

**MINUTES
DAYTON CITY COUNCIL
WORK SESSION
March 17, 2025**

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

ABSENT: Councilor Jim Maguire
Council Luke Wildhaber

STAFF: Jeremy Caudle, City Manager
Rocio Vargas, City Recorder

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 Annette Frank noted that there was quorum with Councilors Hildebrandt, Mackin, Pederson, and Teichroew present in person. Absent Councilors Maguire excused and Wildhaber, unexcused.

C. APPEARANCE OF INTERESTED CITIZENS

None.

D. DISCUSSION ITEMS

1. Council Rules Discussion

Jeremy Caudle, City Manager stated that the Chapter 3 Section 10 of the City Charter refers to the Council Rules approved by Resolution to govern the Council meetings. He stated that per the Council Rules, the Council will review the rules on the first meeting of January on even numbered years. Nothing prohibits reviewing the rules at any other time. He stated that given there are new Council members this is a good time to review the Council Rules.

Jeremy inquired if the Council would like to have a guided discussion of each of the scenarios or to dive into any rule changes that they would like talk about.

Mayor Frank asked Council if they had questions on section 3 of the Council Rules regarding attendance and reporting any absences.

Councilor Pederson expressed she would like to have defined what is an unexcused absence and what is an excused absence. She stated that usually she notifies Rocio.

Councilor Mackin likes reporting to Rocio Vargas, City Recorder she has been good at responding to confirm.

Council President Hildebrandt stated that he like the group text option to confirm attendance.

Councilor Mackin stated that based on training for a group text to be a public meeting it would have to include discussion on a matter. She inquired as to why attendance related responses are not appropriate.

Mayor Frank stated that it could be easier to slip up. She stated that she prefers that Rocio, and she get the email or text notice of the absence. She stated that in the matter of excused or unexcused absence she considers a lack of explanation to the absence should be unexcused.

Councilor Teichroew stated that he agrees if the unexplained absence happens more than once but considers maybe a one-time excused absence without explanation should be allowed.

Council President Hildebrandt inquired if the benefit of doubt could be applied and maybe inquire as to the why.

Mayor Frank stated that sometimes in the moment a reason can be given, but if there is communication afterwards, she is willing to take it into consideration.

There was a discussion on the proper way to communicate an absence and how it would be determined to be excused or unexcused. Possible consequences to unexcused absences were also discussed.

Council President Hildebrandt proposed that after 2 unexcused absences there will be a one-on-one sit down with the Mayor, after the third unexcused absence within 6 months of the verbal notice, a written notice is issued signed by the Mayor, City Manager and the Councilor with the issue. If the unexcused absences continue then the Council reserves the right to proceed with the Censure process.

Jeremy asked how excused and unexcused absences will be defined.

There was a discussion to clarify what qualifies.

Jeremy proposed if the notice is the main issue, then require a 24-hour notice before the meeting unless it is an emergency.

There was a discussion on editing the minutes if there was notice after the emergency.

Councilor Mackin proposed allowing 24-hours after the meeting to provide notice of the emergency.

Section 4 Agenda Setting was discussed. It was agreed that the internal procedure is fine no need to make changes.

Section 6 and 8 Decorum and Conduct was discussed.

Section 10 Communication with Staff and improper discussions that lead to direction of staff was discussed.

Section 13 Bias in decision making was discussed and when is it proper to represent Council or not.

Section 17 Committees, organizations, and the media was discussed along with the proper way of answering without speaking for the full Council.

Councilor Mackin brought up several other sections of the Council Rules for clarification and discussion.

Section 10.1 (B) was discussed and will be reworded for clarification.

Jeremy summarized the changes suggested by Council and will bring a draft to Council.

2. Water Town Hall

Jeremy stated that it would be wise to bring the water issue for discussion to the public to answer questions or concerns the residents may have.

Dates were discussed and April 16th was chosen as first option and April 9th as a second option.

E. COUNCILOR COMMENTS AND CONCERNS

Councilor Teichroew gave an update on the planning for Cinco de Mayo. He notified Council on the progress of the Nature Trail.

Councilor Mackin stated she will be registering for the Cinco de Mayo parade. She stated that the Fire District Office will be hosting the Red Cross blood drive.

Councilor Teichroew added that the Dayton Grade School will be having a carnival on May 2nd.

F. ADJOURN

There being no further business to discuss the meeting adjourned at 7:41pm.

Respectfully submitted:

By:

Rocio Vargas, City Recorder

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

As Written

As Amended

Annette Frank, Mayor