

**MINUTES**  
**DAYTON CITY COUNCIL**  
**REGULAR SESSION MEETING**  
**February 7, 2022**

**PRESENT:** Mayor Elizabeth Wytoski  
Council President Daniel Holbrook  
Councilor Annette Frank  
Councilor Kitty Mackin  
Councilor Trini Marquez *arrived at 6:41 pm*  
Councilor Rosalba Sandoval-Perez

**ABSENT:**

**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, Mackin, Marquez and Sandoval-Perez present virtually via Zoom.

**C. APPEARANCE OF INTERESTED CITIZENS**

Andrew Alan Hildebrandt of 824 Ferry Street, Dayton, Oregon was in attendance, he introduced himself and advised that he is a new member of the DCDA. Mr. Hildebrandt asked Council if he could be added to the agenda of a future council meeting to discuss a DCDA project.

**D. CONSENT AGENDA**

**KITTY MACKIN MOVED TO APPROVE THE MINUTES OF THE REGULAR SESSION MEETING OF JANUARY 3, 2022 AND THE WORK/SPECIAL SESSION MEETING OF JANUARY 18, 2022 AS WRITTEN. SECONDED BY DANIEL HOLBROOK. *Motion carried with Frank, Holbrook, Mackin, Marquez, Sandoval-Perez and Wytoski voting aye.***

**E. ACTION ITEMS**

**1. Appreciation Award Presentation – Darrick Price.**

Mayor Wytoski advised that this action item will be postponed until the next council meeting. Action item rescheduled to March meeting, Darrick Price was unable to attend meeting.

**2. OLCC Liquor License Renewals.**

Rochelle Roaden, City Manager reviewed the OLCC liquor licensing process, explaining that Council has a right to make a favorable or unfavorable recommendation to OLCC. She also advised that no comment would be treated as favorable.

The Yamhill County Sheriff's Office incident report was updated after the agenda packet was published therefore an updated incident report was sent to each Councilor before the start of the meeting. Sergeant Eubanks was in attendance and explained to Council how the incident report is generated in their system and reviewed the process for reporting incidents by the deputies.

Mayor Wytoski commented that complaints are down significantly from last year. Council was in agreement that there was not a need to comment to OLCC on any of the license renewals received.

**3. Hwy 221 Lift Station Project Design Cost Approval.**

Rochelle Roaden advised that funding was not identified for the Hwy 221 Lift Station when it was added to the Strategic Goals for the 21/22 fiscal year. The City has been awarded a grant that will cover approximately 50% of the project cost. Denny Muchmore, City Engineer has put the numbers together for this project, therefore staff is asking for approval to proceed.

**DANIEL HOLBROOK MOVED TO APPROVE STARTING THE DESIGN WORK FOR THE HIGHWAY 221 LIFT STATION PROJECT WITH A BUDGET NOT TO EXCEED \$106,590. SECONDED BY ROSALBA SANDOVAL-PEREZ.** *Motion carried with Frank, Holbrook, Mackin, Marquez, Sandoval-Perez and Wytoski voting aye.*

**4. Temporary Occupancy Permit Extension – 200 7<sup>th</sup> Street, Dayton, Oregon.**

Rochelle Roaden reviewed the history of the temporary occupancy permit for 200 7<sup>th</sup> Street, Dayton, Oregon advising that lumber and labor costs have held up the construction on the new home, however April 2022 is their target date to have the project completed.

**ANNETTE FRANK MOVED 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.” SECONDED BY DANIEL HOLBROOK.** *Motion carried with Frank, Holbrook, Mackin, Marquez, Sandoval-Perez and Wytoski voting aye.*

**5. Approval of Resolution 21/22-14 City Council Rules Amendment #8.**

Rochelle Roaden explained that the update to the Council rules is from the change made at the January 18, 2022 Council meeting were HB2560 requires governing bodies to provide meetings be available through technological means.

