

**AGENDA  
DAYTON CITY COUNCIL  
REGULAR SESSION**



**DATE:** MONDAY, FEBRUARY 7, 2022  
**TIME:** 6:30 PM  
**PLACE:** VIRTUAL ZOOM MEETING – ORS 192.670/HB 2560

If you would like to attend the meeting virtually, please click the link: <https://us06web.zoom.us/j/82115585549>  
to join the webinar or Telephone: 1 346 248-7799 or 1 720 707-2699

*Dayton – Rich in History . . . Envisioning Our Future*

---

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE #</u>
A.	CALL TO ORDER & PLEDGE OF ALLEGIANCE	
B.	ROLL CALL	
C.	APPEARANCE OF INTERESTED CITIZENS	
<b>This time is reserved for questions or comments from persons in the audience on any topic.</b>		
D.	CONSENT AGENDA	
	1. Regular Session Meeting Minutes – January 3, 2022	1-4
	2. Work/Special Session Meeting Minutes – January 18, 2022	5-7
E.	ACTION ITEMS	
	1. Appreciation Award Presentation – Darrick Price	
	2. OLCC Liquor License Renewals	9-15
	3. Hwy 221 Lift Station Project Design Cost Approval	17
	4. Temporary Occupancy Permit Extension – 200 7 <sup>th</sup> Street, Dayton, Oregon	19-37
	5. Approval of Resolution 21/22-14 City Council Rules Amendment #8	39-65
	6. Approval of Resolution 21/22-15 US Bank Signing Authority	67
	7. Approval of Resolution 21/22-16 Local Option Tax Levy for Police Services	69-72
F.	CITY COUNCIL COMMENTS/CONCERNS	
G.	INFORMATION REPORTS	
	1. City Manager’s Report	73-86
H.	ADJOURN	

Posted: February 3, 2022  
By: Patty Ringnalda, City Recorder

*Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Dayton AT LEAST 32 WORKING HOURS (4 DAYS) prior to the meeting date in order that appropriate communication assistance can be arranged. The City Hall Annex is accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.*

**NEXT MEETING DATES**  
City Council Regular Session, Monday, March 7, 2022 – Virtually via Zoom



**MINUTES**  
**DAYTON CITY COUNCIL**  
**REGULAR SESSION MEETING**  
**January 3, 2022**

**PRESENT:** Mayor Elizabeth Wytoski  
Council President Rosalba Sandoval-Perez  
Councilor Annette Frank  
Councilor Daniel Holbrook  
Councilor Kitty Mackin  
Councilor Darrick Price *arrived at 6:37 pm, left the meeting at 6:46 pm.*

**ABSENT:** Councilor Trini Marquez

**STAFF:** Rochelle Roaden, City Manager  
Steve Sagmiller, Public Works Director

**A. CALL TO ORDER**

Mayor Wytoski called the meeting to order at 6:36 pm.

**B. ROLL CALL**

Mayor Wytoski noted there was a quorum with Councilors Holbrook, Mackin and Sandoval-Perez present virtually via Zoom. Mayor Wytoski noted that Councilor Frank was in attendance, but did not have her video on and the absence of Councilors Marquez and Price.

**C. APPEARANCE OF INTERESTED CITIZENS**

No one was in attendance.

**D. CONSENT AGENDA**

**DARRICK PRICE MOVED TO APPROVE THE MINUTES OF THE REGULAR SESSION MEETING OF DECEMBER 6, 2021 AS WRITTEN. SECONDED BY ANNETTE FRANK. *Motion carried with Frank, Holbrook, Mackin, Price, Sandoval-Perez and Wytoski voting aye. Marquez absent.***

**E. ACTION ITEMS**

**Agenda Amendment – Declaration of Resignation:**

Councilor Darrick Price resigned his position from the Dayton City Council, stating time constraints as the biggest reason as to why he cannot complete his term.

**DANIEL HOLBROOK MOVED TO AMEND THE AGENDA ACCEPTING COUNCILOR DARRICK PRICE’S RESIGNATION AS CITY COUNCILOR AS OF JANUARY 3, 2022 AND ADDING AGENDA ITEM, NUMBER 5, TO DECLARE A VACANT COUNCIL SEAT. SECONDED BY ROSALBA SANDOVAL-PEREZ. *Motion carried with Frank, Holbrook, Mackin, Sandoval-Perez and Wytoski voting aye. Marquez absent. Price abstained.***

**1. Council President Election.**

Councilor Sandoval-Perez nominated Daniel Holbrook for the position of City Council President. Seconded by Annette Frank. Vote was taken by raise of hands. Rochelle Roaden, City Manager read the official vote into the record stating that Annette Frank, Daniel Holbrook, Kitty Mackin, Rosalba Sandoval-Perez and Mayor Wytoski all cast their votes for Daniel Holbrook.

**2. Approval of Easement Compensation of 9<sup>th</sup> to Flower Sidewalk Project.**

Rochelle Roaden reviewed the Safe Routes to School Sidewalk Project and advised that the request is for the easement at 313 Flower Lane, Dayton, Oregon. The request is before Council due to the amount being over the City Managers approval amount. Councilor Kitty Mackin recused herself from the voting due to a possible conflict of interest.

**ANNETTE FRANK MOVED TO APPROVE COMPENSATION FOR A PERMANENT SIDEWALK EASEMENT FOR JAMES A. BENNETT, 313 FLOWER LANE, DAYTON OREGON 97114, IN THE AMOUNT OF \$18,900. SECONDED BY DANIEL HOLBROOK. Motion carried with Frank, Holbrook, Sandoval-Perez and Wytoski voting aye. Marquez absent.**

**3. Approval of Emergency Expenditure – Gravity Sewer Install.**

Rochelle Roaden reviewed the request for approval for an emergency expenditure to replace a private sewer lift-station and advised that it is to eliminate foul odors in the area.

**DANIEL HOLBROOK MOVED TO APPROVE THE EMERGENCY EXPENDITURE TO INSTALL GRAVITY SEWER TO 85 COMMERCE STREET, DAYTON, OREGON IN THE AMOUNT OF \$18,025.70. SECONDED BY ANNETTE FRANK. Motion carried with Frank, Holbrook, Mackin, Sandoval-Perez and Wytoski voting aye. Marquez absent.**

**4. Approval of Resolution 2021/22-14 Establishing a Public Safety Action Committee.**

Mayor Wytoski advised that after speaking with the City’s Attorney she is recommending that the proposed resolution be tabled. If the City was to establish a Public Safety Committee, once the measure is presented to the voters the safety committee would need to be disbanded in order to comply with state ethics requirements.

Mayor Wytoski stated that the creation or hiring of a long term private political action committee (PAC) would be the best option for the City, Councilors and Staff. The subject was discussed in length, with the Council agreeing not to take any action at this time and to continue research.

Councilor Holbrook asked if some research could be done to see what other small cities are doing with these types of issues.

**5. Council Seat to be Declared Vacant.**

**ANNETTE FRANK MOVED TO DECLARE COUNCIL SEAT CURRENTLY OCCUPIED BY COUNCILOR DARRICK PRICE VACANT AS OF JANUARY 3, 2022. SECONDED BY DANIEL HOLBROOK.** *Motion carried with Frank, Holbrook, Mackin, Sandoval-Perez and Wytoski voting aye. Marquez absent.*

**F. CITY COUNCIL COMMENTS AND CONCERNS**

Councilor Holbrook inquired if there was any feedback on the new water rates. Rochelle Roaden advised that there has been very few inquiries.

Mayor Wytoski advised that her senior government class's final project is a community improvement project and she shared some of the student project ideas with the Council. Mayor Wytoski advised that she will be asking some of her students to share their ideas with the Council at a future Council meeting.

**G. INFORMATION REPORTS**

**1. City Manager's Report**

Open Council Seat. City Manager, Rochelle Roaden advised that with the open council seat staff will be advertising the opening as soon as possible. Candidates will be able to apply online through the city's website or they can come into City Hall and pick up an application.

Flooding. With the Yamhill River expected to crest at 57' over the weekend, Public Works has procured the supplies to make sandbags. Supplies are being housed at Fisher Properties, 13125 Amity Dayton Hwy, Dayton Oregon for those city residents who wish to make sandbags. Yamhill County Public Works also has sandbags at their facility on Lafayette Avenue in McMinnville and is open to the public. Councilor Holbrook asked to be called if help was need with sand bags.

Water Rates. New water rates went into effect on January 1, 2022, water rate brochure was sent out to residents with their December utility bill and the City's website has been updated. Late fees will begin again on February 1, 2022.

Annual Survey. The annual survey is closed and the results will be coming to the Council in the January work session.

Yamhill County ARPA Water and Sewer Grant Program. Due to a large volume of grant applications submitted, Yamhill County has pushed back the award announcements to January 7<sup>th</sup>.

UGB Swap. A joint planning commission meeting is scheduled for January 13th at 6:30 pm. This meeting is scheduled to be a hybrid meeting, in person at the Community Center and electronically via Zoom. Once the joint planning commission meeting has been completed, a joint City Council/County Commissioner meeting will be scheduled.

State of Oregon Seismic Rehabilitation Grant Program. This grant program has opened up with a new round of grants, applications are due by the end February. Possible uses for grant money could be upgrades to City of Dayton facility buildings.

Staffing. Steve Sagmiller, Public Works Director will be retiring March 2023. In order to prepare for his departure, Public Works Department has been restructured adding a Public Works Supervisor position. The new position will shadow the Director for the next 15 months to provide training for the upcoming director position. The position was offered internally and the position was awarded to Josh Bilodeau effective January 1, 2022.

FEMA Training. Rochelle Roaden advised that she will be in FEMA training the week of January 10<sup>th</sup> in Corvallis, Oregon. FEMA training is a requirement of the Emergency Operation Manager position that she currently holds.

**H. ADJOURN**

There being no further business, the meeting adjourned at 7:34 pm by Mayor Wytoski.

Respectfully submitted:

**APPROVED BY COUNCIL on February 7, 2022**

By: Patty Ringnalda  
City Recorder

**As Written**  **As Amended**

---

**Elizabeth Wytoski, Mayor**

**MINUTES**  
**DAYTON CITY COUNCIL**  
**WORK/SPECIAL SESSION**  
**January 18, 2022**

**PRESENT:** Mayor Elizabeth Wytoski  
Council President Daniel Holbrook  
Councilor Annette Frank  
Councilor Kitty Mackin

**ABSENT:** Councilor Rosalba Sandoval-Perez  
Councilor Trini Marquez

**STAFF:** Rochelle Roaden, City Manager  
Patty Ringnalda, City Recorder

**A. CALL TO ORDER**

Mayor Wytoski called the meeting to order at 6:36 pm.

**B. ROLL CALL**

Mayor Wytoski noted there was a quorum with Councilors Frank, Holbrook and Mackin present virtually. Mayor Wytoski noted the absence of Councilors Marquez and Sandoval-Perez.

**C. APPEARANCE OF INTERESTED CITIZENS**

No one was in attendance to comment.

**D. DISCUSSION ITEMS**

**1. Approval of Dayton’s Building Operation Plan.**

Rochelle Roaden, City Manager advised that, due to a change in Building Code rules, this process is a new requirement of the Department of Consumer and Business Services, Building Code Division and noted that the operation plan should have been named as Dayton’s Building “Department” Operations Plan.

**DANIEL HOLBROOK MOVED TO APPROVE THE CITY OF DAYTON’S BUILDING DEPARTMENT OPERATIONS PLAN AS WRITTEN. SECONDED BY ANNETTE FRANK. Motion carried with Frank, Holbrook, Mackin and Wytoski voting aye. Marquez and Sandoval-Perez absent.**

**2. Police Services Levy – Discussion.**

Mayor Wytoski opened the discussion with a quick review of the failed police services levy in November 2021.

City Manager, Rochelle Roaden asked the Council for guidance regarding the proposed new levy and reviewed some options with the Council; 1) 2 year levy for the actual cost (\$2.30 per/\$1000 of assessed property value) for same amount of coverage that the City has now, or 2) 2, 4 or 6 year levy at the current rate of \$1.85 per/\$1000 of assessed value.

Councilor Holbrook supported going out for 6 years at the \$1.85.

Councilor Frank inquired if it is possible for the City to pay for the levy for six years at the current rate of \$1.85. City Manager Roaden offered some options of where the money could come from in the budget to supplement the police services levy.

Mayor Wytoski stated that if the City is going to ask for an increase it should be the same amount that was asked for in the November election. The Mayor further noted that City Staff and Council is aware there is a short coming in funding, but because the levy did not pass, it is surmised that voters are not ready for an increase at this time. The Mayor advised that the \$1.85 amount is the City's best bet not to sever the City's contract with the County Sheriff's Office. The Mayor expressed her preference of a 6 year levy at \$1.85 and suggested that the City could try again in 2 years if the 6 year levy passes. Discussion continued.

Council was in agreement to put to the voters a police services levy for a 6 year term at the rate of \$1.85 per/\$1,000 assessed property value in the May 17<sup>th</sup> election, to be reviewed after 2 years for a possible new levy.

**3. City of Dayton 2021 Survey Results – Discussion.**

Rochelle Roaden reviewed the 2021 survey results with the Council, noting that survey collector methods were increased due to a mailing of a post card to postal routes within the city limits of Dayton in addition to the methods used for the last survey. The Council discussed the survey in length.

**4. Council Rules Review/Update – Discussion.**

Rochelle Roaden advised that due to House Bill 2560, which requires governing bodies to make all public meetings accessible through technological means and provide opportunity for members of the general public to remotely submit oral and written testimony, the Council rules will need to be updated to accommodate these new requirements. Council reviewed the proposed changes to the council rules, no additional changes were noted.

**E. CITY COUNCIL COMMENTS AND CONCERNS**

Councilor Mackin advised that she responded to an email from the League of Oregon Cities (LOC) looking for city representation for our area. Councilor Mackin stated there were several interested applicants and that they all were invited to attend the first meeting, before a representative was chosen.

Mayor Wytoski shared some of the issues going on at the LOC, advising that they are extremely shorthanded.

**F. INFORMATION REPORTS**

**1. City Manager's Report.**

The City was awarded 1 million dollars in County ARPA grant funds for the Utility Bridge and another \$511,000 matching grant funds for the Hwy 221 sewer lift station. Updates on the progress of both projects was reviewed with the Council.

The financial audit is now complete, once the audit has been reviewed auditors will be attending a Council meeting to give their annual report.

Rochelle Roaden advised that she attended FEMA training last week and she is now certified in emergency management.

**G. ADJOURN**

There being no further business, the meeting adjourned at 7:36 pm.

Respectfully submitted:

By: Patty Ringnalda  
City Recorder

**APPROVED BY COUNCIL on February 7, 2022**

As Written  As Amended

---

**Elizabeth Wytoski, Mayor**

This page intentionally left blank.

**To:** Honorable Mayor and City Councilors

**From:** Rochelle Roaden, City Manager

**Issue:** OLCC Liquor License Renewals

**Date:** February 7, 2022

### **History/Background**

Pursuant to ORS 471.166 a person applying for issuance or renewal of a liquor license through the Oregon Liquor Control Commission, **is required to seek approval from the local government with jurisdiction** and must pay an application fee, in an amount determined by the governing body of the city or county, for each application, not to exceed \$25.00 per application.

Notices to renew annual liquor licenses were mailed to all eligible businesses in Dayton on January 7, 2022, asking those businesses to respond by February 4, 2022. As of February 4, 2022, Center Market, Dollar General, Juanita's, Lonestar BBQ, Matthew's and Tienda Y Video Zu Kaza have **not** responded.

Each year Staff requests prior year crime stats from the Yamhill County Sheriff's Office to present to Council. Attached is spreadsheet with a snapshot of the activity from 2019-2021. You will notice that the all-incident column is currently empty for 2021. We have not received this information yet from YCSO to include in this packet but will have an updated version at Monday's meeting.

Per OLCC, governing bodies have until March 6<sup>th</sup> to make a recommendation. Here are the recommendation options:

- A. Do Nothing: If a recommendation is not submitted the OLCC will process the renewal as a favorable recommendation.
- B. Make a Denial Recommendation: (must meet the denial criteria)
  - 1. File an unfavorable recommendation, stating the grounds for the unfavorable recommendation; or
  - 2. Make a written request for additional time (45-day extension) to complete an investigation. The request must state:
    - a.) The reasons why you are considering an unfavorable recommendation.
    - b.) The specific grounds being considered. OAR 845-005-0308(3).

Unfavorable means recommending denial of a license or requesting restrictions be placed on a license.

### **Denial Criteria**

The following is a list of problems relating to the APPLICANT or BUSINESS that OLCC **can** consider refusing or restrict a license:

- 1) Applicant has a habit of using alcohol or drugs to excess.
- 2) Applicant makes a false statement to OLCC (must be related to a refusal basis).
- 3) Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license.
- 4) Applicant has demonstrated poor moral character.
- 5) Applicant has a poor record of compliance when previously licensed by OLCC.
- 6) Applicant is not the legitimate owner of the business.
- 7) The business has a history of serious and persistent problems at this location. The problems can include:
  - o Obtrusive or excess noise, music or sound vibrations
  - o Public drunkenness
  - o Fights or altercations
  - o Harassment
  - o Unlawful drug sales
  - o Alcohol or related litter

OLCC is *not* able to consider the following issues when deciding to renew a liquor license:

- 1) Lack of parking
- 2) Increase in traffic
- 3) Too many licenses in a specific area (saturation)
- 4) Entertainment type - nude dancing, gambling, live bands, etc.
- 5) Increased noise
- 6) Zoning issues

#### OLCC REASONS TO DENY OR RESTRICT A LICENSE

ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-0325, 845-005-0326(4)(5) OR 845-005-0035

Establishment	Address	Activity												
		2019			2020			2021						
		Incidents	Noise	Incidents with Case #'s	All Incidents	Noise	Incidents with Case #'s	All Incidents	Noise	All Incidents	Noise			
Brick Hall 1886	301 Main Street	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	New Business - 0			0
By-Pass Bar & Grill	400 Ferry Street	2	3 Complaints	1 - DUII	14	3 Complaints 2 Citations	2 - Intoxicated Fighting/DUII arrest; Fighting/no arrests were made							0
Center Market	901 Ferry Street	4	0	3 - Traffic Hazard, Arrest Warrant, Drug Violation	12	0	2 - Underage alcohol sales complaint/unfounded; Drinking in vehicle/unable to locate							0
Dollar General	501 7th Street	5	0	2 - Traffic Stop, Theft	16	0					0			0
Joel Palmer House	600 Ferry Street	1	0	0	3	0					0			0
Juanita's	401 Ferry Street	New	0	0	0	0					0			0
Lonestar BBQ	312 Ferry Street	0	0	0	2	0					0			0
Matthew's	306 Ferry Street	n/a	n/a	n/a	n/a	n/a					0			0
Tienda Y Video	308 Ferry Street	0	0	0	0	0					0			0
Willamette Valley RV Park	16205 SE Kreder Rd	5	0	7 - DHS (4), Theft, Criminal Mischief, Welfare Check	44	0					0			0

For additional information, please see attached report from the Yamhill County Sheriff's Department.

This page intentionally left blank.

City of Dayton, Attn: City Manager  
DAYTON  
PO Box 339  
Dayton, OR 97114

### RENEWAL NOTIFICATION PROCESS

It's time again for liquor license renewals in your area. Liquor licenses are due to expire **3/31/2022**. Attached is the list of licensees who are required to submit their renewal application to local government for comment. According to our records you charge:

---

\$25.00 Renewal Fee for ON-PREMISES      \$25.00 Renewal Fee for OFF-PREMISES

We told applicants to mail your local government fees to the address on this letter.  
**PLEASE NOTIFY US IMMEDIATELY IF THE FEE(S) OR ADDRESS ARE INCORRECT**

---

### HOW TO MAKE A RECOMMENDATION

**You have until 3/6/2022 to make your recommendation. Below are your options for renewals:**

#### **RECOMMEND APPROVAL**

**1. DO NOTHING.** If you do not submit a recommendation by **3/6/2022**, the OLCC will process the renewal application as a favorable recommendation.

