

**MINUTES**  
**DAYTON CITY COUNCIL**  
**REGULAR SESSION**  
**March 06, 2023**

**PRESENT:** Mayor Trini Marquez  
Council President Jim Maguire (via Zoom)  
Councilor Annette Frank  
Councilor Kitty Mackin  
Councilor Luke Wildhaber  
Councilor Andrew Hildebrandt

**ABSENT:** Councilor Rosalba Sandoval-Perez  
Josh Bilodeau, Public Works Supervisor

**STAFF:** Rochelle Roaden, City Manager  
Melissa York, City Recorder

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

Mayor Marquez called the meeting to order at 6:32 p.m. and those present gave the Pledge of Allegiance.

**B. ROLL CALL**

Mayor Marquez noted there was a quorum with Councilors Frank, Maguire, Wildhaber, Mackin and Hildebrandt attending the meeting in person. Councilor Maguire attending via Zoom and Councilor Rosalba Sandoval-Perez absent.

**C. APPEARANCE OF INTERESTED CITIZENS**

No one in attendance wanted to comment at tonight's meeting.

**D. CONSENT AGENDA**

**Approval of Meeting Minutes**

1. Regular Meeting Minutes from February 06, 2023

**ANNETTE FRANK MOVED TO APPROVE THE MINUTES OF THE REGULAR SESSION CITY COUNCIL MEETING MINUTES OF FEBRUARY 6, 2023, AS AMENDED. SECONDED BY KITTY MACKIN. Motion carried with Frank, Mackin, Maguire, Wildhaber, Hildebrandt and Marquez voting aye.**

**E. ACTION ITEMS**

1. **Approval of Resolution 22/23-10 Declaring April 2023 National Child Abuse Prevention Month**

Mayor Marquez introduced Carole Joa and Katie Bowman, representatives of Juliette's House. Carole Joa provided handouts regarding Juliette's House and handouts regarding specific training programs on how to prevent, recognize, and react responsibly to child abuse. She encouraged City Councilors to participate in the child abuse training programs, since they are all mandatory reporters, and could arrange to have the training during a City Council Work Session if needed.

Carol Joa provided statistical information detailing that in 2021 Yamhill County reported 115 child abuse cases. Sexual abuse was the most under reported type of child abuse because the child does not realize that these experiences are not normal and often the abuser is a trusted family member.

Katie Bowman encouraged the City Council to sign the Proclamation, proclaiming April as National Child Abuse Prevention Month. She provided ideas on how to spread awareness, such as placing blue and silver pinwheels throughout the community that represented Child Abuse Prevention Awareness, social media shares, newsletters, and blue ribbons to tie on trees.

Carol Joa noted that she was delighted to see that Dayton had participated in the Child Abuse Prevention Awareness month by tying blue ribbons around trees in the community. She said this year they were hoping to see communities participate in spreading Child Abuse Prevention Awareness by displaying a blue and silver pinwheel garden.

**KITTY MACKIN MOVED TO APPROVE RESOLUTION 22/23-10, A RESOLUTION DECLARING APRIL 2023 AS NATIONAL CHILD ABUSE PREVENTION MONTH. SECONDED BY ANDREW HILDEBRANDT.** *Motion carried with Frank, Mackin, Maguire, Wildhaber, Hildebrandt and Marquez voting aye.*

**2. FY 21-22 Audit Presentation, Devan Esch, Grove, Mueller & Swank, P.C.**

Rochelle Roaden, City Manager, stated that Deven Esch, a partner, with Grove, Mueller & Swank, P.C. was invited to do the City Audit Presentation. He was expected to remote in via Zoom, however, Deven Esch did not attend the meeting.

The FY 21-22 Audit Presentation with Devan Esch, Grove, Mueller & Swank, P.C. would need to be rescheduled.

**3. Awarding of Inflow and Infiltration Study – Keller & Associates**

Rochelle Roaden explained that at the February 6<sup>th</sup> meeting, the Council had approved awarding the Inflow and Infiltration Study to Keller and Associates with a not to exceed amount of \$38,000. The study was a requirement from the Department of Environmental Equality (DEQ) in response to the city's NPDES permit violation.

The city became aware after the February 6<sup>th</sup> meeting that DEQ would only accept the results of the annual smoke testing that the city had completed after 2019. The revised scope included two additional basins which added \$4,750 to Keller's estimate of \$34,490 for a total of \$39,240. This amount was over \$38,000 and the city needed Council approval for the additional amount. A 10% additional contingency was being added onto the updated project total.

The City has funds to cover the cost of the test in the Sewer Utility Capital Fund and was hopeful to receive a \$20,000 grant through Business Oregon so the total cost would be \$23,164.

**ANNETTE FRANK MOVED TO APPROVE AWARDING THE INFLOW AND INFILTRATION STUDY REQUIRED BY THE DEPARTMENT OF ENVIRONMENTAL QUALITY TO KELLER AND ASSOCIATES WITH A NOT TO EXCEED AMOUNT OF \$43,164. SECONDED BY KITTY MACKIN.** *Motion carried with Frank, Mackin, Maguire, Wildhaber, Hildebrandt and Marquez voting aye.*

**4. OLCC Annual Liquor License Renewal**

Rochelle Roaden explained that each year 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 12, 2023, asking those businesses to respond by February 10, 2023. As of February 28, 2023, all businesses had complied and the \$25.00 per application had been paid.

