

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

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

**ABSENT:**

**STAFF:** Rochelle Roaden, City Manager  
Melissa York, City Recorder  
Josh Bilodeau, Public Works Supervisor

**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, and Hildebrandt attending the meeting in person. Councilors Sandoval-Perez and Mackin attending via Zoom.

**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 January 03, 2023

**ANNETTE FRANK MOVED TO APPROVE THE MINUTES OF THE REGULAR SESSION CITY COUNCIL MEETING MINUTES OF JANUARY 3, 2023 AS WRITTEN. SECONDED BY ANDREW HILDEBRANDT. Motion carried with Frank, Mackin, Maguire, Sandoval-Perez, Wildhaber, Hildebrandt and Marquez voting aye.**

**E. ACTION ITEMS**

1. **Approval of Resolution 22/23-08 US Bank Signing Authority**

Rochelle Roaden, City Manager stated that Resolution 22/23-08 was a Resolution adding Council President Jim Maguire as a bank signer to the City's bank account with US Bank. It was also noted that an amendment to remove US Bank Dayton, OR branch wording from Resolution 22/23-08 since there is no longer a US Bank in Dayton.

**JIM MAGUIRE MOVED TO APPROVE RESOLUTION 22/23-08, A RESOLUTION CHANGING SIGNATURE AUTHORITY FOR US BANK PRIMARY CHECKING ACCOUNT AS AMENDED. SECONDED BY ANNETTE FRANK.** *Motion carried with Frank, Mackin, Maguire, Sandoval-Perez, Wildhaber, Hildebrandt and Marquez voting aye.*

**2. Approval of Resolution 22/23-09 Small City Allotment (SCA) Grant**

Rochelle Roaden stated that the Oregon Department of Transportation (ODOT) distributes five million each year through the Small Cities Allotment Grant for cities with populations less than 5,000. The city applied for the grant to overlay 7th Street and part of 9th Street.

ODOT received 84 applications and awarded 27 projects. City of Dayton was awarded \$250,000. The grant had increased from \$100,000 per year to \$250,000 and the resolution was needed to accept the additional funds and to give the City Manager authority to execute the grant agreement.

**ANNETTE FRANK MOVED TO APPROVE RESOLUTION 22/23-09, A RESOLUTION ACCEPTING A SMALL CITY ALLOTMENT GRANT FOR \$250,000 FROM THE OREGON DEPARTMENT OF TRANSPORTATION FOR THE OVERLAY OF 7TH STREET BETWEEN FERRY AND ASH STREET AND A PORTION OF 9TH STREET BETWEEN FERRY AND ASH STREET. SECONDED BY JIM MAGUIRE.** *Motion carried with Frank, Mackin, Maguire, Sandoval-Perez, Wildhaber, Hildebrandt and Marquez voting aye.*

**3. Approval of Historic Preservation Committee Reappointment**

Rochelle Roaden explained that the Dayton Historic Preservation Committee (HPC) was a five-member committee. She named the current HPC members and stated that the term for Kim Courtin had expired on December 31, 2022, and was seeking reappointment for another four-year term.

Kim Courtin had a conflict with another meeting on the third Wednesday of each month. Staff reviewed the meeting date with the remaining members of the committee requesting to change the HPC meetings to the 2nd Wednesday of the month. All current HPC committee members agreed to the date change.

**ANNETTE FRANK MOVED TO REAPPOINT KIM COURTIN TO THE HISTORIC PRESERVATION COMMITTEE FOR A FOUR-YEAR TERM THAT EXPIRES ON DECEMBER 31, 2026. SECONDED BY ANDREW HILDEBRANDT.** *Motion carried with Frank, Mackin, Maguire, Sandoval-Perez, Wildhaber, Hildebrandt and Marquez voting aye.*

**4. Awarding of Inflow and Infiltration Study**

Rochelle Roaden stated that in November of 2022 the City was issued a violation and fined by the Department of Environmental Quality (DEQ) for failing to meet BOD and TSS limits set in our National Pollutant Discharge Elimination Permit (NPDES). DEQ outlined a two-step response which included a report evaluating the operations of the treatment facility, the city submitted the operations evaluation report, which was completed by the City Engineer, Westech Engineering, in January 2023.

The second step was to obtain an Inflow and Infiltration (I&I) study of the collection system which included smoke testing of the entire collection system. Staff contacted Westech Engineering, Duke's Root Control, Inc., and Keller and Associates for quotes on performing the I&I study. One bid had been received from Keller and Associates for \$34,490.

Business Oregon invited the City, to apply for a \$20,000 grant to offset the cost of the I&I report, which would bring the City's cost down to approximately \$14,500. A 10% contingency had been added to the total amount of the project.

**JIM MAGUIRE 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 \$38,000. SECONDED BY ANNETTE FRANK. Motion carried with Frank, Mackin, Maguire, Sandoval-Perez, Wildhaber, Hildebrandt and Marquez voting aye.**

**5. Domain Migration to DaytonOregon.gov Discussion**

Rochelle Roaden explained that one of the City's Strategic Goals had been to migrate over to DaytonOregon.gov from ci.dayton.or.us.

The Domain/Website change from ci.dayton.or.us to DaytonOregon.gov would begin the weekend of February 10-12, 2023, and the migration would be completed by Monday, February 13, 2023.

New nametags and business cards with the updated information would be ordered for the Mayor and City Council.