#### **RECOMMEND DENIAL (see additional information on page 2)**

- 1.** File an unfavorable recommendation, stating the grounds for the unfavorable (must meet the denial criteria on back of form); **OR**
- 2.** Make a written request for additional time to complete an investigation. The request must state: 1) you are considering making an unfavorable recommendation; 2) the specific grounds being considered. **The grounds must be one referenced in Oregon Administrative Rule 845-005-0308(3).** If your request is granted you will be given a 45-day extension to file your unfavorable recommendation. Unfavorable means recommending denial of a license or requesting restrictions be placed on a license.

If you need assistance or would like to discuss a specific application, please contact your local OLCC office for help. Please send renewal recommendation correspondence to [OLCC.Renewals@oregon.gc](mailto:OLCC.Renewals@oregon.gc) or OLCC License Renewals, P.O. Box 22297, Portland, OR 97269-2297. If you have questions, contact our license renewal section at 503.872.5138 or toll free at 1.800.452.6522 ext 25138.

**REASONS WE MAY DENY OR RESTRICT A LICENSE**  
**ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322**  
**845-005-0325, 845-005-0326(4)(5) or 845-005-0355**

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC can consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location. The problems can include:

obtrusive or excessive noise, music or sound vibrations  
public drunkenness  
fights or altercations  
harassment  
unlawful drug sales  
alcohol or related litter

OLCC is not able to consider the following issues when deciding to renew a liquor license:

lack of parking  
increase in traffic  
too many licenses in a specific area (saturation)  
entertainment type - nude dancing, gambling, live bands, etc.  
increased noise  
zoning issues

Visit [www.oregon.gov/olcc/](http://www.oregon.gov/olcc/) to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.

License No./ Premises No.	Tradename/Licensee/License Type	Premises Address & Phone	Premises Mailing Address
Lic. 336677 Prem. 62835	<b>BRICK HALL 1886 / TOURNANT</b> FOSTER'S CRAFT COOKING LLC F-PL - FULL ON-PREMISES SALES	301 MAIN ST DAYTON, OR 97114 503-944-9624	10550 NW MEADOW LAKE RD CARLTON, OR 97111
Lic. 326531 Prem. 37438	<b>CENTER MARKET #6</b> RAMAN INC O - OFF-PREMISES SALES	901 FERRY ST DAYTON, OR 97114 503-864-3050	PO BOX 958 WILLAMINA, OR 97396
Lic. 328219 Prem. 57953	<b>DOLLAR GENERAL STORE #18275</b> DG RETAIL LLC O - OFF-PREMISES SALES	501 7TH ST DAYTON, OR 97114	100 MISSION RIDGE GOODLETTSVILLE, TN 37072
Lic. 330907 Prem. 60833	<b>JUANITAS CAFE Y NEVERIA</b> JUANITAS TACOS Y HELADOS LLC L - LIMITED ON-PREMISES SALES	401 FERRY ST #1 & 2 DAYTON, OR 97114 503-864-3000	PO BOX 264 DAYTON, OR 97114
Lic. 331125 Prem. 27000	<b>LONESTAR BBQ &amp; CATERING</b> GEORGE B. HUETTL L - LIMITED ON-PREMISES SALES	312 FERRY ST DAYTON, OR 97114 503-864-4176	PO BOX 433 DAYTON, OR 97114
Lic. 334451 Prem. 52730	<b>MATTHEW'S</b> MATTHEWS LLC F-COM - FULL ON-PREMISES SALES	306 FERRY ST DAYTON, OR 97114 503-714-4328	985 NW 1ST AVE CANBY, OR 97013
Lic. 339360 Prem. 39575	<b>STOLLER FAMILY ESTATE</b> STOLLER VINEYARDS INC F-COM - FULL ON-PREMISES SALES	15903, 15907, 16161 NE MCDOUGALL R DAYTON, OR 97114 503-864-3404	16161 NE MCDOUGALL RD DAYTON, OR 97114
Lic. 325544 Prem. 21098	<b>THE BY PASS BAR &amp; GRILL</b> THE BY-PASS BAR & GRILL LLC F-COM - FULL ON-PREMISES SALES	400 FERRY ST DAYTON, OR 97114 503-864-2224	105 CLIFFORD CT NEWBERG, OR 97132
Lic. 326010 Prem. 26351	<b>THE JOEL PALMER HOUSE RESTAUR/</b> THE JOEL PALMER HOUSE REST INC F-COM - FULL ON-PREMISES SALES	600 FERRY ST DAYTON, OR 97114 503-864-2995	PO BOX 594 DAYTON, OR 97114
Lic. 326011 Prem. 26351	<b>THE JOEL PALMER HOUSE RESTAUR/</b> THE JOEL PALMER HOUSE REST INC O - OFF-PREMISES SALES	600 FERRY ST DAYTON, OR 97114 503-864-2995	PO BOX 594 DAYTON, OR 97114
Lic. 325924 Prem. 42105	<b>TIENDA Y VIDEO ZU KAZA</b> MARIA GARCIA O - OFF-PREMISES SALES	308 FERRY ST DAYTON, OR 97114 503-864-4077	1676 NE COBURN DR MCMINNVILLE, OR 97128
Lic. 326982 Prem. 40273	<b>WILLAMETTE WINE COUNTRY RV PAR</b> WILLAMETTE WINE COUNTRY RV PARI O - OFF-PREMISES SALES	16205 SE KREDER RD DAYTON, OR 97114 503-864-2233	

Count for DAYTON

12

This page intentionally left blank.

**To:** Honorable Mayor and City Councilors  
**From:** Rochelle Roaden, City Manager  
**Issue:** Hwy 221 Lift Station Project Design Cost Approval  
**Date:** February 7, 2022

### **Background and Information**

“*Begin design of HWY 221 Lift Station*” is a Priority 1 Strategic Goal for 2021-2022. When this was added to the goal list, we had not identified the funding for this project.

In January, the city was awarded a \$511,000 grant from Yamhill County’s American Rescue Plan Act (ARPA) Grant program for the HWY 221 Pump Station project. This is 50% of the estimated cost for this project and to receive the grant funds, the City needed to provide a 50% match which I proposed we use the city’s ARPA direct allocation (\$609,140). The city received half of our ARPA allocation (\$304,570) in August of 2021. (*The second payment will be sent within 12 months of the first payment.*)

The Yamhill County ARPA grant agreement was received on February 1<sup>st</sup> and is currently being reviewed by our City Attorney. I will bring this before the council for approval at the March session and the County has stated they will cut checks soon after receipt of the signed agreement.

For the ARPA grant application, Denny Muchmore, City Engineer, put together a preliminary budget and anticipates the initial design work to cost approximately \$96,900 (see below).

- Topo Survey (*already approved & under way*) -- ±\$8,400
- Geotechnical (*not started yet, pending City authorization*) -- ±\$14,000
- Electrical & Controls Design (*not started yet, pending City authorization*) -- ±\$25,000
- Structural Design (*not started yet, pending City authorization*) -- ±\$4,500
- Westech Civil & Mechanical Design (*preliminary sheet layout started, but no significant work done yet, pending City authorization*) -- ±\$45,000

The topographic survey of \$8,400 is within my spending authority to I approved that in December. The additional design work will require council approval to proceed. I have added a 10% contingency onto the \$96,900 total.

**Council Goal:** *Goal A: Develop and maintain infrastructure to support operations and meet growth.*

**City Manager Recommendation:** I recommend approval.

**Potential Motion to Approve:** “I move to approve starting the design work for the Highway 221 Lift Station Project with a budget not to exceed of \$106,590.”

### **Council Options:**

- 1 – Approve as recommended.
- 2 – Approve with amendments.
- 3 – Take no action and direct staff to do further research or provide additional options.

This page intentionally left blank.

**To:** Honorable Mayor and City Councilors  
**From:** Rochelle Roaden, City Manager  
**Issue:** Temporary Occupancy Permit Extension – 200 7<sup>th</sup> Street, Dayton, Oregon  
**Date:** February 7, 2022

**Background information:**

In June of 2021, Mark and Robin Pederson, 200 7<sup>th</sup> Street, Dayton, Oregon, applied for a 6-month temporary occupancy permit (July 1, 2021 – January 1, 2022) to allow their current renters (Pete and Jeanne Rahler) to continue to inhabit the mobile home currently on the property (tract 1) while a new home is built on tract 2. The mobile home sits on the property line between each tract. The applicant requested that once the new construction is completed and within 30 days after a certificate of occupancy is issued, the mobile home will be demolished and removed from the property. I recommended approval of the permit with conditions. The conditions stated that a temporary certificate of occupancy would be granted within 30 days of the “building permit final date”. The final certificate of occupancy would not be issued until the barn and mobile home are removed and proof of removal has been submitted to the City.

Pete and Jeanna Rahler have applied for a 6-month extension of the temporary occupancy permit. Construction has experienced some delays and they expect the construction to be completed in April of 2022. They are again requesting to receive the final occupancy permit prior to completing the demolition of the mobile home and barn.

Dayton municipal code limits the Council’s approval to 6 months at a time with the option to renew.

**City Manager Recommendation:** I recommend approving the Temporary Occupancy Permit Extension with the same conditions as the original permit granted in June of 2021.

**Suggested verbiage of motion:** “I move to approve a 6-month Temporary Occupancy Permit Application for Pete and Jeanne Rahler, 200 7<sup>th</sup> Street, Dayton, Oregon, starting January 1, 2022, with the condition that the mobile home is demolished within 30 days of the “building permit final date” and the demolition of the mobile home and barn must occur before the final certificate of occupancy is issued.”

**Council Options:**

- 1 – Move to approve the temporary occupancy permit application for a period of 6 months.
- 2 – Move to approve of the temporary occupancy permit application for a period less than 6 months.
- 3 – Reject the application.

This page intentionally left blank.

416 Ferry St - PO Box 339  
Dayton OR 97114  
Ph # (503) 864-2221  
Fax # (503) 864-2956  
www.ci.dayton.or.us  
cityofdayton@ci.dayton.or.us

# Temporary Occupancy Permit Application



**For City of Dayton Use**

Date Received: <u>1-4-2022</u>	Received By: <u>Isaac S.</u>	File Number:
--------------------------------	------------------------------	--------------

**Type of Request:**  2 week request  6 month request      **Request:**  New  2nd  3rd  4th

Site Address of the Temporary Occupancy: 200 7th St, Dayton, OR 97114

Property Owner(s): Pete + Jeanne Rahier

Mailing Address: same      City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_      Cell Number: 916-201-1035

Email Address: jeanner37@gmail.com

**Temporary Living Unit:** Make Mobile home      Model \_\_\_\_\_ Year 1970

License Plate Number \_\_\_\_\_      Expiration Date \_\_\_\_\_

Insurance Company: Sublimity Insurance      Policy Number: H05-190344-003

**Proposed Living Area:**  Front yard  Back yard  Side yard  Driveway  Concrete Slab  Graveled Area

Explain Existing location

**Occupancy:** Who will be living in the temporary unit? Pete + Jeanne Rahier

Number of people living in the temporary unit: 2

Provide the names of everyone living in the temporary unit: Pete + Jeanne Rahier

Proposed Begin Date: Jan 1, 2022      Proposed End Date: July 1, 2022

Access to facilities?      Kitchen:  Yes  No      Sanitary:  Yes  No

The undersigned hereby certifies that he or she understands and agrees to the following:

- 1) That they are the owners of the property identified in this application where the temporary occupancy unit will be placed;
- 2) That the individuals using the temporary unit have access to sanitation and kitchen facilities;
- 3) That there is a current and up to date insurance policy covering the temporary occupancy unit;
- 4) That all of the information herein is correct to the best of their knowledge;
- 5) They have read chapter 4.4 of the Dayton Municipal Code and agree to abide by all of the rules outlined in the Code;
- 6) Failure to comply with all the requirements of the Dayton Municipal Code can cause denial of your application or may cause your temporary occupancy permit to be revoked.

Property Owner Signature: Stahier P. Rahier      Date: Jan 4, 2022

**For Office Use**

Approved <input type="checkbox"/> Denied <input type="checkbox"/>	<input type="checkbox"/> With Conditions of Approval	Decision Date:	Approved or Denied By:
Type of Decision: <input type="checkbox"/> City Recorder <input type="checkbox"/> City Council	Permit Approved Date:	Permit Expires:	
Photos supplied with application: <input type="checkbox"/> Temporary Occupancy Site <input type="checkbox"/> Temporary Occupancy Unit			

Reason for proposed Temporary Occupancy Permit? Be specific: (to be completed by applicant)

We are living in the mobile home while our new home is being built on the same property. We anticipate the new home being completed by April 2022.

We are requesting to leave the mobile home standing until 30 days after we have a certificate of occupancy for our new home. At that time the mobile home will be demolished and removed from the property.

For Office Use

Conditions of Approval

1)  Proof of Insurance must be provided before occupancy can begin;

- 
- 
- 
- 
- 
- 
-

416 Ferry St - PO Box 339  
Dayton OR 97114  
Ph # (503) 864-2221  
Fax # (503) 864-2956  
www.ci.dayton.or.us  
cityofdayton@ci.dayton.or.us

# Temporary Occupancy Permit Application



**For City of Dayton Use**

Date Received: <u>5-17-21</u>	Received By: <u>Isaac</u>	File Number: <u>TO2021-01</u>
-------------------------------	---------------------------	-------------------------------

Type of Request:  2 week request  6 month request Request:  New  2nd  3rd  4th

Site Address of the Temporary Occupancy: 200 7th St, Dayton, OR 97114

Property Owner(s): Mark + Robin Pederson

Mailing Address: 202 7th St City: Dayton ST: OR Zip: 97114

Telephone Number: \_\_\_\_\_ Cell Number: 503-560-2557

Email Address: drinkoregonwine@gmail.com

Temporary Living Unit: Make Mobile Home Model \_\_\_\_\_ Year 1970

**\*\* Existing MFG Home** License Plate Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Insurance Company: Country Financial Policy Number: A36K5221279

Proposed Living Area:  Front yard  Back yard  Side yard  Driveway  Concrete Slab  Graveled Area

Explain Existing location

Occupancy: Who will be living in the temporary unit? Pete + Jeanne Rahier

Number of people living in the temporary unit: 2

Provide the names of everyone living in the temporary unit: \_\_\_\_\_

Pete + Jeanne Rahier

Proposed Begin Date: July 1, 2021 Proposed End Date: January 1, 2022

Access to facilities? Kitchen:  Yes  No Sanitary:  Yes  No

**COPY**

The undersigned hereby certifies that he or she understands and agrees to the following:  
1) That they are the owners of the property identified in this application where the temporary occupancy unit will be placed;  
2) That the individuals using the temporary unit have access to sanitation and kitchen facilities;  
3) That there is a current and up to date insurance policy covering the temporary occupancy unit;  
4) That all of the information herein is correct to the best of their knowledge;  
5) They have read chapter 4.4 of the Dayton Municipal Code and agree to abide by all of the rules outlined in the Code;  
6) Failure to comply with all the requirements of the Dayton Municipal Code can cause denial of your application or may cause your temporary occupancy permit to be revoked.

Property Owner Signature: \_\_\_\_\_ Date: 5/17/21

**For Office Use**

Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>	<input checked="" type="checkbox"/> With Conditions of Approval	Decision Date: <u>6/7/2021</u>	Approved or Denied By: <u>Rachel Plonka</u>
Type of Decision: <input type="checkbox"/> City Recorder <input checked="" type="checkbox"/> City Council	Permit Approved Date: <u>7/1/2021</u>	Permit Expires: <u>Jan 1, 2022</u>	
Photos supplied with application: <input type="checkbox"/> Temporary Occupancy Site <input type="checkbox"/> Temporary Occupancy Unit			

**COPY**

Reason for proposed Temporary Occupancy Permit? Be specific: (to be completed by applicant)

City of Dayton, Temporary Occupancy Permit  
Page 2, Reason for proposed temporary occupancy permit

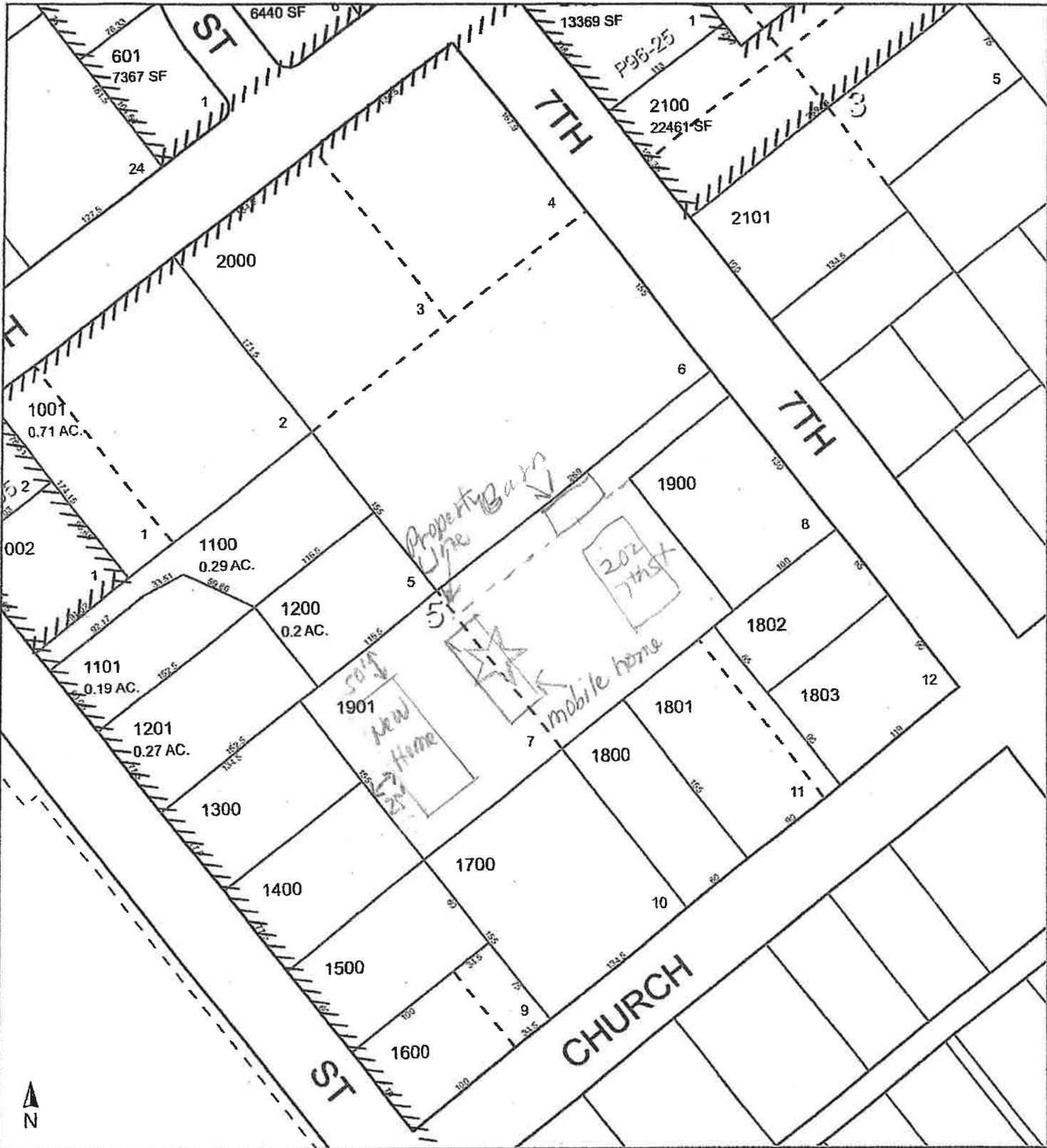
May 17, 2021 – We are currently renting a mobile home on the property which we will own eventually. We will be buying Tract II, of Lot 7, Block 5 in the City of Dayton. Currently the mobile home crosses the property line of Tract I and Tract II.