Per OLCC, governing bodies had until March 10<sup>th</sup> to make a recommendation and Rochelle Roaden listed several examples of recommendations.

Rochelle Roaden stated that for informational purposes, a list of incidences that involved alcohol had been included for the Council's review.

Council President Maguire stated that the number of incidents at the Bypass had gone up significantly and wanted to keep an eye on that.

Councilor Hildebrandt inquired if the incidents outlined in the report were directly related to the specific location.

Rochelle Roaden stated that the incidents were related to each specific location.

**5. Approval of City Council Strategic Goals for FY 23-24**

Rochelle Roaden stated that at the February 21<sup>st</sup> City Council Work Session, the City Council discussed their 2023-2024 Strategic Plan Goals. The Council discussed previous goals, made modifications, and added new goals.

A red-line version of the FY 22-23 goals showing the goals that were completed, changed, and added was included, along with a final draft of the FY 2023-2024 Strategic Goals.

**ANNETTE FRANK MOVED TO APPROVE THE CITY COUNCIL STRATEGIC PLAN GOALS FOR THE FISCAL YEAR 2023-2024. SECONDED BY KITTY MACKIN.** *Motion carried with Frank, Mackin, Maguire, Wildhaber, Hildebrandt and Marquez voting aye.*

**F. CITY COUNCIL COMMENTS/CONCERNS**

Councilor Mackin stated that she signed up for the League of Oregon Cities Spring Conference. She was pleased to announce that she felt there were adequate ADA accommodations that she had requested.

Councilor Makin inquired that if it was okay for her to voice her specific ADA questions and concerns while representing the City.

Rochelle Roaden referred to the City of Dayton Council Rules and reviewed section 7, specifically section 7.1 regarding Councilor Conduct Representing the City which addressed Councilor Makin's questions.

Councilor Mackin stated that there was a very steep area located next to a rectangular utility box across the street that should be fixed.

Councilor Hildebrandt stated he had safety concerns regarding the Dayton Landing and asked if the city could install security cameras.

Rochelle Roaden stated that installing security cameras to property that the city did not own would not be the most feasible, however, he could provide her with his specific concerns, and she would communicate those concerns to the Yamhill County Parks Manager, the Deputy, and Sheriff.

**G. INFORMATION REPORTS**

**City Manager's Report**

Rochelle Roaden stated that the U.S. Senate opened their submission process earlier than had expected and application deadlines were March 3<sup>rd</sup>. In order to meet the additional workload she had been working additional hours to get the work done and was not able to get the City Manager's Report done for the last few weeks.

Three projects under the Congressional Direct Spending had been submitted. The first one was the Water Transmission Line Replacement, a \$2.9 million project and we requested \$2.36 million in funds. The second one was for the Main-Basin Sewer Replacement (I & I Mitigation), a \$3.5 million project and we are requesting \$2.95 million. The third one was for Dayton Civic Center for 7700 square foot facility for a City Hall, Library, and Council Chambers and that was a \$3.8 million project and \$2.8 million was requested.

A congratulation letter from DEQ had been received, regarding the work for the DEQ Clean Water State Revolving Fund Loan. Two permits that required public comment would be completed by March 10<sup>th</sup>.

The Dayton Utility Bridge Main Span Replacement Pre-Construction meeting has been scheduled for March 31<sup>st</sup>.

Tree removal has already occurred to stay in compliance with Migratory Bird Act and mobilization was currently planned for May.

Rochelle Roaden stated that she and Mayor Marquez met with the School Superintendent, Steve Sugg, and discussed their new Agricultural Building they would be putting in off 8<sup>th</sup> Street. The city's replanning of 8<sup>th</sup> Street was also discussed, which was scheduled for next summer. A predesign meeting with their engineers and our engineer was going to be scheduled.

Municipal Court was going to be cancelled for March and April due to our current Judge having health issues. Judge Larry Blake, who is the current municipal Judge for Newberg, Carlton, and Amity had been recommended by our current Judge Mahr. We met with Judge Blake last week and would be bringing a professional services agreement to the council at future City Council Meeting as the municipal Judge must be approved by the City Council.

The Fiscal Year 23-24 Budget Council Meeting timelines were reviewed. May 1<sup>st</sup> would be the first City Council Regular Session Meeting where the Budget would be presented, May 15<sup>th</sup> would be the City Council Budget Work Session, and May 22<sup>nd</sup> City Council Work Session would only take place if needed. The Budget Calendar will be in the April City Council Agenda Packet.

Josh Bilodeau is at the Oregon Association of Water Utilities annual seminar in Central Oregon.

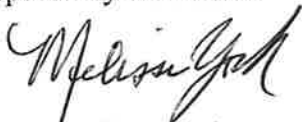
Rochelle Roaden stated that she would be attending the National League of Cities Conference on Infrastructure in Washington, DC March 23-29, 2023. And would also be on vacation April 14-28, 2023.

The Tourism Economic Development position had been filled and would introduce him at the April 3<sup>rd</sup> City Council Meeting.

**H. ADJOURN**

There being no further business, the meeting adjourned at 7:21 p.m.


Respectfully submitted:



By: Melissa York  
City Recorder

**APPROVED BY COUNCIL on April 03, 2023.**

As Written  As Amended

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Trini Marquez, Mayor