

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



TOLEDO CITY COUNCIL
Regular City Council Meeting
February 4, 2026

1. Call to Order

- a. Mayor Pro-Tem Tracy Mix called the meeting to order at 6:02 p.m.; also via Zoom in Toledo, Oregon and lead the Pledge of Allegiance.

2. Roll Call

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

Council Member	Present	Absent	Via Zoom
Mayor 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, Human Resource Director Shawna Gribskov, Public Works Director Brian Lorimor, Toledo Chief of Police Michael Pace, Wendy Pickell, Detective Shinholster, Officer Wallace, Officer Gaughan, and City Recorder Paul Johnson

3. Visitors/Public Comment

- a. Brett James had signed up for public comment, but indicated he would defer his comments to the next meeting.

4. Consent Agenda

- a. Motion to approve the consent agenda as presented.

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			

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

- a. Meritorious Award Ceremony, presented by Detective Shinholster.
 - i. Detective Shinholster presented a meritorious award to a young citizen named Mason for his courage in calling 911 during an altercation on 10th Street on January 4th. Mason was commended for looking out for his community and was presented with a Toledo Police Department Patch, a city challenge coin, and a police department challenge coin that read "Do the right thing when no one is watching what you do."
- b. Swearing in of Toledo Police Officer Orrin Wallace.
 - i. Officer Wallace was sworn in with his family present, including his wife and children Bailey and Natalie. Chief Pace conducted the ceremony, explaining the significance of the badge as a shield representing protection and guardianship for all citizens. The badge was pinned on Officer Wallace by his daughter Bailey, symbolizing family support. Officer Wallace then took his oath of office and signed the official documentation.

6. Discussion and Information Items

- a. Mayor Pro Tem Mix briefly addressed the need to formalize a decision regarding public comment on decision items. After a brief discussion, the council agreed that public comment would occur before council discussion on decision items.

7. Decision Items

- a. Election of new Mayor.
 - i. City Manager Huebner explained that according to Toledo City Charter Chapter 9, Section 9.11, in the event of a vacancy in the office of mayor, the council must select from amongst its membership someone to serve out the remainder of the term. This was necessary following former Mayor Rod Cross's resignation.
 - ii. During public comment, Jonathan Mix, husband of Mayor Pro Tem Tracy Mix, expressed concern about his wife potentially taking on the role due to her existing responsibilities as a mother, wife, and self-employed person. However, he acknowledged she would be a good choice due to her intelligence and capabilities. Another citizen, Stu Strom from Toledo, spoke in support of Tracy Mix, noting her dedication to the city and her fair approach to governance.
 - iii. Mayor Pro Tem Mix indicated she had considered the role carefully and believed she could do it but would need to lean on council more than the previous mayor had. She noted that the mayor in Toledo's form of government should not have more power than other councilors and suggested it might be time to "equalize that a little bit."
 - iv. Councilor Keating expressed strong support for Mayor Pro Tem Mix, highlighting her leadership growth over the past year and her completion of a leadership program with the League of Oregon Cities. He pledged his support and suggested that council members could help share the workload by dividing up projects and responsibilities. Other councilors similarly expressed their support.

- v. **Motion** to appoint Tracy Mix to fill the remainder of the Mayoral term.

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

- b. Election of Council President.

- i. City Manager Huebner explained that with Mayor Mix's selection as the new mayor, a new council president was needed.
- ii. During public comment, a citizen, Stu Strom from Toledo, suggested that either of the "Jackies" (referring to Councilors Burns and Kauffman) would fill the role well.
- iii. **Motion** to elect Councilor Frank Silvia as council president.

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

- c. Appointment of a new member of the Budget Committee

- i. City Manager Huebner presented Stephanie Smith's application for one of two midterm vacancies on the Budget Committee. Ms. Smith has lived in Toledo for 26 years, works in the banking industry as a mortgage loan officer, and has experience with finances and budgeting. She is an active community volunteer.
- ii. A resident asked about the requirements for serving on the Budget Committee. It was clarified that applicants must live within city limits for at least six months, with no other specific qualifications required.
- iii. **Motion** to appoint Stephanie Smith to the Budget Committee to a mid-term vacancy which will expire December 31, 2026.