We will be building our own home on Tract II behind the mobile home. The home build is expected to begin in July 2021. We anticipate the home build being completed in early 2022. We are requesting to leave the mobile home standing until 30 days after we have a certificate of occupancy for the new home. At that time, the mobile home (approximately 50 years old) to be demolished and removed from the property. Barn is going to be removed before the new home is completed.

For Office Use

Conditions of Approval

- 1)  ~~Proof of Insurance must be provided before occupancy can begin;~~
  - 1) mobile home is demolished/removed within 30 days of the Building Permit "Final Date."
  - 
  - 2) Final certificate of occupancy for new home at 200 7<sup>th</sup> street will not be issued until proof of removal of mobile home and barn is submitted to the City of Dayton.
  - 
  -



**ParcelID: 116136**  
**202 7th St**  
**Dayton, OR 97114**

This map/plat is being furnished as an aid in locating the herein described land in relation to adjoining streets, natural boundaries and other land, and is not a survey of the land depicted. Except to the extent a policy of title insurance is expressly modified by endorsement, if any, the company does not insure dimensions, distances, location of easements, acreage or other matters shown thereon.

TICOR TITLE 471819083279

RECORDING REQUESTED BY:



1215 NE Baker Street  
McMinnville, OR 97128

AFTER RECORDING RETURN TO:

Order No.: 471819083279-LC  
Mark C. Pederson and Robin Y. Pederson, as tenants by the  
entirety  
202 7th Street  
Dayton, OR 97114

SEND TAX STATEMENTS TO:

Mark C. Pederson and Robin Y. Pederson  
202 7th Street  
Dayton, OR 97114

APN: 116136  
Map: R4317CA 01901

Yamhill County Official Records		<b>201912114</b>
DMR-DDMR		<b>08/28/2019 01:40:00 PM</b>
Str=2 MILLSA		
2Pgs \$10.00 \$11.00 \$5.00 \$60.00		<b>\$86.00</b>
<p>I, Brian Van Bergen, County Clerk for Yamhill County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.</p> <p>Brian Van Bergen - County Clerk</p>		

**STATUTORY WARRANTY DEED**

Benjamin Pope and Melissa Pope, Grantor, conveys and warrants to Mark C. Pederson and Robin Y. Pederson, as tenants by the entirety, Grantee, the following described real property, free and clear of encumbrances except as specifically set forth below, situated in the County of Yamhill, State of Oregon:

Portions of Lots 7 and 8, Block 5, LIPPINCOTT'S ADDITION TO THE TOWN OF DAYTON, in the City of Dayton, County of Yamhill, State of Oregon, more particularly described as follows:

Tract I:

Lot 8, Block 5, LIPPINCOTT'S ADDITION TO THE TOWN OF DAYTON, Yamhill County, Oregon.

EXCEPTING THEREFROM the following described tract:

Beginning at a point on the Westerly line of Seventh Street that is the corner between Lot 8 and 12 of said Block 5; running thence Southwesterly, along the line between Lots 8 and 12, 100 feet; thence Northwesterly, parallel with the Westerly line of Seventh Street, a distance of 130 feet; thence Northeasterly, parallel with the line between Lots 8 and 12, 100 feet to a point on the Westerly line of Seventh Street; thence Southeasterly to the place of beginning.

Tract II:

That portion of Lot 7, Block 5, LIPPINCOTT'S ADDITION TO THE TOWN OF DAYTON, Yamhill County, Oregon, more particularly described as follows:

Beginning at the center of said Block 5, Lippincott's Addition to the Town of Dayton, Oregon; thence in a Southeasterly direction, 155 feet to the most Northerly corner of Lot 10 in said addition; thence in a Southwesterly direction, following the said North and Westerly line of said Lot 10, to the most Northerly corner of Lot 9 of said Block 5, a distance of 134-1/2 feet; thence in a Northwesterly direction 155 feet to the Southerly and Easterly line of Lot 5 in said Block 5, Lippincott's Addition; thence on the Southerly and Easterly line of said Lot 5, 134-1/2 feet to the most Westerly corner of Lot 8 in said Block 5, said Addition and the place of beginning.

THE TRUE AND ACTUAL CONSIDERATION FOR THIS CONVEYANCE IS FOUR HUNDRED SEVENTY-NINE THOUSAND NINE HUNDRED AND NO/100 DOLLARS (\$479,900.00). (See ORS 93.030).

Subject to:

Property taxes in an undetermined amount, which are a lien but not yet payable, including any assessments collected with taxes to be levied for the fiscal year 2019-2020.

Easement(s) for the purpose(s) shown below and rights incidental thereto, as granted in a document:

Granted to:	City of Dayton
Purpose:	sewer
Recording Date:	September 10, 1965
Recording No:	Film Volume 55, page 946
Affects:	Reference is hereby made to said document for full particulars

**STATUTORY WARRANTY DEED**  
(continued)

Matters contained in that certain document

Entitled: Easement  
Dated: February 7, 1991  
Recording Date: November 12, 1991  
Recording No: Film Volume 261, page 1281

Reference is hereby made to said document for full particulars.

**BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.**

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

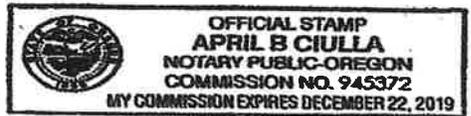
Dated: 8/27/19  
[Signature]  
Benjamin Pope  
[Signature]  
Melissa Pope

State of Oregon  
County of Yamhill

This instrument was acknowledged before me on 27 August 2019 by Benjamin Pope and Melissa Pope.

[Signature]  
Notary Public - State of Oregon

My Commission Expires: 12/22/2019



# EXHIBIT A

LEGAL DESCRIPTION:  
ACCESS EASEMENT  
APRIL 28, 2021

A PORTION OF THAT TRACT OF LAND DESCRIBED AS TRACT I IN INSTRUMENT NO. 201912114, YAMHILL COUNTY DEED RECORDS, ALSO BEING A PORTION OF LOT 8, BLOCK 5 OF THE PLAT OF "LIPPINCOTT'S ADDITION TO THE CITY OF DAYTON", YAMHILL COUNTY RECORDS, LOCATED IN THE SOUTHWEST ONE-QUARTER OF SECTION 17, TOWNSHIP 4 SOUTH, RANGE 3 WEST, WILLAMETTE MERIDIAN, CITY OF DAYTON, YAMHILL COUNTY, OREGON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**BEGINNING** AT THE MOST NORTHERLY CORNER OF SAID LOT 8, BLOCK 5 OF THE PLAT OF "LIPPINCOTT'S ADDITION TO THE CITY OF DAYTON", SAID POINT ALSO BEING THE MOST NORTHERLY CORNER OF THAT TRACT OF LAND DESCRIBED AS SAID TRACT I OF INSTRUMENT NO. 201912114; THENCE ALONG THE NORTHWESTERLY LINE OF SAID LOT 8 SOUTH 51°07'20" WEST, 269.09 FEET TO THE MOST WESTERLY CORNER OF SAID LOT 8; THENCE ALONG THE SOUTHWESTERLY LINE OF SAID LOT 8 SOUTH 38°30'30" EAST, 25.03 FEET; THENCE NORTH 51°07'20" EAST, 169.09 FEET TO THE MOST WESTERLY CORNER OF THAT TRACT OF LAND DESCRIBED IN INSTRUMENT NO. 200629901, YAMHILL COUNTY DEED RECORDS; THENCE ALONG THE NORTHWESTERLY LINE OF SAID TRACT NORTH 51°02'00" EAST, 100.01 FEET TO THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF 7TH STREET, BEING 30.00 FEET SOUTHWESTERLY OF THE CENTERLINE THEREOF (WHEN MEASURED PERPENDICULAR THERETO); THENCE ALONG SAID SOUTHWESTERLY RIGHT-OF-WAY LINE NORTH 38°28'45" WEST, 24.87 FEET TO THE **POINT OF BEGINNING**.

CONTAINS 6,726 SQUARE FEET, MORE OR LESS

# EXHIBIT B

## ACCESS EASEMENT

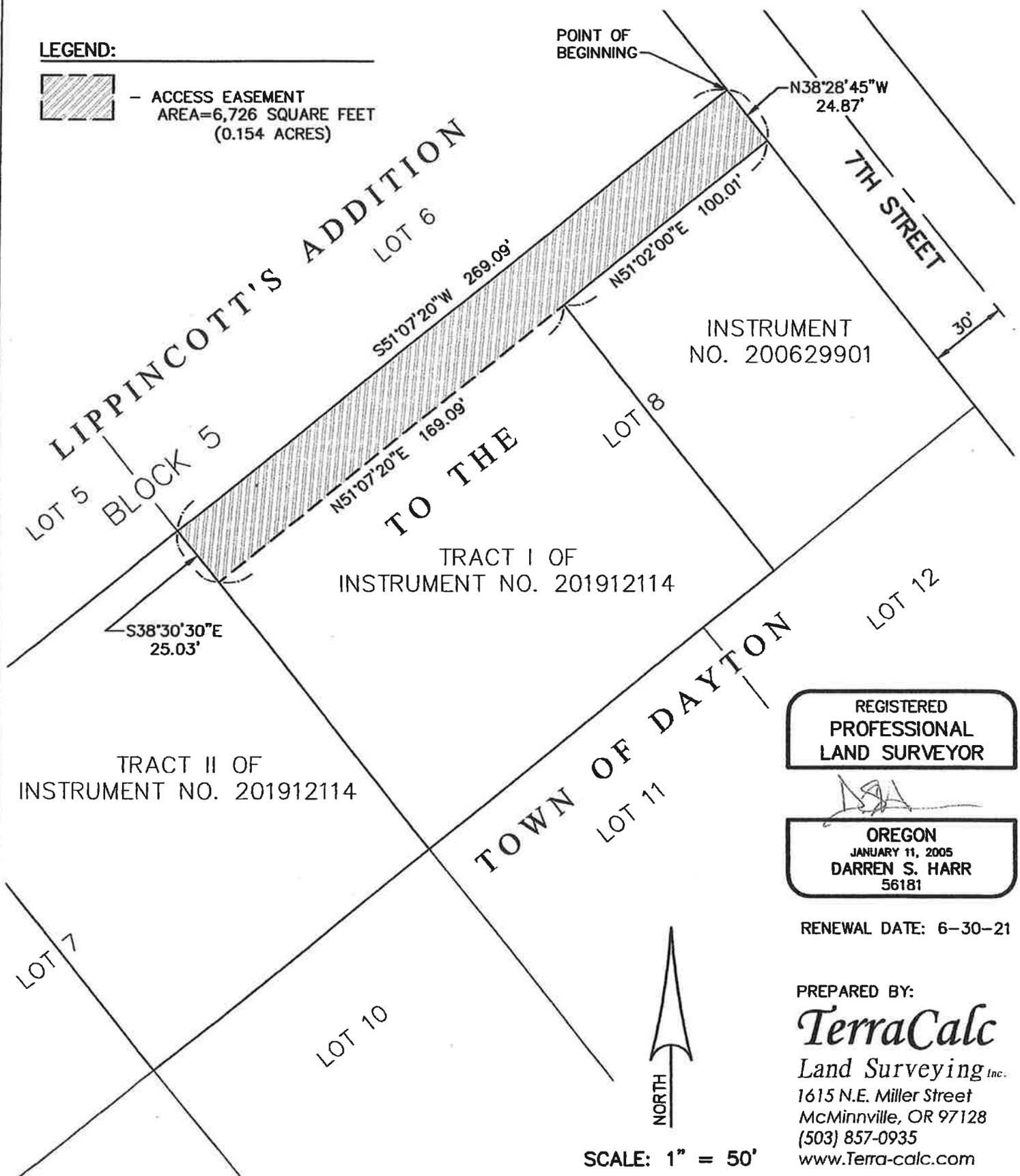
LOCATED IN THE SOUTHWEST ONE-QUARTER OF SECTION 17,  
TOWNSHIP 4 SOUTH, RANGE 3 WEST, W.M.  
CITY OF DAYTON, YAMHILL COUNTY, OREGON

APRIL 28, 2021

### LEGEND:



- ACCESS EASEMENT  
AREA=6,726 SQUARE FEET  
(0.154 ACRES)



INSTRUMENT  
NO. 200629901

TRACT II OF  
INSTRUMENT NO. 201912114

TRACT I OF  
INSTRUMENT NO. 201912114

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JANUARY 11, 2005  
DARREN S. HARR  
56181

RENEWAL DATE: 6-30-21

PREPARED BY:

**TerraCalc**  
Land Surveying Inc.  
1615 N.E. Miller Street  
McMinnville, OR 97128  
(503) 857-0935  
www.Terra-calc.com

SCALE: 1" = 50'

416 Ferry St - PO Box 339  
Dayton OR 97114  
Ph # (503) 864-2221  
Fax # (503) 864-2956  
www.ci.dayton.or.us  
cityofdayton@ci.dayton.or.us

# Temporary Occupancy Permit Application



**For City of Dayton Use**

Date Received: <u>5-17-21</u>	Received By: <u>Isaac</u>	File Number:
-------------------------------	---------------------------	--------------

Type of Request:  2 week request  6 month request Request:  New  2nd  3rd  4th

Site Address of the Temporary Occupancy: 200 7th St, Dayton, OR 97114

Property Owner(s): Mark + Robin Pederson

Mailing Address: 202 7th St City: Dayton ST: OR Zip: 97114

Telephone Number: \_\_\_\_\_ Cell Number: 503-560-2557

Email Address: drinkoregonwine@gmail.com

Temporary Living Unit: Make Mobile Home Model \_\_\_\_\_ Year 1970

*\* Existing mfg home*

License Plate Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Insurance Company: Country Financial Policy Number: A36K5221279

Proposed Living Area:  Front yard  Back yard  Side yard  Driveway  Concrete Slab  Graveled Area

Explain Existing location

Occupancy: Who will be living in the temporary unit? Pete + Jeanne Rahier

Number of people living in the temporary unit: 2

Provide the names of everyone living in the temporary unit: \_\_\_\_\_

Pete + Jeanne Rahier

Proposed Begin Date: July 1, 2021 Proposed End Date: January 1, 2022

Access to facilities? Kitchen:  Yes  No Sanitary:  Yes  No

The undersigned hereby certifies that he or she understands and agrees to the following:

- 1) That they are the owners of the property identified in this application where the temporary occupancy unit will be placed;
- 2) That the individuals using the temporary unit have access to sanitation and kitchen facilities;
- 3) That there is a current and up to date insurance policy covering the temporary occupancy unit;
- 4) That all of the information herein is correct to the best of their knowledge;
- 5) They have read chapter 4.4 of the Dayton Municipal Code and agree to abide by all of the rules outlined in the Code;
- 6) Failure to comply with all the requirements of the Dayton Municipal Code can cause denial of your application or may cause your temporary occupancy permit to be revoked.

Property Owner Signature: [Signature] Date: 5/17/21

**For Office Use**

Approved <input type="checkbox"/> Denied <input type="checkbox"/> <input type="checkbox"/> With Conditions of Approval	Decision Date:	Approved or Denied By:
Type of Decision: <input type="checkbox"/> City Recorder <input type="checkbox"/> City Council	Permit Approved Date:	Permit Expires:
Photos supplied with application: <input type="checkbox"/> Temporary Occupancy Site <input type="checkbox"/> Temporary Occupancy Unit		

Reason for proposed Temporary Occupancy Permit? Be specific: (to be completed by applicant)

City of Dayton, Temporary Occupancy Permit  
Page 2, Reason for proposed temporary occupancy permit

May 17, 2021 – We are currently renting a mobile home on the property which we will own eventually. We will be buying Tract II, of Lot 7, Block 5 in the City of Dayton. Currently the mobile home crosses the property line of Tract I and Tract II.

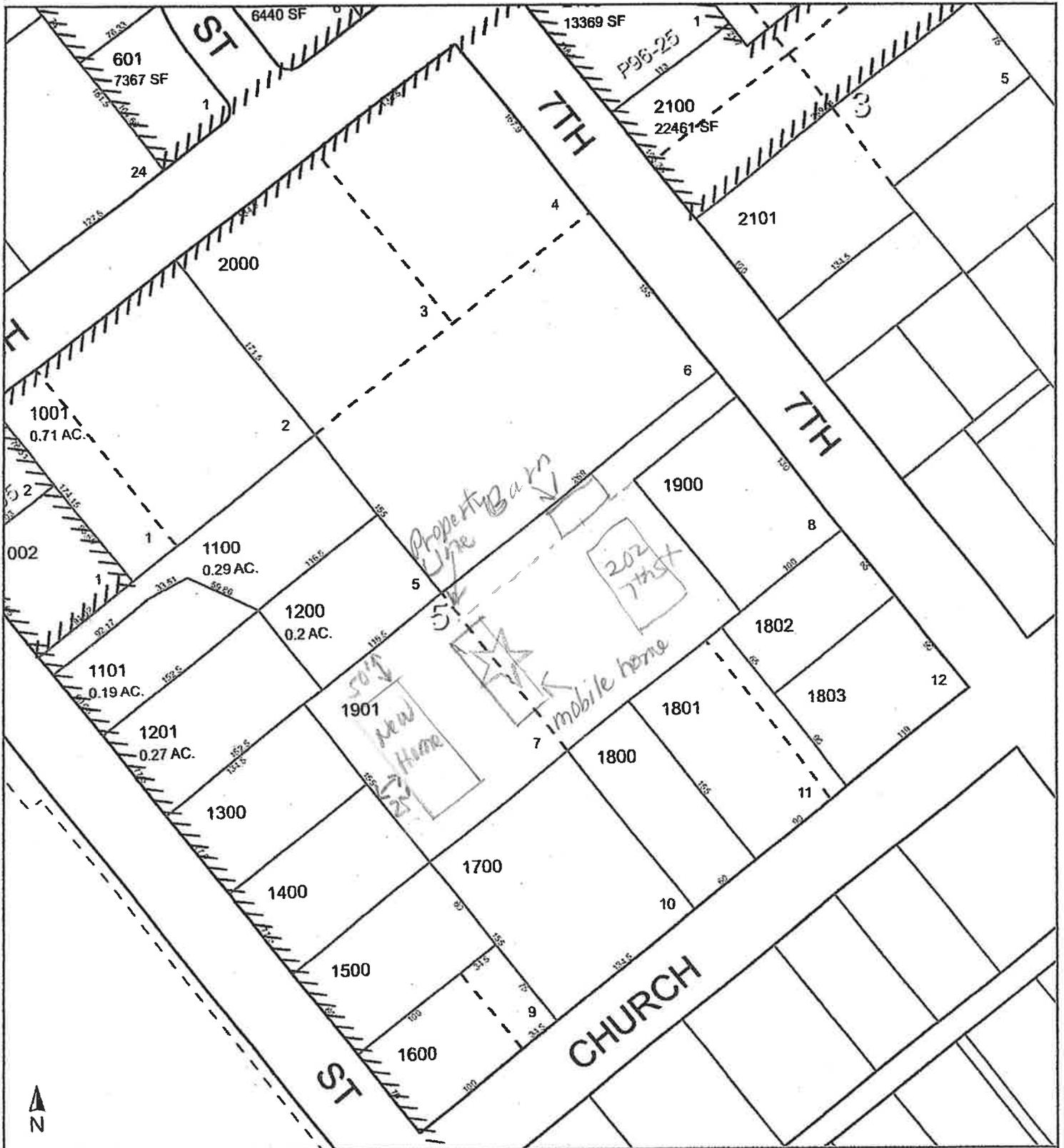
We will be building our own home on Tract II behind the mobile home. The home build is expected to begin in July 2021. We anticipate the home build being completed in early 2022. We are requesting to leave the mobile home standing until 30 days after we have a certificate of occupancy for the new home. At that time, the mobile home (approximately 50 years old) to be demolished and removed from the property. Barn is going to be removed before the new home is completed.

