

**MINUTES
DAYTON CITY COUNCIL
REGULAR SESSION
November 6, 2023**

PRESENT: Mayor Trini Marquez
Council President Jim Maguire, via zoom
Councilor Drew Hildebrandt
Councilor Kitty Mackin
Councilor Luke Wildhaber

ABSENT: Annette Frank
Rosalba Sandoval-Perez

STAFF: Rochelle Roaden, City Manager
Rocio Vargas, City Recorder
Dave Rucklos, Tourism & Economic Development Director
Denny Muchmore, City Engineer

A. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Marquez called the meeting to order at 6:35pm and those present gave the Pledge of Allegiance.

B. ROLL CALL

Mayor Marquez noted that there was a quorum with Councilors Hildebrandt, Mackin, and Wildhaber attending the meeting in person. Council President Maguire attended the meeting via zoom. Councilors Frank and Sandoval-Perez were absent.

C. APPEARANCE OF INTERESTED CITIZENS

None.

D. CONSENT AGENDA

Approval of Meeting Minutes

1. Regular Session Minutes of October 2, 2023
2. Work Session Minutes of October 16, 2023

KITTY MACKIN MOVED TO APPROVE THE CONSENT AGENDA AS AMENDED. SECONDED BY DREW HILDEBRANDT. Motion carried with Maguire, Hildebrandt, Mackin, Wildhaber, and Marquez voting aye. Frank and Sandoval-Perez were absent.

E. ACTION ITEMS

1. **Approval of Resolution 23/24-04 Proclaiming the Recognition of the Vietnamese American Heritage and Freedom Flag.**

President of the Vietnamese Community of Oregon Thao Duc Tu presented on behalf of the Board a request for a proclamation. Recognizing the Vietnamese American Heritage Freedom Flag.

LUKE WILDHABER MOVED TO APPROVE RESOLUTION 23/24-04 PROCLAIMING THE RECOGNITION OF THE VIETNAMESE AMERICAN HERITAGE FREEDOM FLAG. SECONDED BY LUKE WILDHABER. Motion carried with Maguire, Hildebrandt, Mackin, Wildhaber, and Marquez voting aye. Frank and Sandoval-Perez were absent.

2. Update on Highway 18 Dayton Gateway.

Dave Rucklos, Tourism & Economic Development Director, presented a plan to partner with ODOT to add a new gateway sign on HWY 18. The location belongs to ODOT, and they are willing to work with the city to get the area cleaned up and allow the city to add the sign.

3. Approval to Establish an Urban Renewal District and Award Contract.

Dave Rucklos, presented the outline of the contract proposed by Elaine Howard LLC to create an Urban Renewal District in the City of Dayton. The contract budget with Elaine Howard LLC is \$43,132.00.

DREW HILDEBRANDT MOVED TO APPROVE THE SOLE-SOURCE AWARD TO ELAINE HOWARD CONSULTING LLC., TO CREATE AN URBAN RENEWAL DISTRICT FOR THE CITY OF DAYTON IN THE AMOUNT OF \$43,132.00. SECONDED BY KITTY MACKIN. Motion carried with Maguire, Hildebrandt, Mackin, Wildhaber, and Marquez voting aye. Frank and Sandoval-Perez were absent.

4. Approval of Resolution 23/24-05 Fee Schedule Update

Rochelle Roaden, City Manager presented the proposed changes to the Dayton Fee Schedule. She stated that the City will be adding online permitting and will need to add online payments with a processing fee. City Manager stated that adding online permitting and payments would meet on the strategic goals.

City Manager also stated that the Municipal Court fine amounts need to be updated to meet statutory amounts. She stated the NSF stop-payments on check had changed with the bank and needs to be reflected on the city fee schedule.

City Manager stated there would be permit fees added for Food Truck/ Pushcart permits, as well as new planning application fees and pre-application meeting fees.

There was a discussion on the amounts that were being added and updated compared to other neighboring cities.

DREW HILDEBRANDT MOVED TO APPROVE RESOLUTION 23/24-04 TO UPDATE THE FEE SCHEDULE TO INCLUDE REQUIRED PROCESSING FEES FOR ONLINE PAYMENTS VIA

THE GOGOV SYSTEM, UPDATE MUNICIPAL COURT FINES, RETURNED CHECK FEE, ESTABLISH FEES FOR FOOD TRUCK/PUSHCART PERMITS AND PRE-APPLICATION MEETING AND UPDATE PLANNING APPLICATION FEES FOR APPLICATIONS NOT SPECIFICALLY LISTED ON THE FEE SCHEDULE AS AMENDED. SECONDED BY KITTY MACKIN.