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

- d. Appointment of a new member of the Budget Committee
- City Manager Huebner presented Dakota McKnight-Todd's application for the second budget committee vacancy. Dakota has lived in Toledo for 9 years and is the owner of McKnight Todd Bookkeeping LLC with experience as a bookkeeper and preparer of financial statements for multiple corporations and nonprofit agencies.
 - Councilor Silvia expressed appreciation for Dakota's statement about wanting to help shape the future of the community they're raising their daughter in.
 - Motion** to appoint Dakota McKnight-Todd to the Budget Committee to a mid-term vacancy which will expire December 31, 2027.

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

- e. Approve Second Reading of and Adopt Ordinance No. 1434, amending Toledo Municipal Code (TMC) Chapter 13.44 – Affordable Housing.
- City Manager Huebner explained that this was the second reading of Ordinance 1434, which updates the Toledo Municipal Code regarding affordable housing. The ordinance corrects scrivener's errors and incorporates minimal clarifications related to eligibility criteria for system development charge waivers. The updates better align the municipal code with the intent of Ordinance 1423, which enabled the city to consider requests for SDC waivers.
 - When asked by a citizen about how this would affect city water and why the waivers were implemented, Mayor Mix explained that the SDC waivers are a tool to help bring affordable housing to the area. Contractors don't have to pay these fees upfront, which allows them to proceed with building. If the property maintains its designated use for 30 years, the city pays the SDC fund from the city council discretionary fund. If the usage

- changes, the contractor must repay the fees.
- iii. City Manager Huebner added that the city has water rights for up to 2 million gallons per day but currently only pumps about 750,000 gallons daily, so there is ample capacity to meet increased demand from new housing.
 - iv. Councilor Keating emphasized that a core provision of the SDC waiver is for affordable housing, recognizing the housing crisis in the community and limitations on developers being able to create affordable housing.
 - v. **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.”

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

- f. Resolution No. 1599, approving the referral of an update of the City Charter to the electors of the City of Toledo.
 - i. City Manager Huebner noted that agenda items 7f and 7g were swapped in order of consideration. He explained that the charter amendments being proposed were primarily clarifications and updates, not substantive changes. These include correcting scrivener's errors, removing draft watermarks, making capitalizations consistent, clarifying that interim or pro tem city managers cannot terminate volunteers without council approval, clarifying that city manager pro tems need not reside in Lincoln County, allowing ordinances to be approved by title rather than being read in full, and clarifying that the city manager, municipal judge, and city attorney roles cannot overlap.
 - ii. City Attorney Souvanny Miller suggested amendments to Section 5 of the resolution to remove a reference to a non-existent exhibit and clarify filing requirements.
 - iii. Councilor Keating asked for clarification about volunteers being treated as employees under state law. City Attorney Miller confirmed that the charter would still protect volunteers even if state law were to change in the future, as the charter can be more restrictive than state law but not less. She also confirmed that the amendment makes volunteers equal with employees regarding the restrictions on pro tem city managers' authority to appoint or remove them without council approval.

- iv. Council President Silvia noted that what initiated the charter review was the issue of interim city managers not living in the county, but in reviewing the charter, they found many other items that needed correction.
- v. **Motion** to approve Resolution No. 1599 with the amended Section 5 as read by the City Attorney, a resolution of the city council of the city of Toledo, Oregon, approving the referral of an update to the city charter to the electors of the city of Toledo at the May 19, 2026 special election