For Office Use

Conditions of Approval

1)  Proof of Insurance must be provided before occupancy can begin;

- 
- 
- 
- 
- 
- 
- 
-



**ParcelID: 116136**

**202 7th St**

**Dayton, OR 97114**

This map/plat is being furnished as an aid in locating the herein described land in relation to adjoining streets, natural boundaries and other land, and is not a survey of the land depicted. Except to the extent a policy of title insurance is expressly modified by endorsement, if any, the company does not insure dimensions, distances, location of easements, acreage or other matters shown thereon.

TICOR TITLE 471819083279

**RECORDING REQUESTED BY:**



1215 NE Baker Street  
McMinnville, OR 97128

**AFTER RECORDING RETURN TO:**

Order No.: 471819083279-LC  
Mark C. Pederson and Robin Y. Pederson, as tenants by the  
entirety  
202 7th Street  
Dayton, OR 97114

**SEND TAX STATEMENTS TO:**

Mark C. Pederson and Robin Y. Pederson  
202 7th Street  
Dayton, OR 97114

APN: 116136  
Map: R4317CA 01901

Yamhill County Official Records		<b>201912114</b>
<b>DMR-DDMR</b>		
Str=2 MILLISA		<b>08/28/2019 01:40:00 PM</b>
2Pgs \$10.00 \$11.00 \$5.00 \$60.00		<b>\$86.00</b>
I, Brian Van Bergen, County Clerk for Yamhill County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.		
Brian Van Bergen - County Clerk		

**STATUTORY WARRANTY DEED**

Benjamin Pope and Melissa Pope, Grantor, conveys and warrants to Mark C. Pederson and Robin Y. Pederson, as tenants by the entirety, Grantee, the following described real property, free and clear of encumbrances except as specifically set forth below, situated in the County of Yamhill, State of Oregon:

Portions of Lots 7 and 8, Block 5, LIPPINCOTT'S ADDITION TO THE TOWN OF DAYTON, in the City of Dayton, County of Yamhill, State of Oregon, more particularly described as follows:

Tract I:  
Lot 8, Block 5, LIPPINCOTT'S ADDITION TO THE TOWN OF DAYTON, Yamhill County, Oregon.

EXCEPTING THEREFROM the following described tract:

Beginning at a point on the Westerly line of Seventh Street that is the corner between Lot 8 and 12 of said Block 5; running thence Southwesterly, along the line between Lots 8 and 12, 100 feet; thence Northwesterly, parallel with the Westerly line of Seventh Street, a distance of 130 feet; thence Northeasterly, parallel with the line between Lots 8 and 12, 100 feet to a point on the Westerly line of Seventh Street; thence Southeasterly to the place of beginning.

Tract II:  
That portion of Lot 7, Block 5, LIPPINCOTT'S ADDITION TO THE TOWN OF DAYTON, Yamhill County, Oregon, more particularly described as follows:

Beginning at the center of said Block 5, Lippincott's Addition to the Town of Dayton, Oregon; thence in a Southeasterly direction, 155 feet to the most Northerly corner of Lot 10 in said addition; thence in a Southwesterly direction, following the said North and Westerly line of said Lot 10, to the most Northerly corner of Lot 9 of said Block 5, a distance of 134-1/2 feet; thence in a Northwesterly direction 155 feet to the Southerly and Easterly line of Lot 5 in said Block 5, Lippincott's Addition; thence on the Southerly and Easterly line of said Lot 5, 134-1/2 feet to the most Westerly corner of Lot 8 in said Block 5, said Addition and the place of beginning.

THE TRUE AND ACTUAL CONSIDERATION FOR THIS CONVEYANCE IS FOUR HUNDRED SEVENTY-NINE THOUSAND NINE HUNDRED AND NO/100 DOLLARS (\$479,900.00). (See ORS 93.030).

**Subject to:**

Property taxes in an undetermined amount, which are a lien but not yet payable, including any assessments collected with taxes to be levied for the fiscal year 2019-2020.

Easement(s) for the purpose(s) shown below and rights incidental thereto, as granted in a document:

Granted to:	City of Dayton
Purpose:	sewer
Recording Date:	September 10, 1965
Recording No:	Film Volume 55, page 946
Affects:	Reference is hereby made to said document for full particulars

**STATUTORY WARRANTY DEED**

(continued)

Matters contained in that certain document

Entitled: Easement  
Dated: February 7, 1991  
Recording Date: November 12, 1991  
Recording No: Film Volume 261, page 1281

Reference is hereby made to said document for full particulars.

**BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.**

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

Dated: 8/27/19  
[Signature]  
Benjamin Pope  
[Signature]  
Melissa Pope

State of Oregon  
County of Yamhill

This instrument was acknowledged before me on 27 August 2019 by Benjamin Pope and Melissa Pope.

[Signature]  
Notary Public - State of Oregon

My Commission Expires: 12/22/2019



# EXHIBIT A

**LEGAL DESCRIPTION:**  
**ACCESS EASEMENT**  
**APRIL 28, 2021**

A PORTION OF THAT TRACT OF LAND DESCRIBED AS TRACT I IN INSTRUMENT NO. 201912114, YAMHILL COUNTY DEED RECORDS, ALSO BEING A PORTION OF LOT 8, BLOCK 5 OF THE PLAT OF "LIPPINCOTT'S ADDITION TO THE CITY OF DAYTON", YAMHILL COUNTY RECORDS, LOCATED IN THE SOUTHWEST ONE-QUARTER OF SECTION 17, TOWNSHIP 4 SOUTH, RANGE 3 WEST, WILLAMETTE MERIDIAN, CITY OF DAYTON, YAMHILL COUNTY, OREGON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

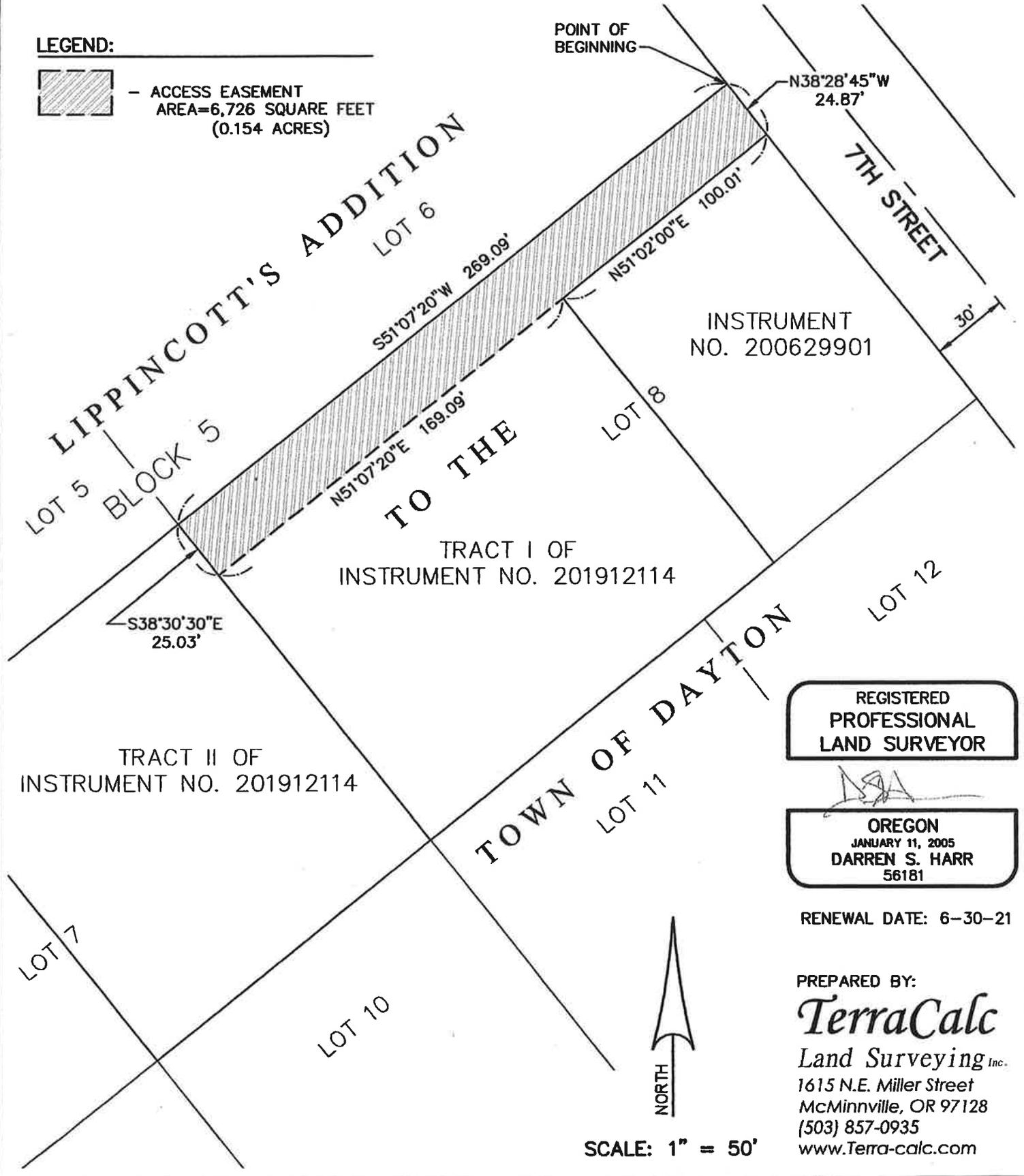
**BEGINNING AT THE MOST NORTHERLY CORNER OF SAID LOT 8, BLOCK 5 OF THE PLAT OF "LIPPINCOTT'S ADDITION TO THE CITY OF DAYTON", SAID POINT ALSO BEING THE MOST NORTHERLY CORNER OF THAT TRACT OF LAND DESCRIBED AS SAID TRACT I OF INSTRUMENT NO. 201912114; THENCE ALONG THE NORTHWESTERLY LINE OF SAID LOT 8 SOUTH 51°07'20" WEST, 269.09 FEET TO THE MOST WESTERLY CORNER OF SAID LOT 8; THENCE ALONG THE SOUTHWESTERLY LINE OF SAID LOT 8 SOUTH 38°30'30" EAST, 25.03 FEET; THENCE NORTH 51°07'20" EAST, 169.09 FEET TO THE MOST WESTERLY CORNER OF THAT TRACT OF LAND DESCRIBED IN INSTRUMENT NO. 200629901, YAMHILL COUNTY DEED RECORDS; THENCE ALONG THE NORTHWESTERLY LINE OF SAID TRACT NORTH 51°02'00" EAST, 100.01 FEET TO THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF 7TH STREET, BEING 30.00 FEET SOUTHWESTERLY OF THE CENTERLINE THEREOF (WHEN MEASURED PERPENDICULAR THERETO); THENCE ALONG SAID SOUTHWESTERLY RIGHT-OF-WAY LINE NORTH 38°28'45" WEST, 24.87 FEET TO THE POINT OF BEGINNING.**

**CONTAINS 6,726 SQUARE FEET, MORE OR LESS**

**EXHIBIT B**  
**ACCESS EASEMENT**  
 LOCATED IN THE SOUTHWEST ONE-QUARTER OF SECTION 17,  
 TOWNSHIP 4 SOUTH, RANGE 3 WEST, W.M.  
 CITY OF DAYTON, YAMHILL COUNTY, OREGON  
 APRIL 28, 2021

**LEGEND:**

 - ACCESS EASEMENT  
 AREA=6,726 SQUARE FEET  
 (0.154 ACRES)



INSTRUMENT  
 NO. 200629901

REGISTERED  
 PROFESSIONAL  
 LAND SURVEYOR

  
 OREGON  
 JANUARY 11, 2005  
 DARREN S. HARR  
 56181

RENEWAL DATE: 6-30-21

PREPARED BY:  
**TerraCalc**  
 Land Surveying Inc.  
 1615 N.E. Miller Street  
 McMinnville, OR 97128  
 (503) 857-0935  
 www.Terra-calc.com

SCALE: 1" = 50'

This page intentionally left blank.

**To:** Honorable Mayor and City Councilors  
**From:** Rochelle Roaden, City Manager  
**Issue:** Approval of Resolution 21/22-14 City Council Rules Amendment #8  
**Meeting:** February 7, 2022

**Background and Information**

Per the Dayton City Charter, Section 10, “The council must by resolution adopt rules to govern its meetings”. In May 2005, the Dayton City Council adopted Resolution 04/05-31 “A Resolution Adopting City Council Rules” which are to be reviewed by the Council in January of even numbered years.

Included in your packet is a final copy of the council rules (next page) and the red-lined track changes version which is attached to Resolution 21/22-14 in this packet.

The changes are in response to HB2560 which “Requires governing body of public body, to extent reasonably possible, to make all meetings accessible remotely through technological means and provide opportunity for members of general public to remotely submit oral and written testimony.”

**City Manager Recommendation:** I recommend approving Resolution 21/22-14.

**Potential Motion to Approve:** “I move to approve Resolution 21/22-14 a Resolution Adopting Amendment #8 to Resolution 04/05-31, a Resolution Adopting City Council Rules.”

**Council Options:**

- 1 – Approve Resolution 21/22-14 as recommended.
- 2 – Approve Resolution 21/22-14 with amendments.
- 3 – Take no action and direct staff to do further research or provide additional options.

This page intentionally left blank.

**CITY OF DAYTON, OREGON**  
**City Council Rules**

**SECTION 1 AUTHORITY**

**1.1** City Charter Section 10 provides that the Council must, by resolution, adopt rules to govern its meetings. The Council will review its rules at its first meeting in January of even numbered years. Amendments to the rules will be made by majority vote. The Council will have clear and simple procedures for considering agenda matters. Council rules are not intended to replace or supersede applicable federal or state laws, the City Charter or City ordinances.

**SECTION 2 DEFINITIONS** As used in these Rules, the following mean:

- **City Committees:** All City committees, commissions, task forces, and advisory bodies.
- **Council and Council members:** The Mayor, the Council President, and the Councilors.
- **Councilors:** The Council President and the Councilors.

**SECTION 3 COUNCIL MEETINGS**

**3.1 Council Meetings**

- A. Regular Session Council meetings will be hybrid meetings and will generally be held in the City Hall Annex and/or virtually online on the first Monday of each month for the purpose of conducting business or developing policy, per ORS 192.670.
- B. Council Regular Session meetings will normally begin at 6:30 p.m. and adjourn no later than 10 p.m. Work Session or Special Session meetings will normally begin at 6:30 p.m. and adjourn no later than 10 p.m. For any meeting to continue past the normal adjournment time, a majority of the Council members present at the meeting must agree.
- C. If possible, only one or two major topics (defined as issues of special interest, controversial, or difficult) will be scheduled per meeting.

**3.2 Work Sessions**

- A. Work Session meetings will be hybrid meetings and will normally be held in the City Hall Annex and/or virtually online on the 3rd Monday of each month, per ORS 192.670.
- B. Work Session meetings will be to develop policy, review programs, and receive progress reports, where no action is expected.
- C. Each agenda shall contain a segment that is reserved for the Mayor and Councilors to comment on ideas, exchange information, and make announcements.

**3.3 Special or Emergency Meetings**

- A. Special Session Meetings

Special Session meetings may be held on any evening and will be hybrid meetings generally held in the City Hall Annex and/or virtually online per ORS 192.670. Special Session meetings may be called by the Mayor or upon the request of three City Councilors. Action can be taken where at least 72-hour notice is possible, but not less than a 24-hour notice. Required notifications will be given in accordance with the Attorney General’s Public Records and Meetings Manual.

B. Emergency Meetings

An Emergency meeting is a Special meeting called on less than 24 hours’ notice and will be hybrid meetings, generally held in the City Hall Annex and/or virtually online per ORS 192.670. An actual emergency must exist, and the minutes of the meeting must describe the emergency justifying less than 24 hours’ notice. City staff will attempt to contact the media and other interested persons to inform them of the meeting. Emergency meetings may be held on any evening and may be called by the Mayor, or in his/her absence, the Council President. Action can be taken.

**3.4 Executive Session**

- A. An Executive Session meeting (meeting closed to the general public) must be held in accordance with the terms of Oregon’s Public Meetings Law (ORS 192.610 to ORS 192.690) and will be hybrid meetings, to be held generally in the City Hall Annex and/or virtually online. Executive Session meetings may be held during Regular Session or Special Session meetings provided relevant statutory limitations are met.
- B. Only the Council, City Attorney, specific staff members, media representatives, and those invited by the Mayor or a majority of the Council can attend.
- C. No formal decisions can be taken during an Executive Session. When the Council reconvenes in open session, formal action may be taken.
- D. The Council needs to specify that Executive Session meeting information may not be reported. In accordance with Oregon Public Meetings Law, only the subject of the Executive Session may be disclosed.
- E. Media representatives are allowed to attend Council Executive Sessions subject to the understanding that information from such meetings that consider proper Executive Session subjects will not be reported.

**3.5 Minutes.** Only the Mayor and Councilors have the authority to make revisions to the minutes subject to a majority vote of the Council. If a citizen wishes to suggest an amendment, the request must be made through the Mayor or a Councilor.

**3.6 Telephonic/Electronic Meetings**

- A. Council members may participate in Council meetings by telephone. The provisions of the Oregon state statutes governing public meetings apply. All Council members, whether attending the meeting in person or by telephonic means have the same voting rights.

- 3.7 Attendance.** Councilors will inform the Mayor if they are unable to attend any Council meeting. Lack of notification will constitute an unexcused absence. The Mayor will inform the Council President and City Manager of any absence of the Mayor.

## **SECTION 4 AGENDA**

- 4.1** A. The Mayor or in his/her absence, the Council President, will work with the City Manager to schedule agenda items.
- B. Items may be placed on the Council agenda by any of the following methods: (1) the Mayor; (2) any Councilor by advising the Mayor, or City Manager; (3) vote of the Council, or (4) the City Manager or City Attorney.

### **4.2 Headings**

The agenda headings will generally be as follows:

- CALL TO ORDER & PLEDGE OF ALLEGIANCE
- ROLL CALL
- PUBLIC HEARING (when scheduled)
- APPEARANCE OF INTERESTED CITIZENS (on any topic except a public hearing held that night)
- CONSENT AGENDA (any item may be removed from the Consent Agenda for discussion at the request of a Councilor)
- ACTION ITEMS
- CITY COUNCIL COMMENTS/CONCERNS
- INFORMATION REPORTS
- CITY MANAGER REPORT
- CITY ATTORNEY REPORT
- ADJOURN

### **4.3 Preparation**

- A. The City Manager will prepare an agenda for each Council meeting specifying the time and place of the meeting, and a brief general description of each item to be considered by the Council.
- B. Agenda materials will generally be available to the Council, media, and public a minimum of three calendar days before all meetings with the exception of Emergency Sessions.

### **4.4 Scheduling**

- A. The agenda may be amended to add additional items after the agenda is printed and the notice published if the Mayor, Councilor, or City Manager explains the necessity and receives Council consent. The City Manager will notify the media and any known interested citizens as soon as possible after receiving information about proposed agenda additions.
- B. Agenda items that are continued from one meeting to another will have preference on the subsequent agenda.
- C. With the consent of the Council, the Mayor may consider agenda items out of order.

## **SECTION 5 COUNCIL DISCUSSIONS AND DECORUM**

**5.1** Council should conduct themselves so as to bring credit upon the government of the City by respecting the rule of law, ensuring non-discriminatory delivery of public services, keeping informed concerning the matters coming before the Council and abiding by all decisions of the Council, whether or not the member voted on the prevailing side.

**5.2** Councilors will assist the Presiding Officer to preserve order and decorum during Council meetings and may not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or Council rules. When addressing staff or members of the public, Councilors will confine themselves to questions or issues then under discussion and not:

- engage in personal attacks; or
- impugn the motives of any speaker.