Motion carried with Maguire, Hildebrandt, Mackin, Wildhaber, and Marquez voting aye. Frank and Sandoval-Perez were absent.

5. Approval of Resolution 23/24-06 Establishes the Dayton Community Events Committee.

City Manager re-introduced the Dayton Community Events Committee after it was tabled at the October 2, 2023 meeting. She introduced Beth Wytoski, former Mayor, to present the history of the previous Community Events Committee.

Beth Wytoski, of 818 Howard Jordan Loop, gave a brief history of the Community Events Committee. She stated that it was established so someone that was not in the council to chair the committee. She stated that she attended the DCDA meeting and had commented at the board meeting about the Community Events Committee being established and they were in support of the reestablishment of the committee.

JIM MAGUIRE MOVED TO APPROVE RESOLUTION 23/24-06 TO ESTABLISH THE DAYTON COMMUNITY EVENTS COMMITTEE. SECONDED BY DREW HILDEBRANDT. Motion carried with Maguire, Hildebrandt, Mackin, Wildhaber, and Marquez voting aye. Frank and Sandoval-Perez were absent.

6. Approval of Inflow & Filtration Study Amendment #2

City Manager presented Inflow & Filtration Amendment #2. DEQ requires additional data that will cost an additional \$9,240.00. She stated that a contingency was added for a total of \$53,328.00. She stated if approved an extension will need to be filed.

DREW HILDEBRANDT MOVED TO APPROVE TO INCREASE THE BUDGET FOR THE INFLOW & FILTRATION STUDY AWARDEE TO KELLER AND ASSOCIATES TO A NOT EXCEED BUDGET OF \$53,328.00. SECONDED BY KITTY MACKIN. Motion carried with Maguire, Hildebrandt, Mackin, Wildhaber, and Marquez voting aye. Frank and Sandoval-Perez were absent.

7. HWY 221 Lift Station Replacement Project Financing and Sewer Rate Discussion.

City Manager presented the financing the City qualified for through Business Oregon. She stated that with a combination of grants and loan the cost of the project would be

covered. She stated that to cover the loan a funding increase would be added to the current water rate.

City Manager proposed to only add the Bridge Funding Increase and HWY221 Funding Increase in the next couple years to the current sewer rate and wait on the MSM Methodology. She stated that depending on what the council decides to do the change would be presented to the community.

City Manager requested the council to approve her to move forward with the loan process.

JIM MAGUIRE MOVED TO APPROVE AUTHORIZING THE CITY MANAGER TO ENTER INTO LOAN FINANCING THROUGH BUSINESS OREGON FOR \$1,028,000 THROUGH THEIR WATER/ WASTEWATER FUND WHICH IS NEEDED TO COMPLETE THE HIGHWAY 221 LIFT STATION REPLACEMENT AND GRAVITY SEWER PROJECT. SECONDED BY DREW HILDEBRANDT. Motion carried with Maguire, Hildebrandt, Mackin, Wildhaber, and Marquez voting aye. Frank and Sandoval-Perez were absent.

8. Award of the HWY 221 Lift Station Replacement Project

City Manager asked the council to award the bid for the HWY 221 Lift Station with Lawson Corp.

Denny Muchmore, City Engineer, presented the Lawson Corp bid. He stated that bids are held for 60 days, and there has been more time elapsed the bidding company agreed to extend the time with the understanding that if there is an increase on materials the City will cover the increase.

DREW HILDEBRANDT MOVED TO APPROVE AWARDING THE HWY 221 PUMP STATION REPLACEMENT AND GRAVITY SEWER PROJECT TO LAWSON CORPORATION IN THE AMOUNT OF \$1,781,891 CONTINGENT ON THE CITY OF DAYTON RECEIVING FUNDING THROUGH BUSINESS OREGON. SECONDED BY JIM MAGUIRE. Motion carried with Maguire, Hildebrandt, Mackin, Wildhaber, and Marquez voting aye. Frank and Sandoval-Perez were absent.

9. 2nd Reading and Adoption of Ordinance 656 - Land Use Code Amendments

Councilor Wildhaber completed the second reading of Ordinance 656 by title only.