**6. City of Dayton 2022 Annual Survey Results Discussion**

Rochelle Roaden explained that the 2022 City of Dayton Annual Survey was part of the City's Strategic Goals. The first annual survey was in 2020 and 247 responses were received that year.

The 2022 survey was published in two separate surveys - one in English and one in Spanish. Council felt that would make it more accessible to the Spanish-speaking community.

A variety of survey collector methods were listed, and it was noted that 112 English responses and 2 Spanish responses were received for the 2022 survey and participation levels had gone down compared to previous years.

Councilor Frank requested a summary of the 2022 Annual Survey to be included in the Strategic Goals meeting packet.

A discussion took place regarding the various responses from the survey.

## **7. Park Improvement Projects Survey Results Discussion**

Rochelle Roaden stated that at the October 3, 2022, City Council Meeting, the Council reviewed a comparable parks projects list created by city staff. The City Council wanted to hear input from the Dayton residents and requested staff to put together a survey. At the October 17, 2022, Council Work Session, the Council approved the survey which asked two questions. The first was to prioritize 8 projects that were designed as either short term or completed in the next 5 years or long term completed in 5-10 years. The second question was an open-ended comment to suggest different park improvement projects or any comments for the Dayton City Council.

The survey took place in November 2022, and the Council reviewed the initial results at the December 5, 2022, Council meeting. This was being brought back to City Council for further review, discussion, and direction prior to the Strategic Planning Work Session on February 21, 2023.

There were 224 English and 10 Spanish Survey responses and the top three for each were listed.

A discussion took place about the various responses to the survey, top picks, costs, grants, potential Parks Master Plan updates, and how the Council wanted to move forward.

Councilor Maguire inquired when the last Parks Master Plan was updated.

Rochelle Roaden stated that she thought that the Parks Master Plan was updated in either 2008 or 2009. This could be part of the Strategic Goals list and prioritized during the Strategic Goals Planning meeting.

Councilor Maguire stated that there were no requirements to spend the \$100k budgeted in the Parks Capital Fund this year and that it might be time to put the Parks Master Plan update on the Strategic Goals list for this year.

Mayor Marquez suggested to look into less expensive current bathroom rental options.

Councilor Wildhaber stated that most of the discussion was focused on bathrooms, and his direction would be to put in one bathroom now and apply for grants for the others later.

Councilor Hildebrandt suggested utilizing a local excavating company to save funds.

Councilor Frank suggested to research grants for the basketball courts.

**F. CITY COUNCIL COMMENTS/CONCERNS**

Mayor Marquez asked the Council if they wanted to continue meeting adjournments with a motion, a second, and meeting adjournment, or would they prefer a motion, a second, and further discussion?

Council preference was to keep it the same with a motion, a second, and meeting adjournment.

Mayor Marquez stated that she would like to bring back Cinco de Mayo and asked for Council participation.

Councilor Frank stated DCDA was interested in participating in Cinco de Mayo.

Councilor Wildhaber inquired what the vision was for the event.

Mayor Marquez stated that she was working on the details.

**G. INFORMATION REPORTS**

**City Manager's Report**

Rochelle Roaden stated that she had changed the City Manager update from a bulleted list to a narrative format and thought it would be an effective way to communicate with Council.

Kiel Jenkins, City Planner accepted a position with the City of Portland effective February 15, 2023, and Curt Fisher is the new City Planner.

Code Enforcement policies and procedures were reviewed.

Rochelle Roaden stated that she applied for a Congressional Direct Spending grant for the Utility Bridge but was not awarded the grant. During City Day at the Capitol, she met with Representative Anna Scharf and presented her with information regarding the Utility Bridge and the impact it would have on the City's sewer rates. Representative Scharf said she would take a look at funds that would be available and get back to us.

Stellar J. Corporation will be doing the construction on the bridge and their notice to proceed is March 6, 2023.

The Tourism Economic Development position has been filled and hope to introduce him at the March 6, 2023, Council meeting.

Mayor Marquez, Rochelle Roaden and the new Tourism Economic Development person met with Bill Stoller and his Development Team to discuss the future development in Dayton.

The Tourism Economic Development position will run the Main Street Program, which is currently run by the DCDA.

The DCDA is a non-profit and there are funds that they can apply for that the City cannot apply for, and vice versa.

Councilor Hildebrandt stated that since he is one of the businesses in a specific development in Dayton, that there might be times he might need to excuse himself from a Council meeting due to a conflict of interest.

Dayton is hosting the League of Oregon Cities Small Cities Network Meeting on Thursday, February 9, 2023, from 11:00 a.m.-1:00 p.m.

Mid Willamette Valley COG 2023 Annual Meeting & Dinner is on Wednesday, February 15, 2023, from 6:00 p.m.-9:00 p.m. at the Chehalem Cultural Center.

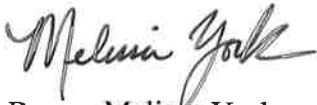
The 2023 Yamhill City/County Dinner is on Thursday, February 23, 2023, from 6:30p.m.-9:00 p.m. at the Chehalem Cultural Center.

**H. ADJOURN**

There being no further business, the meeting adjourned at 8:00 p.m.

Respectfully submitted:

**APPROVED BY COUNCIL on March 06, 2023.**



As Written  As Amended

By: Melissa York  
City Recorder

  
**Trini Marquez, Mayor**