**5.3** The following ground rules should be followed in order to maintain order and decorum during Council members discussions, Council members will:

- A. Gather necessary information and have questions answered from staff before a meeting.
- B. Speak for themselves and not for other Council members.
- C. Not state they represent the Council, unless they have been asked by Council to do so.
- D. During public meetings, Council members should not attempt to substantially rewrite prepared ordinances. Editing an ordinance may be appropriate but comprehensive changes should follow staff research.
- E. Be open, direct and candid in the Council forum. Members should be brief and succinct in stating their views and focus on a single issue or topic at any one time.
- F. Focus on City issues and priorities and avoid becoming involved in extra-territorial issues outside the City's jurisdiction.
- G. Give all members an opportunity to express their views on the issues before the Council.
- H. Avoid disguising a statement as a question or using repetition as a way to convince others.
- I. Keep the discussion moving and call for a process check if the Council becomes bogged down in discussions.
- J. If a Council member wishes to discuss a major policy issue, it should be suggested as a future agenda item and not raised as an addendum.

### **5.4 Public Comment**

- A. Public comment sign-up forms will be available at each meeting. At the time on the agenda designated for public comment, and during any public hearing, any member of the public desiring to address the Mayor and the Council shall first request to be recognized by the Presiding Officer and then state his or her name and address for the record. If necessary, the Council may limit comments to three minutes. The Council may request that groups with like comments choose a spokesperson to present their joint remarks.

- B. During public hearings, all public comment should be directed to the question under discussion and addressed to the Presiding Officer representing the Council as a whole.
- C. In general, Council will not respond to any comment made during the time on the agenda for public comment, except to provide information and ask clarifying questions.

## SECTION 6 MOTIONS

### 6.1 General

- A. Council members should clearly and concisely state their motions. The Mayor will state the name of the Council member who made the motion and the Council member who made the second. The Mayor may make a motion or a second, provided that he or she first designates the Council President or, in his or her absence or inability to act, a senior member of the Council as the Presiding Officer during consideration of the matter.
- B. *If so requested*, the motion maker, Mayor, or City Manager should repeat the motion prior to voting.
- C. Most motions die if they do not receive a second. Motions for nominations, withdrawal of a motion, agenda order, roll call votes, a point of order, and inquires of any kind do not require a second. Any motion on which a second is not made but on which discussion begins is automatically seconded by the Council member beginning the discussion.
- D. The Mayor will ask for a voice vote for all final decisions. The City Recorder will maintain a record of the votes. Any Council member may request an oral roll call vote on any decision.
- E. At the conclusion of any vote, the Mayor will announce the results.

**6.2 Withdrawal.** A motion may be withdrawn by the mover at any time without the consent of the Council.

**6.3 Tie.** A motion that receives a tie vote fails.

**6.4 Table.** A motion to table is not debatable and precludes all amendments or further debate. If the motion prevails, the matter may be taken from the table only by adding it to a future agenda at which time discussion may continue

### 6.5 Postpone

- A. A motion to postpone to a certain time is debatable and amendable. The matter may be considered later at the same meeting or at a future meeting.
- B. A motion to postpone indefinitely is debatable and is not amendable. It may be reconsidered at the same meeting only if approved by an affirmative vote. This motion is not to postpone, but to reject the matter without a direct vote.

**6.6 Call for Question.** A motion to call for the question ends debate on the matter and is not debatable. A second is required for this motion and it fails without a two-thirds' vote. Debate may continue if the motion fails.

### 6.7 Amendment

- A. A motion to amend may be made to a previous motion that has been seconded but not voted on. An amendment is made by adding, striking out, or substituting words.
- B. Motions to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration, and take from the table may not be amended.
- C. Amendments are voted on first, then the main motion as amended.

**6.8 Reconsideration.** When a question has been decided, any Council member who voted in the majority may move for reconsideration. The motion for reconsideration must be made before adjournment of the meeting in which final action on the ordinance, resolution, order or other decision was taken.

## **SECTION 7 COUNCIL CONDUCT**

**7.1 Representing City.** If a Council member appears before another governmental agency or organization to give a statement on an issue, the Council member must state: 1) whether the statement reflects personal opinion or is the official position of the City; 2) whether the statement is supported by a majority of the Council. If the Council member is representing the City, the Council member must support and advocate for the official City position on the issue rather than a personal viewpoint.

### **7.2 Censure Process**

**7.2.1 Internal Oversight.** The Council has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. Should any Council member act in any manner constituting a substantial violation of these rules, City Ordinance or Charter, or other general laws, the remaining Council members may issue a censure or memorandum of concern pursuant to the following procedure:

- A. The process is initiated by a written statement by a Council member explaining the alleged misconduct of a Council member and if true, why disciplinary action is needed. Two Council members must date and sign the statement and deliver the original to the City Manager. The City Manager shall then place the matter before the Council at the next Regular Session meeting if the written statement is submitted to the City Manager not later than five (5) calendar days prior to such meeting, otherwise the matter shall be placed on the agenda for the following Council meeting.
- B. An affirmative vote by five (5) or more members of the Council shall initiate an investigation. An affirmative vote by a Council member shall not indicate that such member believes the truth of the statement and/or the reasoning behind a proposed sanction, but merely that further investigation is warranted under the criteria set forth in subsection C) below. The Council member in question shall not take part in the discussion or the vote.
- C. If initiated, an investigation shall be conducted by a committee consisting of three Council members appointed by the Council. Two additional Dayton residents shall be included if the Council member being investigated makes such request. Such residents shall be selected by the Council. The investigation shall be completed within 30 days of being initiated by the Council. The Committee shall review whether the alleged misconduct occurred, and if so whether the alleged misconduct occurred while acting in their official capacity as a City Council member, including, but not limited to the following instances:
  - 1) During a city meeting or while representing the City of Dayton;
  - 2) City Council member announced that they were a City Council member (and therefore infers that conduct is as a City Council member);

- 3) Conduct occurred in writing available to the public (social media, newspaper) as identified as a City Council member.
- D. If misconduct is found unanimously by the members of the City Council Committee, the Committee would present the investigation conclusion to the Council with a recommendation of any sanctions. Sanctions could include:
    - 1) A memo of concern from the full City Council, or
    - 2) Censure
  - E. The Council shall vote on the Committee recommendation. A memorandum of concern would require a four (4) member vote of the Council; a censure would require at least a five (5) member vote. The Council member in question shall not take part in the discussion or the vote.
  - F. If misconduct is not found unanimously by the City Council Committee, a public report of the Committee findings will be presented to the City Council during a Council meeting. A copy of that report will be given to the Council member who was investigated.

## **SECTION 8 CONFIDENTIALITY**

- 8.1 The Council will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Councilors, the City Manager, or City Attorney.
- 8.2 In Executive Sessions, Council members should attempt to provide direction or consensus to staff on proposed terms and conditions for negotiations. All contact with other parties must be left to the designated staff or representative(s) handling the negotiations or litigation. Council will not have any contact or discussion with any other party or its representative nor communicate any executive session discussion unless directed.
- 8.3 All public statements, information or press releases relating to a confidential matter should be handled by designated staff or a designated member of Council.
- 8.4 The Council may censure a member who discloses a confidential matter or otherwise violates the terms of these rules. (Subject to Section 7.2)

## **SECTION 9 COMMUNICATION WITH STAFF**

- 9.1 The Council members will respect the separation between policy-making (Council function) and administration (City Manager function) by:
  - A. Working with the staff as a team within a spirit of mutual respect and support.
  - B. Except in Council meetings, not attempting to influence a city employee or the City Manager concerning personnel matters, purchasing issues, the award of contracts and/or the selection of consultants, the processing of applications or granting of City licenses and permits. However, sharing information on these matter is appropriate.

*Adopted by Resolution #04/05-31, 05/02/05; Amended by Resolution #05/06-14, 03/06/06; #06/07-28, 03/05/07; #07/08-26, 03/03/08; #10/11-13, 11/01/10 & #11/12-16 02/13/12, #18/19-13 03/04/19, #20/21-9 03/1/2021*

- C. Limiting individual contacts with staff so as not to influence staff decisions or recommendations; to interfere with their work performance; to undermine the authority of supervisors; or to prevent the full Council from having benefit of any information received.
- D. Except in a Council meeting, staff will not attempt to influence individual Council members concerning City business.
- E. Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail messages.

**9.2** All written informational material requested by individual members of Council will be submitted by staff to the entire Council with a notation indicating who requested the information.

**9.3** The Presiding Officer will refer any comments or questions regarding city personnel or administration to the City Manager. The Presiding Officer may redirect other questions to a Council member or the City Manager, as appropriate. Councilors may also address questions directly to the City Manager, who may either answer the inquiry or ask a staff member to do so

**SECTION 10 MINUTES**

**10.1** Minutes shall be prepared with sufficient detail to meet their intended use. Verbatim minutes are not required. The minutes of meetings of the Council shall comply with provisions of ORS 192.650 by containing the following information at a minimum:

- The name of Council members and staff present;
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- The result of all votes, including ayes and nays and the names of the Council members who voted.
- The substance of the discussion on any matter.
- Reference to any document discussed at the meeting.

**10.2** The Council may amend the minutes to more accurately reflect what transpired at the meeting. Upon receipt of the minutes in the Council agenda packet, the Council member should read and submit any changes, additions or corrections to the City Manager so that a corrected copy can be issued prior to the meeting for approval. Under no circumstances may the minutes be changed following approval by the Council, unless the Council authorizes such change.

**SECTION 11 ADJOURNMENT**

**11.1** Upon motion and majority vote of the Council members present, any meeting of the Council may be continued or adjourned from day to day or for more than one day, provided that no adjournment may be for a period longer than until the next regular meeting.

**11.2** Upon the request of two or more Council members a short break may be taken.

**11.3** A motion to adjourn will be in order at any time except as follows:

- When made as an interruption of a member while speaking; or
- While a vote is being taken.

**SECTION 12 DISQUALIFICATION**

*Adopted by Resolution #04/05-31, 05/02/05; Amended by Resolution #05/06-14, 03/06/06; #06/07-28, 03/05/07; #07/08-26, 03/03/08; #10/11-13, 11/01/10 & #11/12-16 02/13/12, #18/19-13 03/04/19, #20/21-9 03/1/2021*

## **12.1 Bias**

- 12.1.1** Any proponent, opponent or other party interested in a quasi-judicial matter to be heard by the Council may challenge the qualification of any Council member to participate in such hearing and decision. Such challenge must state any fact(s) relied upon by the party relating to a Council member's bias, pre-judgment, personal interest or other factor from which the party has concluded the Council member cannot participate and make an impartial decision. Such challenges must be made prior to the commencement of the public hearing. The Presiding Officer will give the challenged member an opportunity to respond. A motion to accept or deny the challenge will be accepted and voted upon by the Council. Such challenges and the Council's decision will be incorporated into the record of the hearing.
- 12.1.2** In quasi-judicial matters, each Council member must disclose participation in a prior decision or action on the matter that is before the Council. Common examples include when a Planning Commission member is elected or appointed to the City Council or when a Council member testifies at a Planning Commission meeting. The Council member must state whether they can participate in the hearing with no regard for the prior decision made. If the Council member is unable to be impartial, they have a duty to disqualify themselves from participating in proceedings and leave the Council table.
- 12.1.3** If the City Council believes that the member is actually biased, it may disqualify the member by majority vote from participating in a decision on the matter. A Council member who has been disqualified from participating in a decision may participate in the proceeding as a private citizen.

## **12.2 Conflict of Interest**

- 12.2.1** Generally, conflicts of interest arise in situations where a Council member, as a public official deliberating in a quasi-judicial proceeding, has an actual or potential financial interest in the matter before the Council. Under state law, an actual conflict of interest is defined as one that would be to the private financial benefit or detriment of the Council member, a relative or a business with which the Council member or a relative is associated. A potential conflict of interest is one that could be to the private financial benefit or detriment of the Council member, a relative or a business with which the Council member or a relative is associated. A relative means the spouse, children, siblings or parents of the public official or public official's spouse. A Council member must publicly announce potential and actual conflicts of interest and, in the case of an actual conflict of interest, must refrain from participating in debate on the issue or from voting on the issue.

## **12.3 Ex Parte Contacts**

- 12.3.1** For quasi-judicial hearings, Council members should refrain from having *ex parte* contacts relating to any issue of the hearing, including conversations with other Councilors. *Ex parte* contacts are those contacts by a party on a fact in issue under circumstances that do not involve all parties to the proceeding. *Ex parte* contacts can be made orally when the other side is not present, or they can be in the form of written information that the other side does not receive. A site visit is not in and of itself an *ex parte* contact unless there is communication from an outside party or information is gleaned from the visit that will be used for a future decision. Even if the site visit is not classified as an *ex parte* contact, it should still be disclosed during any applicable hearing.
- 12.3.2** If a Council member has *ex parte* contact prior to a hearing, the member must reveal the contact at the meeting and prior to the hearing. The Council member shall describe the substance of the contact and the Presiding Officer shall announce the right of interested persons to rebut the

substance of the communication. The Council member also will state whether such contact affects their impartiality or ability to vote in the matter. The Council member must state whether he or she will participate or abstain.

- 12.3.3** For quasi-judicial hearings, a Council member who was absent during the presentation of evidence cannot participate in any deliberations or decision regarding the matter unless the Councilor has reviewed all the evidence and testimony received.

## **SECTION 13 OREGON GOVERNMENT ETHICS COMMISSION REQUIREMENTS AND REPORTING**

- 13.1** Council members shall review and observe the requirements of the State Ethics Law (ORS 244.010 to ORS 244.390) dealing with use of public office for private financial gain.
- 13.2** Council members shall give public notice of any conflict of interest or potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Council members shall maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims and transactions coming before the Council.
- 13.3** In accordance with ORS 244.195, it is each Council member's responsibility to file annual statements of economic interest with the Oregon Government Ethics Commission.

## **SECTION 14 LEGAL ADVICE**

- 14.1** Requests to the City Attorney for advice requiring legal research shall not be made by a Councilor except with concurrence of the Council. Before requesting research or other action by the City Attorney, the Council is encouraged to consider consulting with the City Manager to ascertain whether the request or action can be accomplished more cost-effectively. Outside a Council meeting, a Councilor should make requests of the City Attorney through the City Manager.

## **SECTION 15 ROBERT'S RULES**

- 15.1** Robert's Rules of Order Revised shall be used as the guideline for conduct of Council meetings.

## **SECTION 16 COMMITTEES, ORGANIZATIONS & MEDIA**

### **16.1 Citizen Appointment and Removal**

- A. The Mayor will appoint City committees, with the consent of the Council. The Mayor may request assistance from Councilors in making recommendations.
- B. Council members will encourage broad participation on City committees by generally limiting the number of terms a citizen may serve on the same City committee.
- C. A citizen may not serve on more than two City committees simultaneously. Any citizen serving on two City committees may not be chairperson of both City committees simultaneously.
- D. With the consent of the Council, the Mayor may remove a citizen from a City committee prior to the expiration of the term of office.

- 16.2 Council Member Participation.** Council members shall encourage City committee member participation.

### **16.3 Councilor Liaison**

*Adopted by Resolution #04/05-31, 05/02/05; Amended by Resolution #05/06-14, 03/06/06; #06/07-28, 03/05/07; #07/08-26, 03/03/08; #10/11-13, 11/01/10 & #11/12-16 02/13/12, #18/19-13 03/04/19, #20/21-9 03/1/2021*

- A. The Mayor will appoint Councilors to liaison positions on any or all City committees, including ad hoc or limited term committees, as the Mayor deems necessary.
- B. Councilors, serving as Committee liaisons, shall not have a vote.

#### **16.4 Organizations, Media**

- A. If the Mayor or a Councilor represents the City before another governmental agency, a community organization, or the media, the Council member should first state the Council majority position. Personal opinions and comments should be expressed only if the Council member makes clear that he or she does not express the Council position.
- B. Council members should obtain the appropriate permission before.

### **SECTION 17. CITY MANAGER EVALUATION PROCESS**

**17.1 Criteria.** The job expectations and goals used in the evaluation of the City Manager will be adopted at a regular Council meeting in accordance with state law.

#### **17.2 Form**

- A. Council members and the City Manager will mutually agree on the form of the annual evaluation.

### **SECTION 18. COUNCIL EXPENSES**

**18.1 Reimbursement.** Council members will follow the same rules and procedures for reimbursement as City employees.

**18.2 Budget.** Council will review and discuss its proposed annual budget as coordinated by the Mayor and Council President and as presented by City staff during a public meeting.

**18.3 Guests.** Under Oregon Government Ethics Commission rules, expenses for one guest per Councilor will be covered for attendance at official City functions.

This page intentionally left blank.

**RESOLUTION NO. 21/22-14  
CITY OF DAYTON, OREGON**

***TITLE: A Resolution Adopting Amendment #8 to Resolution #04/05-31, a Resolution  
Adopting City Council Rules***

**WHEREAS**, on May 2, 2005, the Dayton City Council adopted Resolution #04/05-31, “A Resolution Adopting City Council Rules” (hereinafter called “Rules”) and subsequently amended same by Resolution #05/06-14, adopted March 6, 2006; by Resolution #06/07-28 adopted March 5, 2007; and by Resolution #07/08-26 adopted March 3, 2008; by Resolution 10/11-13 adopted November 1, 2010; and by Resolution 11/12-16 adopted February 13, 2012; and by Resolution 18/19-13 adopted March 4, 2019; and by Resolution 20/21-09 adopted on March 1, 2021; and

**WHEREAS**, pursuant to Section 1.1 of the Rules, Council has conducted its review and desires to amend various language;

**The City of Dayton resolves as follows:**

- 1) **THAT** the City Council hereby adopts the language modifications to the Rules outlined in Exhibit A, attached hereto and made a part hereof; and
- 2) **THAT** this resolution shall become effective immediately upon adoption.

**ADOPTED this 7<sup>th</sup> day of February 2022.**

**In Favor:**

**Opposed:**

**Absent:**

**Abstained:**

\_\_\_\_\_  
**Elizabeth Wytoski, Mayor**

\_\_\_\_\_  
**Date of Signing**

**ATTESTED BY:**

\_\_\_\_\_  
**Patty Ringnalda, City Recorder**

\_\_\_\_\_  
**Date of Enactment**

**Attachment – Exhibit A**

CITY OF DAYTON, OREGON  
City Council Rules

SECTION 1 AUTHORITY

1.1 City Charter Section 10 provides that the Council must, by resolution, adopt rules to govern its meetings. The Council will review its rules at its first meeting in January of even numbered years. Amendments to the rules will be made by majority vote. The Council will have clear and simple procedures for considering agenda matters. Council rules are not intended to replace or supersede applicable federal or state laws, the City Charter or City ordinances.

SECTION 2 DEFINITIONS As used in these Rules, the following mean:

- **City Committees:** All City committees, commissions, task forces, and advisory bodies.
- **Council and Council members:** The Mayor, the Council President, and the Councilors.
- **Councilors:** The Council President and the Councilors.

SECTION 3 COUNCIL MEETINGS

3.1 Council Meetings

A. Regular Session Council meetings ~~will generally be hybrid meetings and will generally be held at~~ in the City Hall Annex and/or virtually online on the first Monday of each month for the purpose of conducting business or developing policy; per ORS 192.670.

~~B. Work Session or Special Session meetings will normally be on the 3<sup>rd</sup> Monday of each month.~~

~~B.~~ Council Regular Session meetings will normally begin at 6:30 p.m. and adjourn no later than 10 p.m. Work Session or Special Session meetings will normally begin at 6:30 p.m. and adjourn no later than 10 p.m. For any meeting to continue past the normal adjournment time, a majority of the Council members present at the meeting must agree.

~~D.~~ If possible, only one or two major topics (defined as issues of special interest, controversial, or difficult) will be scheduled per meeting.

3.2 Work Sessions

~~A. A- Work Session meetings will be hybrid meetings and will normally be held in the City Hall Annex and/or virtually online on the 3<sup>rd</sup> Monday of each month, per ORS 192.670.~~

~~B.~~ Work Session meetings will be to develop policy, review programs, and receive progress reports, where no action is expected.