JIM MAGUIRE MOVED TO APPROVE THE SECOND READING OF ORDINANCE 656. SECONDED BY DREW HILDEBRANDT. Motion carried with Maguire, Hildebrandt, Mackin, Wildhaber, and Marquez voting aye. Frank and Sandoval-Perez were absent.

KITTY MACKIN MOVED TO ADOPT ORDINANCE 656 AND ORDINANCE OF THE CITY OF DAYTON CITY COUNCIL AMENDING TITLE 1 (ADMINISTRATION) AND TITLE 7 (DAYTON LAND USE DEVELOPMENT CODE) OF THE DAYTON MUNICIPAL CODE. Motion carried with Maguire, Hildebrandt, Mackin, Wildhaber, and Marquez voting aye. Frank and Sandoval-Perez were absent.

EXECUTIVE SESSION

Mayor Marquez closed the Regular Session at 7:51pm and stated that the City Council will meet in Executive Session per ORS 192.660 (2)(i) to review and evaluate the employment-related performance of the chief executive officer.

Mayor Marquez closed the Executive Session at 8:09pm and the City Council returned to Regular Session.

JIM MAGUIRE MOVED TO APPROVE A SALARY INCREASE FOR THE CITY MANAGER FROM \$117,000 TO \$127,000 PER YEAR RETROACTIVE TO OCTOBER 1, 2023. SECONDED BY KITTY MACKIN. Motion carried with Maguire, Hildebrandt, Mackin, Wildhaber, and Marquez voting aye. Frank and Sandoval-Perez were absent.

F. COUNCILOR COMMENTS AND CONCERNS

Councilor Mackin expressed interest in adding Peace Poles sponsored by the Newberg Rotary to the City of Dayton.

Council President Maguire thanked Rochelle Roaden, City Manager for all the invaluable resource she is for the City of Dayton. Council President commended the City Manager's nomination to the LOC Board as recognition of her hard work.

Councilor Wildhaber requested training for the City Council on council rules.

City Manger informed that there is a training with the City Attorney planned for the next council meeting on December 6, 2023.

Discussion about the Dayton City Council and School Board working history ensued.

G. INFORMATION REPORTS

City Manager's Report

City Manager updated that the new temporary bridge is going to be initiated this week. She stated that Alder Park is closed the 6th, 7th, and 8th.

City Manager informed that there is a new bill that Representative Lucetta Elmer is writing for increasing housing projects. The City of Dayton project was added to the bill to go the short session in February.

Councilor Wildhaber inquired how much burden the City is owning on new development projects.

City Manager agreed that the City cannot cover all sewer project costs for new development.

City Manager updated on the first meeting of the Fireworks Committee.

City Manager stated the Ferry Street News is planned to be out before December 1st. Councilor Wildhaber is the featured Councilor this quarter.

City Manager stated the Council Training will be December 4th.

City Manager informed on the Halloween Party success with 300-400 people in assistance and approximately 100 kids played Laser Tag. Staff also made in on the News Register issue with the Wizard of Oz themed group photo.

City Manager informed on the upcoming events: City County Dinner on November 9th, 2023. Informed that the "Fall into Christmas Faire" is the 10th and 11th and there will be a Tamale Fundraiser as well. She stated that the Christmas Tree Lighting will be on November 25th, 2023. December 9th 2023 will be "Breakfast with Santa" at the Community Events Center. December 13th, 2023 City Christmas Party, for Council, Staff, Planning Commission, and Historic Preservation Committee.

City Manager reminded council that Tuesday November 7 the City Hall will be closed for staff training until 1pm.

City Manager stated that she will be out of the office on Wednesday November 8th, 2023 conducting interviews for the Yamhill County Sheriff's Department. She stated that she would be attending LOC Small Cities meeting in Independence on Thursday November 9th, 2023. She stated that she will be taking the week of November 20-24, 2023 off for vacation.

H. Adjourn

There being no further business the meeting was adjourned at 8:40pm.

Respectfully submitted:

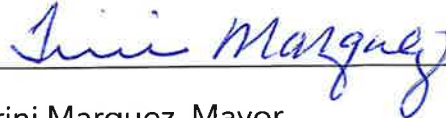


By: Rocio Vargas, City Recorder

APPROVED BY COUNCIL on December 4, 2023

As Written

As Amended



Trini Marquez, Mayor