**ANNETTE FRANK MOVED TO APPROVE RESOLUTION 21/22-14 A RESOLUTION ADOPTING AMENDMENT #8 TO RESOLUTION 04/05-31, A RESOLUTION ADOPTING CITY COUNCIL RULES. SECONDED BY DANIEL HOLBROOK. Motion carried with Frank, Holbrook, Mackin, Marquez, Sandoval-Perez and Wytoski voting aye.**

**6. Approval of Resolution 21/22-15 US Bank Signing Authority.**

Rochelle Roaden advised that this request removes Councilor Price and adds Councilor Holbrook to the signing authority for the US Bank account.

**DANIEL HOLBROOK MOVED TO APPROVE RESOLUTION 21/22-15 A RESOLUTION CHANGING SIGNATURE AUTHORITY FOR US BANK PRIMARY CHECKING ACCOUNT. SECONDED BY ROSALBA SANDOVAL-PEREZ. Motion carried with Frank, Holbrook, Mackin, Marquez, Sandoval-Perez and Wytoski voting aye.**

**7. Approval of Resolution 21/22-16 Local Option Levy for Police Services.**

At the January council meeting, Council made the decision to send the local option tax back out to the voters in the May 2022 election. The new local option tax levy is for 6 years with the cost of the levy to remain the same. (\$1.85 per/1,000 of property tax value). This process is started by resolution.

**DANIEL HOLBROOK MOVED TO APPROVE 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. SECONDED BY ANNETTE FRANK. Motion carried with Frank, Holbrook, Mackin, Marquez, Sandoval-Perez and Wytoski voting aye.**

**F. CITY COUNCIL COMMENTS AND CONCERNS**

Councilor Frank inquired when the Ferry Street Side Walk Project would be starting. Rochelle Roaden advised that there was one easement yet to be obtained. Once all the easements have been secured the project will then go out for bid.

Councilor Mackin advised that she attended the first committee meeting of the League of Oregon Cities Diversity, Equity and Inclusion, and expressed her excitement at being involved. Councilor Mackin stated the LOC will be sponsoring a training in Hermiston and that she is interested in attending.

Councilor Holbrook inquired if the City should consider demolition bonds when dealing with the temporary occupancy permits. Rochelle Roaden advised that she would research the subject to see if it would be advantageous for the City.

Councilor Holbrook inquired if City's Engineers have consider the wood ends of the Utility Bridge to be seismically sound? Discussion continued.

Mayor Wytoski inquired if Council was interested in going back to in-person Council meetings with the scheduled lifting of the indoor mask mandate? Council was in agreement, tentatively the Council will go back to in-person meetings, beginning April 4, 2022.

**G. INFORMATION REPORTS**

**City Manager's Report**

The 2020-21 financial audit has been completed and the auditors will be attending a future council meeting to present their report.

Rochelle Roaden stated that she was contacted by Representative Scharf and was asked to submit the Fisher Farms Tie-in project to receive funds from the Christmas Tree Funding Request.

Staff has started preparing for the 2022/2023 budget. The Local Option Tax Levy was discussed in length. The budget calendar will be presented at the next City Council Meeting.

On January 11, 2022 the City reinstated shut offs for non-payment on Utility billing accounts.


The Dayton FFA will be holding their annual Easter Egg Hunt this year, therefore there will not be a Bunny on the Run event.

City Wide Clean Up: City Wide Garage Sales will be May 14th and 15<sup>th</sup>.  
Free Swap Meet will be May 14<sup>th</sup> through the 19<sup>th</sup>.  
City Wide Clean Up will be Saturday April 21<sup>st</sup> from 8 am to noon.

**H. ADJOURN**

There being no further business, the meeting adjourned at 7:22 pm by Mayor Wytoski.

Respectfully submitted:

By:   
Patty Ringhalda  
City Recorder

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

As Written  As Amended

  
Elizabeth Wytoski, Mayor