Meter Installation Deposit ¹	meter dep 13,837.24 fire line install 11,654.99			012-000-403800
TOTALS:	284,472.96			

Total SDCs for water/sewer/storm/transportation = \$258,084.03
Inspection and installation fees = \$26,388.93

¹ The Water Meter Installation Deposit shall be applied to the actual cost of water meter hook-up. The actual cost of hook-up may be greater or less depending on field conditions. Full payment of the difference will be required prior to water being turned on. In the event of over-payment, refunds will be paid to the applicant consistent with City of Toledo Ordinances and Resolutions.

*****OFFICE USE ONLY*****

FEE ESTIMATE (valid through June 30, 2025)	
<i>Example for one Equivalent Dwelling Unit (EDU) based on a single-family residence with a 5/8" water meter. Calculations for illustration purposes only. Each application is individually reviewed based on use, water meter size, and site development.</i>	
<i>SDC Water Fee</i>	<i>\$5,900.00</i>
<i>SDC Sewer Fee</i>	<i>\$3,876.00</i>
<i>SDC Stormwater Fee</i>	<i>\$1,266.00</i>
<i>SDC Transportation Fee</i>	<i>\$1,309.00</i>
<i>Sewer Connection Fee</i>	<i>\$133.90</i>
<i>Public Works Inspection Fee</i>	<i>\$165.00</i>
<i>Water Meter Installation Deposit</i>	<i>\$1,500.00</i>
ESTIMATE TOTAL:	\$14,149.90

Type of Development:

☐ Residential

☐ Single Family

☐ Multi-Family (number of units _____)

□ Commercial

Proposed Use of Building_____

☐ **Industrial**

Proposed Use of Building_____

Meter Size: _____

ITE Trip Category:_____

Building Size: _____ Square Feet

Impervious Surface Area:_____ Square Feet

EDU ASSIGNMENTS:

WATER

WASTEWATER

STORMWATER

TRANSPORTATION_____

Comments: _____

City of Toledo – future agenda items list 2026

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

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

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

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

Goal #	February 18, 2026 Regular Meeting	Staff Lead
	Art Toledo	
	SE 7 th Place Street Synopsis	

Goal #	February 25, 2026 Work Session	Staff Lead
	University of Oregon's Sustainable City Year Program (SCYP)	AK/RH

City of Toledo Issue Tracker

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

City of Toledo Issue Tracker

[illegible]