

**MINUTES
DAYTON CITY COUNCIL
REGULAR SESSION
January 6, 2025**

PRESENT: Mayor Annette Frank
Council President Drew Hildebrandt
Councilor Kitty Mackin
Councilor Jim Maguire
Councilor Robin Pederson
Councilor Chris Teichroew
Council Luke Wildhaber

ABSENT:

STAFF: Jeremy Caudle, City Manager
Rocio Vargas, City Recorder
Dave Rucklos, Tourism & Economic Development Director
Don Cutler, Public Works Supervisor

A. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Annette Frank called the meeting to order at 6:30pm and all those present gave the Pledge of Allegiance.

B. ROLL CALL

Mayor Frank noted that Councilors Hildebrandt, Mackin, Maguire, Pederson, Teichroew, and Wildhaber were present in person.

C. APPEARANCE OF INTERESTED CITIZENS

None.

D. CONSENT AGENDA

1. December 2, 2024, Regular Session Minutes

Councilor Mackin noted an edit on her comments.

Mayor Frank noted an edit.

Councilor Maguire noted an edit.

**KITTY MACKIN MOVED TO APPROVE THE DECEMBER 2,
2024; REGULAR SESSION MINUTES AS AMENDED.
SECONDED BY CHRIS TEICHROEW.** Motion carried with

Frank, Hildebrandt, Mackin, Maguire, Teichroew, Wildhaber
voting aye.

E. ACTION ITEMS

1. Swearing in of City Council

Rocio Vargas, City Recorder, swore Robin Pederson in as Dayton City Councilor.

City Recorder affirmed Kitty Mackin in as Dayton City Councilor.

City Recorder swore Drew Hildebrandt in as Dayton City Councilor.

2. Voting for Council President

Councilor Hildebrandt nominated Councilor Wildhaber for Council President.

Councilor Wildhaber declined the nomination.

Councilor Wildhaber nominated Councilor Hildebrandt.

Mayor Frank asked Council for any other nominations, hearing none she instructed the City Council to vote in writing.

City Recorder read the ballots. Mayor Frank, yay. Councilor Mackin, for Councilor Hildebrandt. Councilor Teichroew, for Councilor Hildebrandt. Councilor Wildhaber, for Councilor Hildebrandt. Councilor Hildebrandt, for Councilor Hildebrandt. Councilor Maguire, for Councilor Mackin. Councilor Pederson, for Councilor Hildebrandt.

Six votes in favor of Councilor Hildebrandt for Council President. One vote for Councilor Mackin.

3. OLCC Renewal Recommendations

Mayor Frank introduced Deputy Twitchell.

Deputy Twitchell presented the incident reports for each of the business addresses intending to renew their OLCC licenses.

Councilor Maguire inquired about the incidents in the Bypass Bar, asked Deputy Twitchell if the number of incidents is normal.

Deputy Twitchell stated that the number of incidents at the Bypass Bar is considered average given it is the only bar in town.

Councilor Maguire stated that he doesn't believe that Stoller Family Estates should be on the list for Dayton City Council to approve. He asked staff to remove Stoller Family Estate from the list.

Councilor Pederson mentioned that Seufert tasting room is not on the list.

Mayor Frank inquired about needing a motion to approve.

Jeremy Caudle, City Manager stated that doing nothing was equal to recommending approval.

Councilor Maguire stated that the only recommendation made is that Stoller moves their request to the County.

Council President Hildebrandt inquired to why Stoller was on the list.

Councilor Mackin stated that there was a concern years ago.

4. Planning Commission Re-Appointments

JIM MAGUIRE MOVED TO APPROVE THE APPOINTMENT OF ROB HALLYBURTON AND DAVE MACKIN TO THE DAYTON PLANNING COMMISSION WITH A FOUR-YEAR TERM EXPIRING DECEMBER 31, 2028. SECONDED BY DREW HILDEBRANDT. Motion carried with Frank, Hildebrandt, Mackin, Maguire, Teichroew, Wildhaber voting aye.

5. Approval of Resolution 24/25-10 Amending the Dayton Events Committee Voting Membership

Mayor Frank stated that she wanted to amend the Dayton Events Committee to add more voting members and more out of city limits members.

Council President Hildebrandt asked if there was a distance limit to the out of city limit members.

Mayor Frank stated that a distance has not been discussed in the past. She stated that the purpose is to allow interested members that lived in town or work in town.

Council President Hildebrandt agreed and inquired if it could go as far as Salem.

Mayor Frank proposed to limit it to Yamhill County.

Councilor Wildhaber suggested limiting to the 97114 zip code.

Mayor Frank stated that would not allow the business owner that lives in McMinnville that is involved with the DEC.

Councilor Mackin inquired about the Council Liaison to the DEC.

KITTY MACKIN MOVED TO APPROVE RESOLUTION 24/25-10 AMENDING THE DAYTON EVENTS COMMITTEE ALTERING THE MEMBERSHIP TO NINE VOTING MEMBERS, NOT TO EXCEED FOUR OUT OF CITY LIMITS, AND WITHIN YAMHILL COUNTY, VOTING MEMBERS ON THE DAYTON EVENTS COMMITTEE.