C. Each agenda shall contain a segment that is reserved for the Mayor and Councilors to comment on ideas, exchange information, and make announcements.

3.3 Special or Emergency Meetings

A. Special Session Meetings

Special Session meetings may be held on any evening and will be hybrid meetings generally held in the City Hall Annex and/or virtually online per ORS 192.670. Special Session meetings may be called by the Mayor or upon the request of three City Councilors. Action can be taken where at least 72 hour notice is possible, but not less than a 24 hour notice. Required notifications will be given in accordance with the Attorney General's Public Records and Meetings Manual.

B. Emergency Meetings

An Emergency meeting is a Special meeting called on less than 24 hours' notice and will be hybrid meetings, generally held in the City Hall Annex and/or virtually online per ORS 192.670. An actual emergency must exist, and the minutes of the meeting must describe the emergency justifying less than 24 hours' notice. City staff will attempt to contact the media and other interested persons to inform them of the meeting. Emergency meetings may be held on any evening and may be called by the Mayor, or in his/her absence, the Council President. Action can be taken.

### 3.4 Executive Session

A. An Executive Session meeting (meeting closed to the general public) must be held in accordance with the terms of Oregon's Public Meetings Law (ORS 192.610 to ORS 192.690) and will be hybrid meetings, to be held generally in the City Hall Annex and/or virtually online. Executive Session meetings may be held during Regular Session or Special Session meetings provided relevant statutory limitations are met.

B. Only the Council, City Attorney, specific staff members, media representatives, and those invited by the Mayor or a majority of the Council can attend.

C. No formal decisions can be taken during an Executive Session. When the Council reconvenes in open session, formal action may be taken.

D. The Council needs to specify that Executive Session meeting information may not be reported. In accordance with Oregon Public Meetings Law, only the subject of the Executive Session may be disclosed.

E. Media representatives are allowed to attend Council Executive Sessions subject to the understanding that information from such meetings that consider proper Executive Session subjects will not be reported.

**3.5 Minutes.** Only the Mayor and Councilors have the authority to make revisions to the minutes subject to a majority vote of the Council. If a citizen wishes to suggest an amendment, the request must be made through the Mayor or a Councilor.

### 3.6 Telephonic/Electronic Meetings

A. Council members may participate in Council meetings by telephone. The provisions of the Oregon state statutes governing public meetings apply. All Council members, whether attending the meeting in person or by telephonic means have the same voting rights. ~~A quorum must be physically in attendance in Council chambers except during a declared emergency.~~

B. ~~Executive Sessions are exempt.~~

**3.7 Attendance.** Councilors will inform the Mayor if they are unable to attend any Council meeting. Lack of notification will constitute an unexcused absence. The Mayor will inform the Council President and City Manager of any absence of the Mayor.

## **SECTION 4 AGENDA**

**4.1 A.** The Mayor or in his/her absence, the Council President, will work with the City Manager to schedule agenda items.

B. Items may be placed on the Council agenda by any of the following methods: (1) the Mayor; (2) any Councilor by advising the Mayor, or City Manager; (3) vote of the Council, or (4) the City Manager or City Attorney.

### **4.2 Headings**

The agenda headings will generally be as follows:

- CALL TO ORDER & PLEDGE OF ALLEGIANCE
- ROLL CALL
- PUBLIC HEARING (when scheduled)
- APPEARANCE OF INTERESTED CITIZENS (on any topic except a public hearing held that night)
- CONSENT AGENDA (any item may be removed from the Consent Agenda for discussion at the request of a Councilor)
- ACTION ITEMS
- CITY COUNCIL COMMENTS/CONCERNS
- INFORMATION REPORTS
- CITY MANAGER REPORT
- CITY ATTORNEY REPORT
- ADJOURN

### **4.3 Preparation**

A. The City Manager will prepare an agenda for each Council meeting specifying the time and place of the meeting, and a brief general description of each item to be considered by the Council.

B. Agenda materials will generally be available to the Council, media, and public a minimum of three calendar days before all meetings with the exception of Emergency Sessions.

### **4.4 Scheduling**

A. The agenda may be amended to add additional items after the agenda is printed and the notice published if the Mayor, Councilor, or City Manager explains the necessity and receives Council consent. The City Manager will notify the media and any known interested citizens as soon as possible after receiving information about proposed agenda additions.

B. Agenda items that are continued from one meeting to another will have preference on the subsequent agenda.

- C. With the consent of the Council, the Mayor may consider agenda items out of order.

## **SECTION 5 COUNCIL DISCUSSIONS AND DECORUM**

- 5.1** Council should conduct themselves so as to bring credit upon the government of the City by respecting the rule of law, ensuring non-discriminatory delivery of public services, keeping informed concerning the matters coming before the Council and abiding by all decisions of the Council, whether or not the member voted on the prevailing side.
- 5.2** Councilors will assist the Presiding Officer to preserve order and decorum during Council meetings and may not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or Council rules. When addressing staff or members of the public, Councilors will confine themselves to questions or issues then under discussion and not:
- engage in personal attacks; or
  - impugn the motives of any speaker.
- 5.3** The following ground rules should be followed in order to maintain order and decorum during Council members discussions, Council members will:
- A. Gather necessary information and have questions answered from staff before a meeting.
  - B. Speak for themselves and not for other Council members.
  - C. Not state they represent the Council, unless they have been asked by Council to do so.
  - D. During public meetings, Council members should not attempt to substantially rewrite prepared ordinances. Editing an ordinance may be appropriate but comprehensive changes should follow staff research.
  - E. Be open, direct and candid in the Council forum. Members should be brief and succinct in stating their views and focus on a single issue or topic at any one time.
  - F. Focus on City issues and priorities and avoid becoming involved in extra-territorial issues outside the City's jurisdiction.
  - G. Give all members an opportunity to express their views on the issues before the Council.
  - H. Avoid disguising a statement as a question or using repetition as a way to convince others.
  - I. Keep the discussion moving and call for a process check if the Council becomes bogged down in discussions.
  - J. If a Council member wishes to discuss a major policy issue, it should be suggested as a future agenda item and not raised as an addendum.

### **5.4 Public Comment**

- A. Public comment sign-up forms will be available at each meeting. At the time on the agenda designated for public comment, and during any public hearing, any member of the public desiring to address the Mayor and the Council shall first request to be recognized by the Presiding Officer and then state his or her name and address for the record. If necessary, the Council may limit

comments to three minutes. The Council may request that groups with like comments choose a spokesperson to present their joint remarks.

- B. During public hearings, all public comment should be directed to the question under discussion and addressed to the Presiding Officer representing the Council as a whole.
- C. In general, Council will not respond to any comment made during the time on the agenda for public comment, except to provide information and ask clarifying questions.

## **SECTION 6 MOTIONS**

### **6.1 General**

- A. Council members should clearly and concisely state their motions. The Mayor will state the name of the Council member who made the motion and the Council member who made the second. The Mayor may make a motion or a second, provided that he or she first designates the Council President or, in his or her absence or inability to act, a senior member of the Council as the Presiding Officer during consideration of the matter.
- B. *If so requested*, the motion maker, Mayor, or City Manager should repeat the motion prior to voting.
- C. Most motions die if they do not receive a second. Motions for nominations, withdrawal of a motion, agenda order, roll call votes, a point of order, and inquires of any kind do not require a second. Any motion on which a second is not made but on which discussion begins is automatically seconded by the Council member beginning the discussion.
- D. The Mayor will ask for a voice vote for all final decisions. The City Recorder will maintain a record of the votes. Any Council member may request an oral roll call vote on any decision.
- E. At the conclusion of any vote, the Mayor will announce the results.

**6.2 Withdrawal.** A motion may be withdrawn by the mover at any time without the consent of the Council.

**6.3 Tie.** A motion that receives a tie vote fails.

**6.4 Table.** A motion to table is not debatable and precludes all amendments or further debate. If the motion prevails, the matter may be taken from the table only by adding it to a future agenda at which time discussion may continue

### **6.5 Postpone**

- A. A motion to postpone to a certain time is debatable and amendable. The matter may be considered later at the same meeting or at a future meeting.
- B. A motion to postpone indefinitely is debatable and is not amendable. It may be reconsidered at the same meeting only if approved by an affirmative vote. This motion is not to postpone, but to reject the matter without a direct vote.

**6.6 Call for Question.** A motion to call for the question ends debate on the matter and is not debatable. A second is required for this motion and it fails without a two-thirds' vote. Debate may continue if the motion fails.

## 6.7 Amendment

- A. A motion to amend may be made to a previous motion that has been seconded but not voted on. An amendment is made by adding, striking out, or substituting words.
- B. Motions to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration, and take from the table may not be amended.
- C. Amendments are voted on first, then the main motion as amended.

**6.8 Reconsideration.** When a question has been decided, any Council member who voted in the majority may move for reconsideration. The motion for reconsideration must be made before adjournment of the meeting in which final action on the ordinance, resolution, order or other decision was taken.

## SECTION 7 COUNCIL CONDUCT

**7.1 Representing City.** If a Council member appears before another governmental agency or organization to give a statement on an issue, the Council member must state: 1) whether the statement reflects personal opinion or is the official position of the City; 2) whether the statement is supported by a majority of the Council. If the Council member is representing the City, the Council member must support and advocate for the official City position on the issue rather than a personal viewpoint.

## 7.2 Censure Process

7.2.1 Internal Oversight. The Council has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. Should any Council member act in any manner constituting a substantial violation of these rules, City Ordinance or Charter, or other general laws, the remaining Council members may issue a censure or memorandum of concern pursuant to the following procedure:

- A. The process is initiated by a written statement by a Council member explaining the alleged misconduct of a Council member and if true, why disciplinary action is needed. Two Council members must date and sign the statement and deliver the original to the City Manager. The City Manager shall then place the matter before the Council at the next Regular Session meeting if the written statement is submitted to the City Manager not later than five (5) calendar days prior to such meeting, otherwise the matter shall be placed on the agenda for the following Council meeting.
- B. An affirmative vote by five (5) or more members of the Council shall initiate an investigation. An affirmative vote by a Council member shall not indicate that such member believes the truth of the statement and/or the reasoning behind a proposed sanction, but merely that further investigation is warranted under the criteria set forth in subsection C) below. The Council member in question shall not take part in the discussion or the vote.
- C. If initiated, an investigation shall be conducted by a committee consisting of three Council members appointed by the Council. Two additional Dayton residents shall be included if the Council member being investigated makes such request. Such residents shall be selected by the Council. The investigation shall be completed within 30 days of being initiated by the Council. The Committee shall review whether the alleged misconduct occurred, and if so whether the alleged misconduct occurred while acting in their official capacity as a City Council member, including, but not limited to the following instances:
  - 1) During a city meeting or while representing the City of Dayton;

- 2) City Council member announced that they were a City Council member (and therefore infers that conduct is as a City Council member);
  - 3) Conduct occurred in writing available to the public (social media, newspaper) as identified as a City Council member.
- D. If misconduct is found unanimously by the members of the City Council Committee, the Committee would present the investigation conclusion to the Council with a recommendation of any sanctions. Sanctions could include:
- 1) A memo of concern from the full City Council, or
  - 2) Censure
- E. The Council shall vote on the Committee recommendation. A memorandum of concern would require a four (4) member vote of the Council; a censure would require at least a five (5) member vote. The Council member in question shall not take part in the discussion or the vote.
- F. If misconduct is not found unanimously by the City Council Committee, a public report of the Committee findings will be presented to the City Council during a Council meeting. A copy of that report will be given to the Council member who was investigated.

**SECTION 8 CONFIDENTIALITY**

- 8.1** The Council will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the City’s position is not compromised. No mention of the information read or heard should be made to anyone other than other Councilors, the City Manager, or City Attorney.
- 8.2** In Executive Sessions, Council members should attempt to provide direction or consensus to staff on proposed terms and conditions for negotiations. All contact with other parties must be left to the designated staff or representative(s) handling the negotiations or litigation. Council will not have any contact or discussion with any other party or its representative nor communicate any executive session discussion unless directed.
- 8.3** All public statements, information or press releases relating to a confidential matter should be handled by designated staff or a designated member of Council.
- 8.4** The Council may censure a member who discloses a confidential matter or otherwise violates the terms of these rules. (Subject to Section 7.2)

**SECTION 9 COMMUNICATION WITH STAFF**

- 9.1** The Council members will respect the separation between policy-making (Council function) and administration (City Manager function) by:
- A. Working with the staff as a team within a spirit of mutual respect and support.
  - B. Except in Council meetings, not attempting to influence a city employee or the City Manager concerning personnel matters, purchasing issues, the award of contracts and/or the selection of consultants, the processing of applications or granting of City licenses and permits. However sharing information on these matter is appropriate.

- C. Limiting individual contacts with staff so as not to influence staff decisions or recommendations; to interfere with their work performance; to undermine the authority of supervisors; or to prevent the full Council from having benefit of any information received.
- D. Except in a Council meeting, staff will not attempt to influence individual Council members concerning City business.
- E. Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail messages.

**9.2** All written informational material requested by individual members of Council will be submitted by staff to the entire Council with a notation indicating who requested the information.

**9.3** The Presiding Officer will refer any comments or questions regarding city personnel or administration to the City Manager. The Presiding Officer may redirect other questions to a Council member or the City Manager, as appropriate. Councilors may also address questions directly to the City Manager, who may either answer the inquiry or ask a staff member to do so

## **SECTION 10 MINUTES**

**10.1** Minutes shall be prepared with sufficient detail to meet their intended use. Verbatim minutes are not required. The minutes of meetings of the Council shall comply with provisions of ORS 192.650 by containing the following information at a minimum:

- The name of Council members and staff present;
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- The result of all votes, including ayes and nays and the names of the Council members who voted.
- The substance of the discussion on any matter.
- Reference to any document discussed at the meeting.

**10.2** The Council may amend the minutes to more accurately reflect what transpired at the meeting. Upon receipt of the minutes in the Council agenda packet, the Council member should read and submit any changes, additions or corrections to the City Manager so that a corrected copy can be issued prior to the meeting for approval. Under no circumstances may the minutes be changed following approval by the Council, unless the Council authorizes such change.

## **SECTION 11 ADJOURNMENT**

**11.1** Upon motion and majority vote of the Council members present, any meeting of the Council may be continued or adjourned from day to day or for more than one day, provided that no adjournment may be for a period longer than until the next regular meeting.

**11.2** Upon the request of two or more Council members a short break may be taken.

**11.3** A motion to adjourn will be in order at any time except as follows:

- When made as an interruption of a member while speaking; or
- While a vote is being taken.

## **SECTION 12 DISQUALIFICATION**

## **12.1 Bias**

- 12.1.1** Any proponent, opponent or other party interested in a quasi-judicial matter to be heard by the Council may challenge the qualification of any Council member to participate in such hearing and decision. Such challenge must state any fact(s) relied upon by the party relating to a Council member's bias, pre-judgment, personal interest or other factor from which the party has concluded the Council member cannot participate and make an impartial decision. Such challenges must be made prior to the commencement of the public hearing. The Presiding Officer will give the challenged member an opportunity to respond. A motion to accept or deny the challenge will be accepted and voted upon by the Council. Such challenges and the Council's decision will be incorporated into the record of the hearing.
- 12.1.2** In quasi-judicial matters, each Council member must disclose participation in a prior decision or action on the matter that is before the Council. Common examples include when a Planning Commission member is elected or appointed to the City Council or when a Council member testifies at a Planning Commission meeting. The Council member must state whether they can participate in the hearing with no regard for the prior decision made. If the Council member is unable to be impartial, they have a duty to disqualify themselves from participating in proceedings and leave the Council table.
- 12.1.3** If the City Council believes that the member is actually biased, it may disqualify the member by majority vote from participating in a decision on the matter. A Council member who has been disqualified from participating in a decision may participate in the proceeding as a private citizen.

## **12.2 Conflict of Interest**

- 12.2.1** Generally, conflicts of interest arise in situations where a Council member, as a public official deliberating in a quasi-judicial proceeding, has an actual or potential financial interest in the matter before the Council. Under state law, an actual conflict of interest is defined as one that would be to the private financial benefit or detriment of the Council member, a relative or a business with which the Council member or a relative is associated. A potential conflict of interest is one that could be to the private financial benefit or detriment of the Council member, a relative or a business with which the Council member or a relative is associated. A relative means the spouse, children, siblings or parents of the public official or public official's spouse. A Council member must publicly announce potential and actual conflicts of interest and, in the case of an actual conflict of interest, must refrain from participating in debate on the issue or from voting on the issue.

## **12.3 Ex Parte Contacts**

- 12.3.1** For quasi-judicial hearings, Council members should refrain from having *ex parte* contacts relating to any issue of the hearing, including conversations with other Councilors. *Ex parte* contacts are those contacts by a party on a fact in issue under circumstances that do not involve all parties to the proceeding. *Ex parte* contacts can be made orally when the other side is not present, or they can be in the form of written information that the other side does not receive. A site visit is not in and of itself an *ex parte* contact unless there is communication from an outside party or information is gleaned from the visit that will be used for a future decision. Even if the site visit is not classified as an *ex parte* contact, it should still be disclosed during any applicable hearing.
- 12.3.2** If a Council member has *ex parte* contact prior to a hearing, the member must reveal the contact at the meeting and prior to the hearing. The Council member shall describe the substance of the contact and the Presiding Officer shall announce the right of interested persons to rebut the

substance of the communication. The Council member also will state whether such contact affects their impartiality or ability to vote in the matter. The Council member must state whether he or she will participate or abstain.

- 12.3.3** For quasi-judicial hearings, a Council member who was absent during the presentation of evidence cannot participate in any deliberations or decision regarding the matter unless the Councilor has reviewed all the evidence and testimony received.

## **SECTION 13 OREGON GOVERNMENT ETHICS COMMISSION REQUIREMENTS AND REPORTING**

- 13.1** Council members shall review and observe the requirements of the State Ethics Law (ORS 244.010 to ORS 244.390) dealing with use of public office for private financial gain.
- 13.2** Council members shall give public notice of any conflict of interest or potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Council members shall maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims and transactions coming before the Council.
- 13.3** In accordance with ORS 244.195, it is each Council member's responsibility to file annual statements of economic interest with the Oregon Government Ethics Commission.

## **SECTION 14 LEGAL ADVICE**

- 14.1** Requests to the City Attorney for advice requiring legal research shall not be made by a Councilor except with concurrence of the Council. Before requesting research or other action by the City Attorney, the Council is encouraged to consider consulting with the City Manager to ascertain whether the request or action can be accomplished more cost-effectively. Outside a Council meeting, a Councilor should make requests of the City Attorney through the City Manager.

## **SECTION 15 ROBERT'S RULES**

- 15.1** Robert's Rules of Order Revised shall be used as the guideline for conduct of Council meetings.

## **SECTION 16 COMMITTEES, ORGANIZATIONS & MEDIA**

### **16.1 Citizen Appointment and Removal**

- A. The Mayor will appoint City committees, with the consent of the Council. The Mayor may request assistance from Councilors in making recommendations.
- B. Council members will encourage broad participation on City committees by generally limiting the number of terms a citizen may serve on the same City committee.
- C. A citizen may not serve on more than two City committees simultaneously. Any citizen serving on two City committees may not be chairperson of both City committees simultaneously.
- D. With the consent of the Council, the Mayor may remove a citizen from a City committee prior to the expiration of the term of office.

- 16.2 Council Member Participation.** Council members shall encourage City committee member participation.

### **16.3 Councilor Liaison**

- A. The Mayor will appoint Councilors to liaison positions on any or all City committees, including ad hoc or limited term committees, as the Mayor deems necessary.
- B. Councilors, serving as Committee liaisons, shall not have a vote.

#### **16.4 Organizations, Media**

- A. If the Mayor or a Councilor represents the City before another governmental agency, a community organization, or the media, the Council member should first state the Council majority position. Personal opinions and comments should be expressed only if the Council member makes clear that he or she does not express the Council position.
- B. Council members should obtain the appropriate permission before.

