

**MINUTES  
DAYTON CITY COUNCIL  
REGULAR SESSION  
March 3, 2025**

**PRESENT:** Mayor Annette Frank  
Council President Drew Hildebrandt, *Zoom*  
Councilor Kitty Mackin  
Councilor Jim Maguire  
Councilor Robin Pederson  
Council Luke Wildhaber

**ABSENT:** Councilor Chris Teichroew

**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 6:31pm and all those present gave the Pledge of Allegiance.

**B. ROLL CALL**

Mayor Annette Frank noted that there was quorum with Councilors, Mackin, Maguire, Pederson, Wildhaber in person and Hildebrandt via Zoom. Councilor Teichroew was absent, excused.

**C. APPEARANCE OF INTERESTED CITIZENS**

None.

**D. CONSENT AGENDA**

1. Approval of January 7, 2025, Regular Session Minutes
2. Approval of January 17, 2025, Special Session Minutes
3. Approval of January 21, 2025, Special Session Minutes
4. Approval of January 29, 2025, Joint Work Session with Planning Commission Minutes
5. Approval of February 3, 2025, Regular Session Minutes

Councilor Mackin stated that the excused and unexcused absences were not noted in the notes. She inquired about including the note.

Mayor Frank noted that the absences will be discussed in a future Council Rules discussion.

Councilor Pederson noted that the date on the January minutes was incorrect, and the session on the February 3<sup>rd</sup> minutes should be regular and not special.

**JIM MAGUIRE MOVED TO APPROVE THE CONSENT AGENDA AS AMENDED. SECONDED BY KITTY MACKIN.**

Motion carried with Frank, Hildebrandt, Mackin, Maguire, Pederson, and Wildhaber voting aye. Councilor Teichroew was absent.

**E. ACTION ITEMS**

**1. Second Reading of Ordinance 665, Text Amendments to update Ch. 7 Dayton Land Use and Development Code to State Policy**

Councilor Maguire performed the second reading of Ordinance 665 by title only.

**LUKE WILDHABER MOVED TO APPROVE THE SECOND READING OF ORDINANCE 665 BY TITLE ONLY. SECONDED BY JIM MAGUIRE.**

Motion carried with Frank, Hildebrandt, Mackin, Maguire, Pederson, and Wildhaber voting aye. Councilor Teichroew was absent.

**JIM MAGUIRE MOVED TO ADOPT ORDINANCE 665 BASED ON THE FINDINGS AND RECOMMENDATIONS SET FORTH IN THE FEBRUARY 3, 2025, STAFF REPORT FOR LAND USE APPLICATION 2024-02. SECONDED BY ROBIN PEDERSON.**

Motion carried with Frank, Hildebrandt, Mackin, Maguire, Pederson, and Wildhaber voting aye. Councilor Teichroew was absent.

**2. Appointment of Budget Committee Member**

**KITTY MACKIN MOVED TO APPOINT DANIEL HOLBROOK TO THE CITY OF DAYTON BUDGET COMMITTEE FOR THE TERM ENDING DECEMBER 31, 2027. SECONDED BY JIM MAGUIRE.**

Motion carried with Frank, Hildebrandt, Mackin, Maguire, Pederson, and Wildhaber voting aye. Councilor Teichroew was absent.

**3. Discussion of Resolution of Inclusiveness**

Mayor Frank presented the discussion point to consider readopting a resolution of inclusiveness to make members of the community feel welcome and included.

Councilor Maguire stated that when Resolution 16/17-08 was adopted, it took effect immediately and in perpetuity.

Mayor Frank stated that the reason she brought it back up was to see if anyone wanted to make any changes or to re-adopt it.

Councilor Maguire inquired if there was a specific reason for re-adopting the resolution.

Councilor Mackin stated that she would like to add more direction to the resolution that leads to action.

There was a discussion as to why the resolution is being reviewed for re-adoption to reaffirm the City's commitment to inclusiveness.

Discussion concluded with the direction to act on the resolution passed in 2017.

## **F. COUNCILOR COMMENTS AND CONCERNS**

Council President Hildebrandt gave kudos to staff for the City-County Dinner event organization.

Councilor Mackin stated that she attended the CIS conference and learned more about teambuilding and took advantage of the opportunity to bring up wheelchair issues in public buildings. She inquired if there was a carpool opportunity for the Mid-Willamette Valley COG. dinner.

Mayor Frank stated that there will be an open house for transportation planning on March 6<sup>th</sup> and invited Council to be there.

