

MINUTES
DAYTON CITY COUNCIL
REGULAR SESSION
December 7, 2020

PRESENT: Mayor Elizabeth Wytoski
Council President Daniel Holbrook
Councilor John Collins
Councilor Kitty Mackin
Councilor Trini Marquez
Councilor Darrick Price *arrived at 6:36 pm*
Councilor Rosalba Sandoval-Perez

ABSENT:

STAFF: Rochelle Roaden, City Manager
Patty Ringnalda, City Recorder
Steve Sagmiller, Public Works Director *arrived at 6:33 pm*

A. CALL TO ORDER

Mayor Wytoski called the meeting to order at 6:30 pm.

B. ROLL CALL

Mayor Wytoski noted there was a quorum with Councilors Collins, Holbrook, Mackin, Marquez and Sandoval-Perez attending the meeting virtually via Zoom. Mayor Wytoski noted the absence of Councilor Price.

C. APPEARANCE OF INTERESTED CITIZENS

No one was in attendance to comment.

D. CONSENT AGENDA

a. Regular Session Meeting Minutes of November 2, 2020

DANIEL HOLBROOK MOVED TO APPROVE THE CITY COUNCIL REGULAR SESSION MEETING MINUTES OF NOVEMBER 2, 2020. SECONDED BY KITTY MACKIN. *Motion carried with Collins, Holbrook, Mackin, Marquez, Sandoval-Perez and Wytoski voting aye. Price absent.*

E. ACTION ITEMS

1. Certificate of Appreciation

Mayor Wytoski announced that tonight's meeting will be Councilor John Collins last meeting as a City Councilor. Mayor Wytoski thanked Councilor Collins for his many years of service and dedication, stating that he has been a valuable asset to the City of Dayton. Mayor Wytoski advised that the City had a Certificate of Appreciation to present to him.

Councilor Collins thanked the Mayor and Council and spoke about moving to Dayton, becoming a resident and his experiences during his time as a councilor. Councilor Collins advised that he has applied to be a member of the Oregon Chiropractor's Association Board and that it is his time to move on to new experiences and responsibilities.

Councilor Price thanked Councilor Collins for his time on Council noting his exceptional research skills and stating that he will miss him a lot. Councilor Marquez also thanked Councilor Collins stating that she wouldn't be a City Councilor if it wasn't for his support and encouragement. Councilor Holbrook thanked Councilor Collins for being a role model and for all of his work with the Dayton Community Downtown Association.

2. Certification of Election Results

Patty Ringnalda, Elections Officer, certified the November 3, 2020 election results with the Council, stating that Annette Frank received 805 votes, Trini Marquez received 754 votes and Kitty Mackin received 648 votes.

3. Re-Appointment of Budget Committee Member

Rochelle Roaden, City Manager advised that of the 14 member budget committee, only committee member Debra Lien's term will expire on December 31, 2020. City Recorder, Patty Ringnalda has contacted Debra Lien and she expressed interest in serving another three year term.

JOHN COLLINS MOVED TO RE-APPOINT DEBRA LIEN TO THE BUDGET COMMITTEE WITH A TERM ENDING DECEMBER 31, 2023. SECONDED BY ROSALBA SANDOVAL-PEREZ. Motion carried with Collins, Holbrook, Mackin, Marquez, Price, Sandoval-Perez and Wytoski voting aye.

4. Planning Commission Open Seat

Councilor Kitty Mackin opened the discussion stating that her husband was interested in serving on the Planning Commission. Councilor Mackin asked if the Planning Commission rules required a year of residency before being appointed to the committee.

Rochelle Roaden advised that there are no restrictions regarding residency to be appointed to the Planning Commission. City Manager Roaden explained the process of appointing a Planning Commissioner, stating that code requires applicants to be interviewed by the Mayor.

Mayor Wytoski advised that once she has interviewed top qualified applicants, she will make an appointment recommendation to the Council.

5. Approval of Environmental Review Consultant and Budget

Rochelle Roaden stated that the proposed environmental review request is in regards to the DEQ Clean Water State Revolving Fund Loan Application for the sewer portion of utility bridge project. The loan process requires an environmental review. A similar type of review was done when the City had DEQ interim financing for the main pump station, which was outsourced to the same Engineering Company.

Rochelle Roaden requested quotes from three environmental engineering consulting firms and she only received a proposal from PBS Engineering and Environmental. There was no comment from the Council.