SECONDED BY CHRIS TEICHROEW. Motion carried with Frank, Hildebrandt, Mackin, Maguire, Teichroew, Wildhaber voting aye.

6. Check Signing Authority Discussion

Mayor Frank referred to City Manager Jeremy.

City Manager stated that currently the Mayor, Council President, an additional Councilor and City Manager are authorized signers. He stated that at this time there are no recommendations for any changes.

Councilor Mackin stated that traditionally the authorized signers have been tied to the Council President. She stated that authorized signers should be anyone who is available not just limited to Council President. She added that it was not in writing tying the Council President as an authorized signer and suggested that other members be considered by availability.

Councilor Wildhaber asked for clarification from Councilor Mackin if her intent was that anyone on City Council can have check signing authority.

Councilor Makin confirmed that is where she seeks Council support to properly state that check signers do not have to be current or past Council Presidents.

Mayor Frank stated that currently there is a signing position available for someone from Council that is not Council President. She added that it is assumed that Council Presidents are interested in understanding the way the city runs. She stated that she wouldn't want to take that responsibility from the Council President either.

Councilor Mackin stated that it has not been made clear or put in writing that anyone from Council can be an authorized signer and suggested it be put in writing.

Mayor Frank stated her concern of having it in writing is the limitation to adapt in a situation that does not conform with what is in writing.

Councilor Pederson inquired if the intent was to add everyone on Council as an authorized signer.

Councilor Mackin denied that intent and stated that she suggests opening it up to anyone who is most available.

Councilor Teichroew inquired if Councilor Mackin wanted to be taken off the authorized signer list.

Councilor Mackin stated that was not her intention. She stated that she wanted to continue as an authorized signer.

Councilor Maguire inquired if there have been any issues with getting checks signed on time.

City Recorder stated there have not been any issues in the last few months on getting checks signed.

Councilor Maguire stated if there haven't been any issues then there doesn't need to be a new solution to the situation, if a Council person feels they can't accommodate for signing to let Council know, so someone else can take over.

F. COUNCILOR COMMENTS AND CONCERNS

Councilor Mackin stated that she wanted to talk about wheelchair access and spoke about an incident at Friday Nights. She mentioned other situations where there wasn't wheelchair space at the tables at dinner events. She suggested having a table without chairs at every event. She inquired about updating her bio on the City website. She inquired about a facilities tour.

There was a discussion about the facilities tour and accessibility in events.

Councilor Teichroew inquired about the Facebook comments about the water issues, if staff was aware.

Council President Hildebrandt from the Facebook comments wanted to bring attention about the prowler in town. He inquired about the Palmer Creek Nature Trail and any possible collaborations with the School District.

There was a discussion about the history of the nature trail.

Mayor Frank inquired about the bathroom locking settings at Andrew Smith Park. She informed Council about the Budget Committee openings asked Council to encourage citizens to apply.

Councilor Maguire welcomed Jeremy Caudle new City Manager to his first Council meeting.

G. INFORMATION REPORTS

1. TED

Dave Rucklos, Tourism and Economic Development Director informed the Council about the future of the downtown with new commerce expected late spring.

The Christmas decorations will be cleaned up on Tuesday.

The flooring project at the Community Center has begun to replace the softwood flooring for hardwood flooring to be completed by the end of the month.

The bridge final flooring and railings replacement project has begun, and estimated completion is expected by the end of the week. A ribbon cutting ceremony can be planned.

In November he completed a grant through Travel Oregon for an ADA ramp on the bandstand, and the application has moved to the next review stage.

H. CITY MANAGER'S REPORT

Jeremy Caudle, City Manager stated he will meet with Denny Muchmore, City Engineer, and his priority is to get a better understanding the City's infrastructure and water needs. He stated that would like to be prepared with the upcoming state and federal legislation sessions and for any grant or low-interest opportunities.

He will meet with the City of Lafayette will update the council on the meeting.

The bridge project is coming to close with final punch list review.

Will have a project update on HWY 221 Lift station from City Engineer.

Will be meeting with USDA representatives for direction on how to access the Congressional Direct Spending Award for the Civic Center, and further discussion will continue during budget time.

Will begin to prepare for budget season understanding accounting structure, budget requests, and getting a draft of the budget calendar.

The audit firm has been sold and had turnover, so they suggested the City apply for an extension that has been granted.

City Recorder and Library Director are working on an Employee Handbook update that will comply with State law.

A franchise agreement has expired and will be working on restarting negotiations.

Referred to the comments that came to staff attention from Facebook about the fizzy water. He explained that the wells are low on water supply for the time of the year, and trying to meet demand. When wells run low it creates oxygenation in the water that creates bubbles in the water. The water is tested daily and safe to drink. This is an ongoing issue with the well system until the City can obtain a long-term solution.

There was a discussion on this issue coming up in the past.

Proposed one-two additional meetings this month and requested Council feedback on availability.

Recommended a Saturday retreat for Council strategic goal planning.

I. ADJOURN

There being no further business to discuss meeting adjourned at 7:33pm.

Respectfully submitted:

By:

Rocio Vargas, City Recorder

APPROVED BY COUNCIL on **March 3, 2025.**

☐ As Written ☒ As Amended

Annette Frank, Mayor