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

- g. Approve Resolution No. 1595, authorizing Interfund Transfers to repay the System Development Charges Fund for exempted SDCs related to the Olalla Meadows Project.
 - i. City Manager Huebner presented Resolution 1595 related to interfund transfers to repay the SDC fund for waived SDCs for the Olalla Meadows project. He clarified a discrepancy from the previous meeting, explaining that the correct amount is \$258,084.03 for SDCs. An additional \$26,388.93 for inspection and installation fees will be paid by Northwest Coastal Housing as agreed upon at a previous meeting. The resolution included a 5-year repayment term with a 4.6% interest rate.
 - ii. During public comment, an online participant expressed concern about placing affordable housing near a pipe and questioned whether this was being done to fund infrastructure improvements.
 - iii. Council President Silvia asked why the city was repaying its own account with interest. City Manager Huebner explained that state law requires the city to account for SDCs, so if fees are waived, the city must credit the SDC fund. Finance Director Judy Richter added that local budget law requires payment of interest on interfund loans, and Attorney Miller noted that interest ensures the fund is made whole as if the SDCs had been paid upfront.
 - iv. City Manager Huebner and Public Works Director Brian Lorimor explained that SDC funds are used for infrastructure improvements necessitated by new development. Council President Silvia emphasized that the money comes from the City Council Strategic Reserve Fund, not directly from taxpayers. Finance Director Richter noted that a large portion of the Strategic Reserve Fund comes from Georgia Pacific through an agreement.
 - v. Councilor Chambers clarified that cities are not required to have SDCs, though they must apply them evenly if they do have them. He suggested

this could be a topic for discussion at a future council retreat.

- vi. **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.

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

8. Reports and Comments

- a. City Manager Huebner reported that striping work on Northwest Highway 20 would begin the following morning. He also acknowledged the Public Works crew's quick response to recent water main breaks on Main Street and related to the Sturdevant Road project.
- b. Councilor Keating asked about progress on the TextMyGov contract. City Manager Huebner reported that the contract had been signed, with implementation expected by March 31 or sooner. He confirmed that they would use an opt-in model for the service, with an initial message to all residents inviting them to participate.
- c. City Manager Huebner announced that the council retreat scheduled for Saturday would be held in the council chambers instead of the fire station meeting room due to a double booking.

9. City Council Issue Tracker

- a. City Manager Huebner noted that the issue tracker was included in the packet. Council President Silvia suggested a cleanup of the tracker, as several items should be marked as completed or had incorrect dates. City Manager Huebner agreed to update the tracker before the Saturday retreat.

10. Council Comments

- a. The council discussed the process for filling the now-vacant council position created by Mayor Mix's election. They agreed to use the same process recently used to appoint Councilor Chambers.
- b. Council President Silvia reported on planning for a domestic violence vigil in December. He mentioned that Mayor Mix had suggested holding a contest for local school children to create artwork for flyers, and City Manager Huebner had proposed naming the event after Tasha Rodriguez, whose homicide had prompted the initial vigil. Silvia had reached out to Rodriguez's family, who were appreciative of the city's consideration.
- c. Council President Silvia also announced upcoming events at the high school, including a hall of fame induction ceremony for coaches during Friday's basketball games and a wrestling tournament on Saturday.

- d. Councilor Chambers provided additional information about the hall of fame inductees: Dale Hargett (track and swimming coach), Jess Wilson (basketball coach), and Dick Newberry (middle school coach).

11. Mayor's Comments

- a. Mayor Mix thanked the council for their support and addressed her husband's earlier comments, explaining that he had seen her through serious health challenges and had legitimate concerns about her well-being. She emphasized that she valued his support and the support of the entire council, stating that she had no intention of leading alone.

12. Future Agenda Items

- a. Councilor Keating confirmed that next week's meeting would be a joint session with the Planning Commission at 6:00 PM. He also inquired about the University of Oregon Sustainable City Year Program discussion scheduled for February 25. City Manager Huebner clarified that while the topic could be discussed at the upcoming retreat, the formal discussion was still planned for February 25.

13. Adjournment

- a. The Mayor adjourned the meeting at 7:36 p.m.

APPROVE:

ATTEST:

Mayor Tracy Mix

City Recorder Paul Johnson