JOHN COLLINS MOVED TO APPROVE PBS ENGINEERING AND ENVIRONMENTAL FOR THE ENVIRONMENTAL REVIEW WORK WITH A BUDGET OF \$49,925. SECONDED BY TRINI MARQUEZ. *Motion carried with Collins, Holbrook, Mackin, Marquez, Price, Sandoval-Perez and Wytoski voting aye.*

6. CRF Funds – Dayton Dollars Program

Rochelle Roaden recapped the COVID Relief Fund (CRF) Funds with the Council stating the City of Dayton was allocated \$85,545 from the CARES Act for COVID related issues. Rochelle advised that if all of the Dayton Dollars are reimbursed, there will be a remaining balance of \$6,000. Air Scrubbers will be installed in City Hall, Community Event Center and Annex for a cost of \$5,700, which will use up the remaining amount of funds. If there are any additional funds left over, Rochelle Roaden would like to purchase Personal Protection Equipment and donate them to the Dayton Fire Department, School District, local businesses or residents who need them.

7. Mid-Year Budget Review

Due to the impacts of COVID-19, Rochelle Roaden reviewed the mid-year point of the budget with the Council focusing on revenue accounts. Revenues for this year were estimated with a 20 to 50 percent decrease which was calculated using the 2018/2019 fiscal year actuals. Revenue impacts in each fund account and the City's financial status was discussed.

Water and sewer past due accounts were reviewed, Council agreed that resource information should be sent to those accounts that have become several months past due. Mayor Wytoski stated that no matter how generous the Council may want to be, the City is not allowed to use federal funds to forgive those accounts. Councilor Collins stated that communications and connections is the best way to work with the community and that a gentle approach is the best way to handle these types of issues.

F. CITY COUNCIL COMMENTS AND CONCERNS

Councilor Collins stated that it is an honor to attend every City Council meeting, because it is a privilege to be a Councilor for the City of Dayton.

Councilor Holbrook thanked the City Manager, staff and all the volunteers for their time, effort and hard work in the past year. Happy Holidays.

Councilor Marquez stated that she was approached by someone within the community and asked if the City would be prepared to deal with the possibility of riots? Rochelle Roaden advised that the City does not have a formal plan, however the Yamhill County Sheriff's office would be called in for assistance. Rochelle Roaden stated that some spray painting of black lives matters on the back of stop signs was found within the City. The graffiti was taken care of immediately by Public Works, no other issues have been reported.

Mayor Wytoski shared that the reading of the Night before Christmas and the annual tree lighting event was live streamed on the Community Board Facebook page. The Mayor advised that there were 1300 views of the live event. Mayor Wytoski advised that she will start her term as the Oregon Mayor's Association President and will be attending the League of Oregon Cities Advocacy Team Meeting with the Governor. Mayor Wytoski announced that Rochelle Roaden received a Rotary Award.

G. INFORMATION REPORTS

1. City Manager's Report

Usually at this time of year the Auditors would be at the Council meeting to give the financial report, however due to COVID they do not have the report completed. The report will be presented at a future council meeting.

The City was awarded the Safe Routes to School Grant, this project is set to start this summer.

Steve Sagmiller updated the council on the City's water system, stating that the City's water production is within parameters. Spring levels are down. The joint wells are being rested on a regular basis. Public Works is in the process of updating the computer at the water treatment plant. Steve Sagmiller mentioned that the City will need to address getting Fisher Farms water into the city's water system sometime in the near future.

Rochelle Roaden advised that included in the packet is the Portland State University population estimate for 2020. As of July 1, 2020, Dayton's population is estimated at 2745.

The League of Oregon Cities Elected Essentials Training Workshop information was included in the packet for those interested in participating in the training. Also included in the packet is the 2021 City Day at the Capital registration information, there is no cost to attend so please take the opportunity to register if you are interested in attending.

Yamhill County Transit will be doing some upgrades to the bus stops and signage within Yamhill County, plans for Dayton have yet to be submitted.

PGE will be installing a street light on 6th Street at the City request. PGE is looking into installing an additional light at Neck Road as well.

The City of Dayton contracts planning services through the Mid-Willamette Valley Council of Governments. Our current Planner, Jim Jacks is retiring and the city has been assigned a new associate planner, Kiel Jenkins.

The Code Enforcement Office Specialist I position is open and interviews will begin this week. Vicki Durand, our Office Specialist II (OSII) has notified the City that she will be retiring in March 2021, Ricci Haworth who has previously worked as the OSII has been offered the position and has accepted, she will begin working full time in January 2021.

H. ADJOURN

There being no further business, the meeting adjourned at 7:26 pm.

Respectfully submitted:

APPROVED BY COUNCIL on January 4, 2021.

As Written **As Amended**

By: Patty Ringnalda
City Recorder


Elizabeth Wytoski, Mayor