### **SECTION 17. CITY MANAGER EVALUATION PROCESS**

**17.1 Criteria.** The job expectations and goals used in the evaluation of the City Manager will be adopted at a regular Council meeting in accordance with state law.

#### **17.2 Form**

- A. Council members and the City Manager will mutually agree on the form of the annual evaluation.

### **SECTION 18. COUNCIL EXPENSES**

**18.1 Reimbursement.** Council members will follow the same rules and procedures for reimbursement as City employees.

**18.2 Budget.** Council will review and discuss its proposed annual budget as coordinated by the Mayor and Council President and as presented by City staff during a public meeting.

**18.3 Guests.** Under Oregon Government Ethics Commission rules, expenses for one guest per Councilor will be covered for attendance at official City functions.

**To:** Honorable Mayor and City Councilors  
**From:** Rochelle Roaden, City Manager  
**Issue:** Approval of Resolution 21/22-15 US Bank Signing Authority  
**Date:** February 7, 2022

**Background and Information**

In February of 2021, Council approved adding Councilor Rosalba Sandoval-Perez to the bank signing authority and removed John Collins as an authorized signer as his term had ended.

With the resignation of Darrick Price, this Resolution removes him as an authorized signer and adds Council President Daniel Holbrook.

The account will have 5 authorized signers:

Elizabeth Wytoski  
Daniel Holbrook  
Rosalba Sandoval-Perez  
Trini Marquez  
Rochelle Roaden

**City Manager Recommendation:** I recommend approval of Resolution 21/22-15.

**Potential Motion to Approve:** “I move to approve Resolution 21/22-15 a Resolution Changing Signature Authority for US Bank Primary Checking Account.”

**Council Options:**

- 1 – Approve Resolution 21/22-15 as recommended.
- 2 – Approve Resolution 21/22-15 with amendments.
- 3 – Take no action and direct staff to do further research or provide additional options.

This page intentionally left blank.

**RESOLUTION No. 21/22-15**  
**City of Dayton, Oregon**

***TITLE: A Resolution Changing Signature Authority for US Bank Primary Checking Account***

**WHEREAS**, the City Council has designated the United States National Bank of Oregon, Dayton Branch, as its banking depository for its primary checking account; and

**WHEREAS**, Councilor Darrick Price was an authorized signer until his resignation on January 18, 2022.

**The City of Dayton resolves as follows:**

- 1) **THAT** the City Council hereby agrees to abide by the regulations established by the banking institution for this type of account; and
- 2) **THAT** the City Council requires each check written for the primary checking account to have signatures from any two (2) of the following:

Elizabeth Wytoski, Mayor  
Daniel Holbrook, Council President  
Rosalba Sandoval-Perez, Councilor  
Trini Marquez, Councilor  
Rochelle Roaden, City Manager

- 3) **THAT** this resolution rescinds Resolution #20/21-7, adopted February 1, 2020; and
- 4) **THAT** this resolution shall become effective immediately upon adoption.

**ADOPTED this 7<sup>th</sup> day of February 2022.**

**In Favor:**

**Opposed:**

**Absent:**

**Abstained:**

\_\_\_\_\_  
**Elizabeth Wytoski, Mayor**

\_\_\_\_\_  
**Date Signed**

**ATTEST:**

\_\_\_\_\_  
**Patty Ringnalda, City Recorder**

\_\_\_\_\_  
**Date of Enactment**

This page intentionally left blank.

**To:** Honorable Mayor and City Councilors  
**From:** Rochelle Roaden, City Manager  
**Issue:** Approval of Resolution 21/22-16 Local Option Levy for Police Services  
**Date:** February 7, 2022

**Background and Information**

For the last 15 years, the local option tax levy for police services has been renewed at \$1.85/\$1000 property valuation. (A home valued at \$200,000 pays \$370 annually.) The services include a contract for one Yamhill County Sheriff’s Office Deputy, their vehicle, training, certification, and equipment, .50 FTE code enforcement staff, .30 FTE Court Services/Admin, and 911 dispatch operations administered by Yamhill County. Our current levy expires on June 30, 2022.

In November of 2021, the Local Option Tax Levy for Police Services was voted down by Dayton voters. This levy included a 45-cent increase to \$2.30/\$1000 property valuation to cover current costs in the police services contract and staffing which naturally had increased over the last 15 years.

In January, the Council directed staff to reduce the tax levy to the \$1.85/\$1000 due to the current economic situation and to change the frequency to 6 years which would align the levy renewal with the presidential election in 2028. After 2028, it would be renewed every four years.

To take this to the voters on the May 17, 2022, special election ballot, a resolution needs to be approved at tonight’s meeting to meet all election deadlines.

***Council Goal E – Engage in efficient and effective activities to promote community safety and wellness.***

**City Manager Recommendation:** I recommend approval of Resolution 21/22-16.

**Potential Motion to Approve Resolution 21/22-16:** “I move approval of Resolution 21/22-16 A Resolution of the Dayton City Council Submitting to the Registered Voters of the City for Their Approval a Local Option Tax at a Rate of \$1.85 Per \$1,000 of Assessed Value Annually for 6 Years Beginning in Fiscal year 2022-2023 to Provide Police Services.”

**City Council Options:**

- 1 – Move approval of Resolution 21/22-16.
- 2 – Move approval of Resolution 21/22-16 with amendments.

This page intentionally left blank.

**RESOLUTION NO. 21/22-16  
CITY OF DAYTON, OREGON**

***Title: A Resolution of the Dayton City Council Submitting to the Registered Voters of the City for Their Approval A Local Option Tax at a Rate of \$1.85 Per \$1,000 of Assessed Value Annually for 6 Years Beginning in Fiscal Year 2022-2023 to Provide Police Services.***

**WHEREAS**, policing is a basic and vital city service; and

**WHEREAS**, the City of Dayton previously placed a three-year operating levy on the ballot for public safety that approved by the voters in 2007, 2010, 2012, 2015 and 2018; and

**WHEREAS**, the City of Dayton’s local option levy for funding law enforcement and public safety services expires on June 30, 2022; and

**WHEREAS**, the City Council has reviewed a number of options to provide such services; and

**WHEREAS**, the City Council desires to send a local option tax to the voters for the May 17, 2022 Special Election; and

**WHEREAS**, this proposed tax measure is outside the limitation imposed by Section 11, Article XI of the Oregon Constitution and must be submitted to the voters of the City for their approval.

**The City of Dayton resolves as follows:**

**Section 1:** An election is hereby called in and for the City of Dayton, Yamhill County, Oregon for the purpose of submitting to the legal voters of said city the following:

QUESTION: Shall Dayton levy \$1.85 per \$1,000 assessed property value each year for 6 years for police services beginning 2022-2023? This measure **renews** current local option taxes.

**Section 2:** Tuesday, May 17, 2022, is hereby designated the date for holding the election for the purpose of voting on the measure as stated in Section 1 of this resolution.

**Section 3:** The election will be held by mail-in ballot in the City of Dayton, Yamhill County, Oregon.

**Section 4:** The precincts for said election shall be and constitute all of the territory included within the corporate limits of the City of Dayton.

**Section 5:** The ballot title to appear on the ballots shall be:

**CAPTION:** 6 YEAR LOCAL OPTION TAX FOR POLICE SERVICES

QUESTION: Shall Dayton levy \$1.85 per \$1,000 assessed property value each year for 6 years for police services beginning 2022-2023? This measure renews current local option taxes.

**SUMMARY:** The proposed levy would fund the current Yamhill County deputy sheriff to provide police service exclusively in the City and includes the following services: Municipal Court, Court/Records Clerk, Code Enforcement Officer, 9-1-1 services and support services.

The City contracts these services out through an intergovernmental agreement with Yamhill County and receives numerous public safety benefits for the cost of service.

The City’s current law enforcement local option tax will expire June 30, 2022. The current tax funds one full-time sheriff deputy and one half-time code enforcement officer. It also funds Municipal Court, 9-1-1 services and support services.

The estimated total amount of the levy is \$269,230 per year for 6 years. A home assessed at \$100,000.00 would pay \$185 annually.

The estimated tax cost for this measure is an ESTIMATE ONLY based on the best information available from the county assessor at the time of estimate.

**Section 6:** In compliance with ORS 251.345, the City Recorder is hereby authorized to submit an impartial explanatory statement for the Yamhill County Voters’ Pamphlet on behalf of the City.

**Section 7:** A copy of the ballot title shall be published in the next available edition of a newspaper of general distribution in the City as well as notice of the seven day ballot challenge period as required in ORS 250.296.

**Section 8:** This resolution is effective on July 1, 2022.

**ADOPTED** this 7<sup>th</sup> day of February 2022.

**In Favor:**

**Opposed:**

**Absent:**

**Abstained:**

\_\_\_\_\_  
**Elizabeth Wytoski, Mayor**

\_\_\_\_\_  
**Date of Signing**

**ATTESTED BY:**

\_\_\_\_\_  
**Patty Ringnalda, City Recorder**

\_\_\_\_\_  
**Date of Enactment**

JAN 2022

PORTLAND OR 972

Hello good peeps of Dayton!

10:00 AM  
JAN 2022

Visiting State Park Ft. Yamhill  
a couple times, one can't help  
but feel deep in one's bones  
that it is fast time to send  
the Black House back to its  
place of origin. (Of course, make  
the State pay for it.) In 1911, when  
it was moved, it probably saved  
its fate from demolition, but  
since Dayton is NOT caring for  
it properly for high time to let it go please.



10!

Dayton  
Mayor +  
Council

P.O. B. 339

Dayton,

OR 97114

**From:** [Steve Bieranowski](#)  
**To:** [Rochelle Roaden](#)  
**Subject:** SLWA - Program Update  
**Date:** Tuesday, February 01, 2022 8:38:04 AM

---

Good Morning Rochelle,

I hope the start of 2022 has been great to you and yours!

Service Line Warranties of America (SLWA) has taken great pride in providing high value products to residents of Dayton, OR. Following increased costs of customer claims, repairs, and the overall climate of today's world, we have identified a need to adjust pricing of those customers already enrolled in SLWA coverage. As I'm sure you've experienced, we're seeing significant increases in labor and materials to service our customers. In the past 12 months alone, our average materials costs alone have risen over 70%.

To that end, the monthly cost for coverages will be increasing by \$1.00 per month. This change will only occur for SLWA customers upon renewal of their existing policies. Customers will be notified via letter at least 30 days prior to the renewal of their service contract and will have the ability to contact SLWA with any concerns or questions they may have.

We expect these changes will have a limited impact to customer retention and satisfaction; no action is required by you, but should you have any questions please let me know by February 15, as we plan to begin our internal process in early March.

We remain committed to providing your residents with the high-quality products and service to which they have become accustomed and we look forward to our continued partnership.

Thank you,

Steve 

Report Criteria:  
 Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Check Amount	
12/21	12/31/2021	1201	189	CIS Trust	JANUARY 20	22	400.400.594.00	.00	15,196.57	M
12/21	12/31/2021	1202	256	Oregon Dept of Revenue	PR 1231202	1	100.000.212.00	.00	3,554.54	M
12/21	12/31/2021	1203	190	AFLAC	761098	1	100.000.220.00	.00	257.00	M
12/21	12/15/2021	27370	238	A&E Security & Electronic	190175	1	300.301.705.00	.00	125.70	
12/21	12/15/2021	27371	329	Alexonet Inc	2084	11	105.105.705.30	.00	970.75	
12/21	12/15/2021	27372	261	AUCA Western First Aid & Safety	PDX4-00122	10	400.400.601.00	.00	560.38	
12/21	12/15/2021	27373	127	Baker & Taylor	2036394574	1	100.104.715.00	.00	8.32	
12/21	12/15/2021	27374	215	Baker Rock Resources	402059	1	400.400.614.41	.00	54.75	
12/21	12/15/2021	27375	151	Beery, Elsner & Hammond	27149	12	101.101.700.00	.00	634.50	
12/21	12/15/2021	27376	1786	Bend Mailing Services	75244	10	400.400.705.00	.00	2,849.16	
12/21	12/15/2021	27377	255	Cascade Columbia	824049	2	400.400.616.00	.00	4,665.32	
12/21	12/15/2021	27378	105	City of Dayton	Multiple	1	300.301.707.00	.00	1,761.82	
12/21	12/15/2021	27379	362	City of Newberg	NOVEMBER	4	100.106.716.00	.00	5,275.18	
12/21	12/15/2021	27380	1857	Daanish Jamil	DEPOSIT RE	2	400.400.750.00	.00	7.08	
12/21	12/15/2021	27381	111	DCBS Fiscal Services	NOVEMBER	1	100.106.700.35	.00	63.28	
12/21	12/15/2021	27382	231	DOWL	2860.80185.	1	700.700.910.41	.00	19,345.00	
12/21	12/15/2021	27383	789	Edge Analytical	Multiple	1	400.400.751.00	.00	477.20	
12/21	12/15/2021	27384	513	Elizabeth Wytoski	DECEMBER	1	500.500.752.00	.00	50.00	
12/21	12/15/2021	27385	543	Ferrellgas	Multiple	10	400.400.600.10	.00	1,941.11	
12/21	12/15/2021	27386	1693	Fishbone Construction	DEPOSIT RE	2	400.400.750.00	.00	3.08	
12/21	12/15/2021	27387	694	GPEC Electrical Contractors	8055	1	100.103.915.00	.00	220.00	
12/21	12/15/2021	27388	542	Grainger	9138340816	1	400.400.616.00	.00	521.17	
12/21	12/15/2021	27389	247	Grove, Mueller & Swank	98020	12	105.105.608.00	.00	5,000.00	
12/21	12/15/2021	27390	134	Iron Mountain Records Mgmt	GBWR400	10	400.400.601.00	.00	76.62	
12/21	12/15/2021	27391	1858	Joni Claypool	DEPOSIT RE	2	400.400.750.00	.00	43.15	
12/21	12/15/2021	27392	139	Lowe's	Multiple	1	500.500.752.60	.00	527.69	
12/21	12/15/2021	27393	124	Mid-Willamette Valley COG	Multiple	1	100.105.705.20	.00	2,205.00	
12/21	12/15/2021	27394	1856	Mike Solem	DEPOSIT RE	1	100.100.750.20	.00	200.00	
12/21	12/15/2021	27395	871	Office Depot, Inc	Multiple	10	400.400.601.00	.00	234.54	
12/21	12/15/2021	27396	163	Oregon Dept of Revenue	DECEMBER	1	101.101.700.35	.00	90.00	
12/21	12/15/2021	27397	980	Pacific Int-R-Tek	11641	1	400.400.614.60	.00	925.00	
12/21	12/15/2021	27398	1245	PBS Engineering and Environmen	0075319.003	1	700.700.910.41	.00	419.67	
12/21	12/15/2021	27399	103	PGE	Multiple	1	300.301.600.00	.00	6,300.84	
12/21	12/15/2021	27400	116	Pitney Bowes	3314703471	10	400.400.601.10	.00	238.65	
12/21	12/15/2021	27401	106	Recology Western Oregon	17659806	2	200.200.603.00	.00	303.99	
12/21	12/15/2021	27402	1823	Right of Way Associates, Inc	21001-003	1	770.770.910.70	.00	1,200.00	
12/21	12/15/2021	27403	119	Sprint	414585229-2	10	400.400.602.00	.00	489.52	
12/21	12/15/2021	27404	1763	Terrence D. Mahr	21-011	1	101.101.705.40	.00	250.00	
12/21	12/15/2021	27405	228	The Home Depot Pro	656113412	10	400.400.601.00	.00	227.37	
12/21	12/15/2021	27406	785	TKE Corp	3006307143	1	100.100.707.30	.00	796.29	
12/21	12/15/2021	27407	898	Trini Marquez	DEPOSIT RE	1	100.100.750.20	.00	650.00	
12/21	12/15/2021	27408	937	United Site Services	Multiple	1	100.103.619.00	.00	667.72	
12/21	12/15/2021	27409	1006	US Bank	Multiple	21	400.400.616.10	.00	5,976.95	
12/21	12/15/2021	27410	186	VFW post # 10626	21-011	1	101.101.705.00	.00	37.50	
12/21	12/15/2021	27411	154	Westech Engineering, Inc	Multiple	1	700.700.910.00	.00	4,499.00	
12/21	12/15/2021	27412	112	Wilco	Multiple	7	400.400.614.10	.00	1,036.75	
12/21	12/15/2021	27413	1859	Yamhill County Planning	LAND USE A	1	100.105.799.00	.00	4,184.00	
12/21	12/15/2021	27414	114	Yamhill County Sheriff	DECEMBER	1	101.101.705.10	.00	14,953.58	
12/21	12/15/2021	27415	115	Yamhill County Sheriff	21-011	1	101.101.700.35	.00	32.00	
12/21	12/15/2021	27416	614	Ziplyfiber	5038643542	1	100.100.707.30	.00	190.27	
12/21	12/31/2021	27417	125	Canon Solutions America	27795507	10	400.400.601.00	.00	359.32	
12/21	12/31/2021	27418	860	City Sweepers, LLC	28613	1	200.200.614.40	.00	693.02	
12/21	12/31/2021	27419	519	Comcast Cable - internet	8778105130	11	400.400.705.30	.00	143.35	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Check Amount
12/21	12/31/2021	27420	327	Cummins Inc.	Multiple	1	300.301.614.00	.00	960.67
12/21	12/31/2021	27421	789	Edge Analytical	Multiple	1	300.300.751.00	.00	202.60
12/21	12/31/2021	27422	1810	Elizabeth Sagmiller	12.17.2021	1	400.400.705.80	.00	728.00
12/21	12/31/2021	27423	543	Ferrellgas	1117881975	10	400.400.600.10	.00	556.53
12/21	12/31/2021	27424	1693	Fishbone Construction	Multiple	1	001.000.175.00	.00	207.02
12/21	12/31/2021	27425	694	GPEC Electrical Contractors	Multiple	1	100.100.707.30	.00	7,419.82
12/21	12/31/2021	27426	542	Grainger	9153672515	1	300.301.616.00	.00	29.01
12/21	12/31/2021	27427	178	Hach Company	12814991	2	400.400.616.00	.00	215.52
12/21	12/31/2021	27428	1106	HRA VEBA PLAN	CONTRIBUTI	10	400.400.594.00	.00	4,845.00
12/21	12/31/2021	27429	1624	Jim Doran Auto Center, Inc	84237	5	400.400.614.00	.00	97.69
12/21	12/31/2021	27430	989	Leo's Excavating & Trucking, Inc	Multiple	1	700.700.910.00	.00	18,257.00
12/21	12/31/2021	27431	139	Lowe's	Multiple	1	500.500.752.60	.00	128.64
12/21	12/31/2021	27432	1863	Nereida Guerra	DEPOSIT RE	1	100.100.750.20	.00	200.00
12/21	12/31/2021	27433	871	Office Depot, Inc	Multiple	10	400.400.601.00	.00	157.00
12/21	12/31/2021	27434	173	One Call Concepts, Inc.	1120358	2	400.400.799.00	.00	22.05
12/21	12/31/2021	27435	1245	PBS Engineering and Environmen	0075319.003	1	700.700.910.41	.00	8,241.94
12/21	12/31/2021	27436	103	PGE	Multiple	1	300.300.600.00	.00	553.88
12/21	12/31/2021	27437	621	Portland Engineering, Inc	10794	3	400.400.705.10	.00	90.00
12/21	12/31/2021	27438	1785	Western Systems	35030	5	300.300.614.00	.00	418.98
12/21	12/31/2021	27439	300	Yamhill County Clerk	252102	1	101.101.752.00	.00	5,019.90
12/21	12/31/2021	27440	117	YCOM	FY22-07-DA	1	101.101.770.00	.00	2,350.25
Grand Totals:								.00	162,195.20