## **G. INFORMATION REPORTS**

### **1. TED Director**

Dave Rucklos, Tourism and Economic Development Director notified Council that after 18 months ODOT approved the sign to be placed on the lot next Hwy 18.

The Travel Oregon Competitive Grant was submitted for the Courthouse Square Park Bandstand accessibility ramp, thanked all those who participated in the process.

A Federal Grant submission was made through the lobbyist to the Senate and the House of Representatives for funding to replace the springs water transmission line that is 100 years old.

The Bay House Restaurant will be coming into the former Brick Hall building.

Requested date options for the bridge ribbon cutting.

Dave stated that the construction of the Merchant Block is coming along nicely and that when the hotel portion is completed there will be an opportunity for Council to tour the area.

### **2. Public Works Supervisor**

Don Cutler, Public Works Supervisor stated that the reservoir levels are doing better, but the wells are not recovering.

A check valve was replaced at the water treatment plant in compliance with the maintenance schedule.

The fire alarm issue at the Community Center is being reviewed by a new vendor since there have been issues with the current vendor. The heater in the Auditorium is being repaired under warranty.

HWY 221 Lift Station had to wait on paving due to weather but will be moving forward with paving this week. He stated that given there are no supply chain issues the backup generator should be delivered tentatively on April 10<sup>th</sup>.

The City has been working with Twin Towers on the funding for the 3<sup>rd</sup> street collapsed storm line repairs. The City has quotes ready and Dave and Jeremy are working on the financing with Twin Towers.

Denny Muchmore, City Engineer is working on the design for the emergency tie-in with Lafayette and Mac Water and Light.

The Courthouse Square Park unhealthy trees have been removed, and others have been trimmed for safety reasons. The tree left by the bathroom was left due to the good health of the tree. Don also requested a quote from the arborist for mitigation at Brookside Cemetery for a grant.

GSI is scheduled to visit on March 12<sup>th</sup> to do an annual water level reading on the Joint Wellfield and Fisher Farms wells.

The Vac Truck is repaired and back in service.

Public Works is replacing old, faded, or damaged street signs and cleaning dirty signs.

Don asked all if they see kids or teenagers in the construction areas to please say something for everyone's safety and protection of property.

## **H. CITY MANAGER REPORT**

Jeremy Caudle, City Manager, recognized Dave, Rocio and Cyndi for the organization of the City-County dinner event.

Commended the Public Works team for their fast clean-up after the windstorm.

The Chief of Staff from State Senator Starr's office would like to visit and meet with City representatives. He stated that with the State Legislature in session Thursday mornings work best. Asked Council for anyone interested and available to let him know to set up the meeting.

He stated that he asked the City Engineer to prepare a report for April on the Utility Bridge and HWY 221 Lift Station.

The City Budget Committee will be appointed to the Urban Renewal Agency Budget Committee in an upcoming meeting.

Sewer rate increases went into effect February 1<sup>st</sup>, approved December 2023 to cover the debt service on the loans for the Utility Bridge and HWY 221 Lift Station.

Jeremy will request and extension of the ARPA grant from Yamhill County and will bring the extension request to Council.

The Finance Director is working with the Auditor to complete to the Annual Financial Statement Audit to meet the deadline.

The City closed on the Dayton Village sale for affordable housing in February, and Council will get the opportunity to discuss the use of the funds from the sale at the March Planning Retreat.

City of Lafayette is requesting credits for not using the joint wellfield. Jeremy is having a conversation about renegotiating the IGA terms. He stated that the Mayor, Council President, City Engineer, Public Works Supervisor and he will be attending City of Lafayette City Council meeting to talk about the next step to the emergency water plan.

The Planning Commission meeting presentation of the Parks Master Plan was rescheduled to March 13, 2025.

There is a Transportation System Planning open house on March 6, 2025, he invited the Council to attend the open house.

Reminded Council to schedule meetings with Jensen Strategies

Jeremy is tracking legislation in Salem for infrastructure funding that supports housing construction.

Councilor Mackin inquired if with the new HWY 221 Lift Station new construction would be triggered beyond Neck Rd.

Rocio Vargas, City Recorder stated that the development is still in the pre-application stage.

## **I. ADJOURN**

There being no further business to discuss the meeting adjourned at 7:26pm.

Respectfully submitted:

By:

Rocio Vargas, City Recorder

APPROVED BY COUNCIL on **April 7, 2025**

☐ As Written

☒ As Amended

---

Annette Frank, Mayor