

**MINUTES**  
**DAYTON CITY COUNCIL**  
**WORKING/EXECUTIVE SESSION**  
**JANUARY 22, 2019**

**PRESENT:** Mayor Elizabeth Wytoski  
Councilor Daniel Holbrook  
Councilor Kitty Mackin  
Councilor Trini Marquez (*arrived at 6:33 pm*)  
Councilor Nikki McGraw  
Councilor Darrick Price

**ABSENT:** Councilor John Collins

**STAFF:** Rochelle Roaden, City Manager  
Patty Ringnalda, City Recorder  
Heather Martin, City Attorney  
Mallory Beebe, City Attorney

**A. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Wytoski called the meeting to order at 6:32 pm and those present gave the Pledge of Allegiance.

**B. ROLL CALL**

Mayor Wytoski noted there was a quorum with Councilors Holbrook, Mackin, McGraw and Price in attendance. Mayor Wytoski also noted the absence of Councilors Collins and Marquez.

**C. APPEARANCE OF INTERESTED CITIZENS**

None present.

**EXECUTIVE SESSION**

Mayor Wytoski closed the Regular Session Meeting at 6:34 pm and stated Council will meet in Executive Session in the City Hall Backroom pursuant to ORS 192.660(2)(h) to consult with council concerning legal rights and duties of a public body with regards to current litigation or litigation likely to be filed.

Mayor Wytoski closed the Executive Session at 7:09 pm and moved back into the Regular Session in the City Hall Annex.

**D. WORK SESSION ITEMS**

1. **City Council Rules** - Mayor Wytoski reviewed the proposed changes to the City Councilor rules and stated that to be in compliance with the City Charter the Council is to review the Council rules every two years. Council rules were updated by Mayor Wytoski and City Manager Rochelle Roaden and then sent to City Attorney Heather Martin for further review before presenting to Council. Council Rules were reviewed by Council and the City Attorney, changes were noted.

City Attorneys left the meeting at 7:50 pm

2. **Mary Gilkey Library Policies** – Rochelle Roaden reviewed the proposed Library policy changes with the Council. Via staff report, Librarian, Cyndi Parks is asking to change the library late fee policy to allow for no-fees for future overdue Dayton Library materials and furthermore she requests

that all outstanding late fines for Dayton patrons on Dayton-owned materials be forgiven as well. Rochelle stated that no-fees or fee forgiveness will be only for Dayton Library fines. Discussion continued with all Councilors in favor of the no-fine policy.

**E. CITY COUNCIL COMMENTS/CONCERNS**

Mayor Wytoski stated that Rochelle Roaden delivered to her a sample of the well water from the new filtration system. Rochelle reviewed the improvements to the well water and the filter media which was ordered and put in last week. She stated that Steve Sagmiller, Public Works Director, put in about 20% of the total filter media into the system. Samples of the filtered water was passed out to the Council. Council felt there was still a taste to the water but a big improvement was noted. Rochelle Roaden stated that Steve Sagmiller is working on numbers to replace more of the filter media and she will present those numbers at the next City Council meeting. She has asked Steve to start a maintenance program on the filter media. Discussion continued.

Mayor Wytoski reviewed her up-coming meetings.

Councilor Daniel Holbrook stated that he will be attending LOC's training.

Councilor McGraw announced that she is resigning from the City Council due to moving out of the City's jurisdiction. Mayor Wytoski stated that the Council will wait until the next City Council Meeting to declare the seat vacant.

**F. INFORMATION REPORTS**

**1. City Manager's Report**

The 9<sup>th</sup> Street Lift Station project has been completed. A building has been installed and a fence will be installed around the structure this week.

After talking to the owners of the business at 400 Ferry Street, a fence is scheduled to be installed on the east side of the City Hall Annex this week and the propane tank that is in the path of the proposed fence line is scheduled to be moved by the Propane NW. She further noted that the City will be paying for the move of the propane tank. Discussion continued.

Rochelle Roaden advised the Council that the City of Dayton did not get the "Safe Route to School Grant". Councilor McGraw ask if the City got feedback as to why we did not get the grant, Rochelle stated that we did not get any feedback only a list of those who were awarded the grant. Discussion continued.

Sewer project update: The Contractor has completed the first wall pour on the main pump station wet-well structure. The second pour and top slab should be completed in the next two weeks. After the wet-well structure and the gravity sewers across the pump station site are completed, it is anticipated that the Contractor will remove the sheet piling system and proceed with construction of the remaining site improvements. The sewer mainline along the alley from First Street to the new pump station site has been installed, but has not been placed in service. The Contractor is working

on the installation of the sewer mainlines from the existing pump station to the new pump station wet well. Rochelle further stated that all payouts have been made up to this point.

Code Enforcement: Two weeks ago, the City received a report that a car was parked in front of the fire hydrant near the mobile home park on Ferry Street and the vehicle was tagged with a tow notice by a Yamhill County Deputy. In follow up the City's code enforcement officer had the vehicle towed after the appropriate allotted time. Rochelle Roaden stated that she is in the process of asking ODOT for no parking signs to be installed near the fire hydrant and she asked the City's Deputy to continue to monitor that area.

After the City was unable to fill the City Recorder/Finance Officer position the following changes were made to City staffing; Dawn Beveridge accepted the position of part time (24 hours per/week) Accountant. Patty Ringnalda was moved to City Recorder, the City Clerk position was renamed to Office Specialist II and Vicki Durand was moved into that position. The Community Development Assistant position was renamed to Office Specialist I and Ricci Haworth was hired to fill that position until June 10, 2019 with the intention to hire a full time employee with the 2019/20 budget cycle. Public Works has one employee out on worker's compensation and Steve Sagmiller is interviewing this week for a temporary maintenance worker to help out until our employee returns to work.

January 26<sup>th</sup> is the Governance 101 and Land Use Training, hosted by the City of Gervais. The cost to attend is \$20 per person and pre-registration is required no later than January 23, 2019. If anyone is interested in attending, they should let Rochelle know.

The COG City County Dinner is schedule for February 20<sup>th</sup> in Keizer, please RSVP to Patty if you would like to attend.

**ADJOURN**

There being no further business, the meeting adjourned at 8:20 pm.

Respectfully submitted:



By: Patty Ringnalda  
City Recorder

**APPROVED BY COUNCIL: February 4, 2018**

As Written  As Amended

  
Elizabeth Wytoski, Mayor