**TO: MAYOR WYTOSKI AND CITY COUNCIL MEMBERS**

**THROUGH: ROCHELLE ROADEN  
CITY MANAGER**

**FROM: STEPHEN SAGMILLER  
PUBLIC WORKS DIRECTOR**

**SUBJECT: PUBLIC WORKS ACTIVITIES REPORT JANUARY 2022**

**Water:**

Meter replacement  
Regulatory Samples bi weekly  
Treatment plant maintenance  
Daily rounds  
Work orders  
Locates  
Meter reading  
Meter Re Reads  
Turn ons / turn offs  
Water Report to Lafayette  
Water report to State  
Emergency shut offs (various)  
Receive chemicals at Treatment Plant  
Check chlorine feed daily  
Prep for chlorine generator installation  
Replaced pipe at PRV station  
Adjusted clavalve at the Prv after replacing pipe  
Investigate line replacement on Conifer

**Wastewater:**

Regulatory Samples bi weekly  
Daily Rounds  
Check operation of lift stations daily  
Locates  
DMR to DEQ  
Lift station maintenance

**Parks:**

Dump garbage all parks  
Clean Restrooms at park daily  
Clean up branches in park from wind

**Facilities:**

Fire extinguisher checks  
Dump garbage at CC  
Repairs on shops gate  
Clean gutters at community center  
Clean parking lot at community center  
Dig and pour concrete pad for Flag pole at community center  
Put up Flag pole at community center  
Filled potholes at Alderman parking lot  
Clear ditch by access road  
Concrete hole at Public Works

**Storm water:**

Locates

**Streets:**

Street sweeping  
Dump garbage on Ferry  
Install anchors for radar speed signs on Ash st.  
Built and installed speed radar signs on Ash  
Install no parking signs on Main  
Raise Pedestrian sign on ferry

**Misc:**

NA

Wellfield Production and Distribution 2021

	Well 1	Well 2	Well 3	Well 4	Well 5	Total	Treatment Plant Inflow	Backwash	Lafayette Distribution	Dayton Distribution	Lafayette Percentage	Dayton Percentage	L + D	Diff Between Well Total and Distribution
Jan	1,072,000	698,000	806,000	946,000	911,000	4,433,000	4,857,000	180,000	2,090,000	2,740,000	43%	57%	4,830,000	-397,000
Feb	1,326,000	758,000	1,242,000	1,336,000	1,394,000	6,056,000	6,413,000	210,000	2,682,000	3,327,000	54%	46%	5,009,000	1,047,000
Mar	1,756,000	892,000	1,755,000	1,755,000	1,855,000	8,013,000	8,229,000	217,000	5,298,000	1,984,000	73%	27%	7,282,000	731,000
Apr	2,001,000	805,000	1,885,000	2,025,000	1,663,000	8,379,000	9,269,000	294,000	5,813,000	2,171,000	73%	27%	7,984,000	395,000
May	1,541,000	260,000	1,753,000	2,043,000	1,672,000	7,269,000	7,849,000	254,000	3,986,000	2,879,000	58%	42%	6,865,000	404,000
Jun	1,860,000	0	2,587,000	2,586,000	2,538,000	9,571,000	10,422,000	374,000	4,330,000	4,714,000	48%	52%	9,044,000	527,000
Jul	1,974,000	15,000	2,952,000	2,893,000	2,582,000	10,696,000	11,522,000	353,000	3,806,000	6,560,000	37%	63%	10,366,000	330,000
Aug	1,499,000	350,000	2,522,000	2,189,000	2,227,000	8,787,000	10,322,000	331,000	3,785,000	5,089,000	43%	57%	8,874,000	-87,000
Sep	995,000	309,000	1,911,000	1,249,000	1,357,000	5,821,000	7,058,000	238,000	2,192,000	3,853,000	36%	64%	6,045,000	-224,000
Oct	1,869,000	85,000	532,000	984,000	971,000	3,447,000	5,509,000	255,000	2,223,000	2,472,000	47%	53%	4,695,000	-1,248,000
Nov	1,020,000	1,000	1,586,000	1,309,000	1,046,000	4,962,000	5,879,000	205,000	2,717,000	2,414,000	53%	47%	5,131,000	-169,000
Dec	691,000	0	1,036,000	875,000	703,000	3,305,000	5,011,000	164,000	1,763,000	2,417,000	42%	58%	4,180,000	-875,000
Total	16,590,000	4,173,000	20,587,000	20,190,000	19,199,000	80,739,000	92,340,000	3,135,000	40,685,000	39,620,000	51%	49%	80,305,000	434,000

Corrected Distribution Numbers

Wellfield Production and Distribution 2020

	Well 1	Well 2	Well 3	Well 4	Well 5	Total	Treatment Plant Inflow	Backwash	Lafayette Distribution	Dayton Distribution	Lafayette Percentage	Dayton Percentage	L + D	Diff Between Well Total and Distribution
Jan	2,212,000	1,352,000	2,504,000	2,571,000	1,781,000	10,420,000	10,777,000	307,000	6,480,000	3,390,000	66%	34%	9,870,000	550,000
Feb	2,605,000	1,392,000	2,727,000	2,727,000	1,795,000	11,246,000	11,503,000	321,000	6,968,000	3,606,000	66%	34%	10,574,000	672,000
Mar	1,869,000	1,346,000	2,856,000	2,858,000	2,736,000	11,665,000	11,087,000	324,000	7,290,000	3,922,000	65%	35%	11,212,000	453,000
Apr	2,105,000	1,542,000	4,197,000	2,229,000	2,424,000	12,497,000	13,705,000	404,000	7,856,000	3,826,000	67%	33%	11,682,000	815,000
May	2,125,000	1,251,000	3,702,000	2,196,000	2,196,000	11,470,000	13,866,000	424,000	8,919,000	2,678,000	77%	23%	11,597,000	-1,294,000
Jun	1,427,000	1,413,000	1,426,000	1,427,000	1,465,000	7,158,000	9,782,000	315,000	5,093,000	3,859,000	57%	43%	8,952,000	-1,794,000
Jul	1,754,000	1,593,000	1,771,000	1,773,000	1,823,000	8,714,000	11,720,000	344,000	5,027,000	5,027,000	49%	51%	10,182,000	-1,468,000
Aug	1,638,000	892,000	1,902,000	1,902,000	1,945,000	8,279,000	11,106,000	283,000	4,833,000	5,501,000	47%	53%	10,336,000	-2,057,000
Sep	1,109,000	1,177,000	1,359,000	1,359,000	1,387,000	6,391,000	7,421,000	257,000	3,383,000	4,089,000	45%	55%	7,472,000	-1,081,000
Oct	931,000	1,096,000	1,287,000	1,289,000	1,314,000	5,917,000	6,809,000	211,000	3,764,000	2,825,000	57%	43%	6,589,000	-672,000
Nov	1,293,000	1,661,000	2,001,000	1,705,000	1,733,000	8,393,000	9,077,000	304,000	5,943,000	3,071,000	66%	34%	9,014,000	-621,000
Dec	1,127,000	1,462,000	1,711,000	1,437,000	1,433,000	7,170,000	7,184,000	251,000	3,258,000	3,349,000	49%	51%	6,607,000	563,000
Total	20,195,000	16,177,000	27,443,000	23,473,000	22,032,000	109,320,000	124,037,000	3,745,000	68,816,000	45,271,000	60%	40%	114,087,000	-4,767,000

Wellfield Production and Distribution 2019

	Well 1	Well 2	Well 3	Well 4	Well 5	Total	Treatment Plant Inflow	Backwash	Lafayette Distribution	Dayton Distribution	Lafayette Percentage	Dayton Percentage	L + D	Diff Between Well Total and Distribution
Jan	1,894,000	1,827,000	1,894,000	2,144,000	2,037,000	9,796,000	11,148,000	410,000	7,724,000	2,599,000	75%	25%	10,323,000	-527,000
Feb	1,837,000	1,823,000	1,561,000	2,030,000	2,342,000	9,593,000	10,594,000	355,000	8,137,000	1,533,000	84%	16%	9,670,000	-77,000
Mar	1,462,000	1,662,000	1,718,000	2,579,000	2,566,000	9,987,000	11,659,000	255,000	8,527,000	2,081,000	80%	20%	10,608,000	-621,000
Apr	1,928,000	1,327,000	1,424,000	1,926,000	1,966,000	8,571,000	10,486,000	248,000	7,443,000	1,892,000	80%	20%	9,335,000	-764,000
May	2,865,000	1,751,000	1,928,000	2,896,000	2,502,000	11,942,000	13,352,000	307,000	9,118,000	2,299,000	80%	20%	11,417,000	525,000
Jun	2,526,000	1,350,000	1,547,000	2,797,000	1,423,000	9,643,000	10,796,000	240,000	5,615,000	3,256,000	63%	37%	8,871,000	772,000
Jul	1,889,000	891,000	1,583,000	3,004,000	2,425,000	9,792,000	10,794,000	245,000	5,097,000	4,116,000	55%	45%	9,213,000	579,000
Aug	2,045,000	1,817,000	1,630,000	3,288,000	2,926,000	11,706,000	12,452,000	318,000	6,902,000	4,582,000	60%	40%	11,484,000	222,000
Sep	1,786,000	827,000	1,446,000	1,560,000	1,506,000	7,125,000	7,227,000	213,000	4,378,000	3,249,000	57%	43%	7,627,000	-502,000
Oct	1,471,000	829,000	1,540,000	1,582,000	1,701,000	7,123,000	7,752,000	203,000	4,081,000	2,832,000	59%	41%	6,913,000	210,000
Nov	2,232,000	1,219,000	2,315,000	2,166,000	2,239,000	10,171,000	10,961,000	285,000	7,410,000	2,599,000	74%	26%	10,009,000	162,000
Dec	2,249,000	1,257,000	2,247,000	2,411,000	2,282,000	10,446,000	11,611,000	257,000	7,044,000	3,463,000	67%	33%	10,507,000	-61,000
Total	24,184,000	16,580,000	20,833,000	28,383,000	25,915,000	115,895,000	128,832,000	3,336,000	81,476,000	34,501,000	70%	30%	115,977,000	-82,000

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Usage	116,359	0	0	1	50,550	592,811	759,721

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Amount	9,547.43	-	-	-	5,785.10	62,407.67	77,740.20
Sewer Amount	3,531.54	-	-	-	1,821.91	38,971.61	44,325.06
Misc Amount	-	-	-	-	-	787.44	787.44
Backflow Amount	-	-	-	-	-	-	-
NSFCheck Amount	-	-	-	-	-	25.00	25.00
Late Chrg Amount	-	-	-	-	-	1.84	1.84
<b>Total Charges:</b>	<b>13,078.97</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,607.01</b>	<b>102,193.56</b>	<b>122,879.54</b>

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Previous Balance	12,532.40	-	-	-	6,151.67	148,132.87	166,816.94
Payments	11,280.38-	-	-	-	6,151.67-	111,644.19-	129,076.24-
Contract Adjustments	719.85-	-	-	-	-	15,035.70-	15,755.55-
Assistance Applied	-	-	-	-	-	-	-
Deposits Applied	-	-	-	-	-	793.87-	793.87-
Interest Applied	-	-	-	-	-	-	-
Balance Transfers	-	-	-	-	-	-	-
Balance Write-offs	-	-	-	-	-	-	-
Reallocations	-	-	-	-	-	-	-
<b>Total Charges</b>	<b>13,078.97</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,607.01</b>	<b>102,193.56</b>	<b>122,879.54</b>
<b>Current Balance:</b>	<b>13,611.14</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,607.01</b>	<b>122,852.67</b>	<b>144,070.82</b>

Year To Date: 07/01/2021 - 01/31/2022

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Usage	974,152	2,500	0	1	446,802	5,484,349	6,907,804

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Amount	65,116.50	75.00	-	-	33,191.90	441,029.19	539,412.59
Sewer Amount	24,372.67	-	-	-	12,753.37	268,386.94	305,512.98
Misc Amount	-	50.00	-	-	-	569.32	619.32
Backflow Amount	-	-	-	-	-	-	-
NSFCheck Amount	25.00	-	-	-	-	275.00	300.00
Late Chrg Amount	-	-	-	-	-	5.25	5.25
<b>Total Charges:</b>	<b>89,514.17</b>	<b>125.00</b>	<b>-</b>	<b>-</b>	<b>45,945.27</b>	<b>710,265.70</b>	<b>845,850.14</b>

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Previous Balance	14,438.77	-	-	-	4,749.52	151,023.95	170,212.24
Payments	88,780.53-	-	-	-	43,087.78-	709,510.43-	841,378.74-
Contract Adjustments	1,561.27-	-	-	-	-	24,103.34-	25,664.61-
Assistance Applied	-	-	-	-	-	-	-
Deposits Applied	-	125.00-	-	-	-	4,823.21-	4,948.21-

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Interest Applied	-	-	-	-	-	-	-
Balance Transfers	-	-	-	-	-	-	-
Balance Write-offs	-	-	-	-	-	-	-
Reallocations	-	-	-	-	-	-	-
Total Charges	89,514.17	125.00	-	-	45,945.27	710,265.70	845,850.14
Current Balance:	13,611.14	-	-	-	7,607.01	122,852.67	144,070.82

# STAFF REPORT

TO: Honorable Mayor and City Councilors  
 Through: Rochelle Roaden, City Manager  
 From: Isaac Sullens, Code Enforcement Officer  
 Subject: Code Enforcement Activities Report January 2022  
 Date: February 2, 2022

Type of Violation	January 2022	December 2021	November 2021	October 2021	September 2021
Animals	2	2	3	0	3
Building	0	1	1	3	0
Burning	0	0	0	0	0
Junk	27	2	2	2	6
Noise	0	0	3	1	0
Noxious Vegetation	0	0	0	2	2
Attractive Nuisance	0	0	6	0	0
Posting	0	0	0	1	1
RV - Camping	8	3	1	4	8
Sidewalks	0	2	0	0	4
Towed	0	0	1	2	0
Citations Issued	0	1	0	6	0
Right-of-Way	30	16	4	30	42
Other	0	0	0	0	0
<b>TOTAL</b>	<b>67</b>	<b>27</b>	<b>21</b>	<b>51</b>	<b>66</b>

Please Note: The monthly statistics are calculated from the Dayton City app, phone calls, emails, written notes, in person and code compliance officer observation.

**TO: MAYOR WYTOSKI AND CITY COUNCIL MEMBERS**

**THROUGH: ROCHELLE ROADEN, CITY MANAGER**

**FROM: CYNDI PARK, LIBRARY DIRECTOR**

**SUBJECT: LIBRARY ACTIVITIES REPORT JANUARY 2022**



We're in full-swing planning for this year's Summer Reading Program. Our shared theme this year is "Read Beyond the Beaten Path" and is an outdoorsy camping theme. All the small libraries are joining forces to create programs in what we're calling our "Red Bins." Each small library will create a one-hour program that goes along with the theme and send instructions along with supplies for 25 participants to each of the other small libraries on a schedule. Treva and I have decided to do a modified version of an activity in our summer guide that is called, "Terrific Trees."

Participants will meet in our park and collect leaves, flowers, pine needles, and other items to make scrap books. We will make the scrap books out of paper bags (so that they have pockets) some twine and rustic paper. We'll identify and name the trees in the park. Finally, everyone will get a "tree cookie" which is basically a slice of a small tree trunk – with rings inside to count! We'll discuss the formation of rings and see if we can determine how old our cookie volunteers might have been.

I'm excited to see what kinds of bins the other libraries send! So far, I know we're going to have something to do with astronomy, a scavenger hunt, a bear hunt, tracks and scat, and a camping program too.

We're all still negotiating dates and times for our summer performances, I hope to be able to update you on that next month.



**Yamhill County Sheriff's Office  
Crime Summary for DAYTON  
From 12/1/2021 to 12/31/2021**

City	UCR Description	12/1/2020 to 12/31/2020	12/1/2021 to 12/31/2021	Percentage Change	YTD	Prior Year
<b>DAYTON</b>						
Part 1						
	Aggravated Assault	0	0		5	3
	Arson	0	0		2	1
	Burglary-Business	0	0		2	5
	Burglary-Non-Residence	2	0		9	5
	Burglary-Residence	0	0		3	2
	Larceny	4	2	-50.00 %	47	45
	Motor Vehicle Theft-Auto	1	0		5	6
	Rape	0	0		2	1
	Robbery	0	0		1	1
	<b>Part 1 Total</b>	<b>7</b>	<b>2</b>	<b>-71.43 %</b>	<b>76</b>	<b>69</b>
Part 2						
	All Other	0	2		16	13
	Animal Problems	1	0		1	1
	Disorderly Conduct	0	1		6	5
	Drug Laws	1	1		9	13
	DUII	0	0		13	12
	Forgery	0	0		2	3
	Fraud	0	1		5	4
	Liquor Laws	0	0			1
	Runaway	0	0			4
	Sex Offenses	0	0		5	2
	Simple Assault	1	1		28	22
	Stolen Property	0	0		11	5
	Trespass/Prowler	0	1		29	17
	Vandalism	0	3		21	18
	Weapons	0	0		4	5
	<b>Part 2 Total</b>	<b>3</b>	<b>10</b>	<b>233.33 %</b>	<b>150</b>	<b>125</b>
	<b>Total For DAYTON</b>	<b>18</b>	<b>22</b>	<b>22.22 %</b>	<b>400</b>	<b>379</b>

Report run date: 1/3/2022



**Yamhill County Sheriff's Office  
Crime Summary for DAYTON  
From 12/1/2021 to 12/31/2021**

City	UCR Description	12/1/2020 to 12/31/2020	12/1/2021 to 12/31/2021	Percentage Change	YTD	Prior Year
DAYTON						
Part 3						
	All Other	3	2	-33.33 %	62	57
	Non-Reportable Offenses	5	8	60.00 %	112	128
	Part 3 Total	8	10	25.00 %	174	185
	<b>Total For DAYTON</b>	18	22	22.22 %	400	379



**Yamhill County Sheriff's Office  
Crime Summary for DAYTON  
From 1/1/2022 to 1/31/2022**

City	UCR Description	1/1/2021 to 1/31/2021	1/1/2022 to 1/31/2022	Percentage Change	YTD	Prior Year
<b>DAYTON</b>						
Part 1						
	Aggravated Assault	0	0			6
	Arson	0	0			2
	Burglary-Business	0	0			2
	Burglary-Non-Residence	1	0			10
	Burglary-Residence	0	0			3
	Larceny	4	1	-75.00 %	1	50
	Motor Vehicle Theft-Auto	0	0			7
	Rape	0	0			2
	Robbery	0	0			1
	<b>Part 1 Total</b>	<b>5</b>	<b>1</b>	<b>-80.00 %</b>	<b>1</b>	<b>83</b>
Part 2						
	All Other	2	0			16
	Animal Problems	0	0			1
	Disorderly Conduct	0	0			6
	Drug Laws	1	1		1	9
	DUII	0	2		2	13
	Forgery	0	0			2
	Fraud	0	0			6
	Sex Offenses	0	0			7
	Simple Assault	0	0			28
	Stolen Property	0	0			11
	Tresspass/Prowler	4	0			29
	Vandalism	0	0			25
	Weapons	0	0			4
	<b>Part 2 Total</b>	<b>7</b>	<b>3</b>	<b>-57.14 %</b>	<b>3</b>	<b>157</b>
Part 3						
	All Other	4	2	-50.00 %	2	63
	<b>Total For DAYTON</b>	<b>21</b>	<b>11</b>	<b>-47.62 %</b>	<b>11</b>	<b>420</b>

Report run date: 2/1/2022



**Yamhill County Sheriff's Office  
Crime Summary for DAYTON  
From 1/1/2022 to 1/31/2022**

City	UCR Description	1/1/2021 to 1/31/2021	1/1/2022 to 1/31/2022	Percentage Change	YTD	Prior Year
DAYTON						
	Non-Reportable Offenses	5	5		5	117
	Part 3 Total	9	7	-22.22 %	7	180
	<b>Total For DAYTON</b>	21	11	-47.62 %	11	420