

**MINUTES  
DAYTON CITY COUNCIL  
REGULAR SESSION  
April 7, 2025**

**PRESENT:** Council President Drew Hildebrandt  
Councilor Kitty Mackin  
Councilor Jim Maguire  
Councilor Robin Pederson  
Councilor Chris Teichroew

**ABSENT:** Mayor Annette Frank  
Councilor Luke Wildhaber

**STAFF:** Jeremy Caudle, City Manager  
Cyndi Park, Library Director  
Dave Rucklos, Tourism & Economic Development Director  
Don Cutler, Public Works Supervisor

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

Council President Drew Hildebrandt called the meeting to order at 6:35pm and all those present gave the Pledge of Allegiance.

**B. ROLL CALL**

Council President Hildebrandt noted there was a quorum with Councilors Mackin, Maguire, Pederson and Teichroew present in person. Mayor Frank has an excused absence. Councilor Wildhaber's absence is unexcused.

**C. APPEARANCE OF INTERESTED CITIZENS**

None.

**D. CONSENT AGENDA**

1. March 3, 2025, Regular Session Minutes
2. March 17, 2025, Work Session Minutes

Councilor Maguire noted corrections.

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

Motion carried with Hildebrandt, Mackin, Maguire,

Pederson and Teichroew voting aye. Mayor Frank and Councilor Wildhaber were absent.

## **E. PUBLIC HEARING**

Rescheduled.

## **F. ACTION ITEMS**

### **1. Dayton Fire District Volunteer Firefighters BBQ Donation Request**

Jeremy Caudle, City Manager, briefed council on the request from the Dayton Fire District Volunteer request.

**KITTY MACKIN MOVED TO APPROVE THE DONATION REQUEST FOR \$2,000 TO THE DAYTON FIRE DISTRICT VOLUNTEER FIREFIGHTERS CHICKEN BBQ FUNDRAISER. SECONDED BY JIM MAGUIRE.** Motion carried with Hildebrandt, Mackin, Maguire, Pederson and Teichroew voting aye. Mayor Frank and Councilor Wildhaber were absent.

### **2. Dayton FFA Easter Egg Hunt Donation Request**

Kyra Navari, Dayton FFA President, described the Easter Egg Hunt event and the importance of holding the event for the community.

Mitch Coleman, Dayton FFA Advisor, explained what the donation would be used for in the event.

**KITTY MACKIN MOVED TO APPROVE THE DONATION REQUEST FOR \$1,000 TO THE DAYTON FFA EASTER EGG HUNT. SECONDED BY ROBIN PEDERSON.** Motion carried with Hildebrandt, Mackin, Maguire, Pederson and Teichroew voting aye. Mayor Frank and Councilor Wildhaber were absent.

### **3. Child Abuse Awareness Month Proclamation**

Colman Crocker, Juliette's House Prevention Educator, gave a presentation on the work of Juliette's House, and the efforts for child abuse prevention education.

Councilor Pederson thanked Colman and Juliette's House for all the work they are doing.

Colman offered training and resources for City Council and Staff and noted other events that are offered by Juliette's House.

**JIM MAGUIRE MOVED TO APPROVE RESOLUTION 2024/25-12 PROCLAIMING THE MONTH OF APRIL 2025 CHILD ABUSE AWARENESS MONTH. SECONDED BY CHRIS TEICHROEW.** Motion carried with Hildebrandt, Mackin, Maguire, Pederson and Teichroew voting aye. Mayor Frank and Councilor Wildhaber were absent.

#### **4. Yamhill Rivers Presentation and Approval of Collaborative Agreement**

Agusta Stockman, Willamette Valley Visitors Association, gave a presentation on the Yamhill Rivers Access project.

There was a discussion on the agreement requirements of the City if signed, and grants efforts.

**ROBIN PEDERSON MOVED TO AUTHORIZE THE CITY OF DAYTON TO SIGN ONTO THE COLLABORATIVE AGREEMENT AS OUTLINED BY YAMHILL RIVERS ACCESS PROJECT (EXHIBIT A). SECONDED BY JIM MAGUIRE.** Motion carried with Hildebrandt, Mackin, Maguire, Pederson and Teichroew voting aye. Mayor Frank and Councilor Wildhaber were absent.

#### **5. Municipal Court Judge Larry J. Blake Contract Review**

Jeremy Caudle reviewed the Municipal Judge contract with Council. He stated that if Council wants to continue the contract there is no action needed.

Councilor Maguire stated that he has seen the Judge in action and supports his continuance.

There was no action taken by Council; contract rolls over.

#### **6. Appointing Budget Committee to Urban Renewal Budget Committee**

Jeremy Caudle stated that this is the first year that the Urban Renewal Agency will have a budget process. The URA Budget Committee needs to be appointed, and he is recommending having the same budget committee members for the City appointed for the URA.

Council President Hildebrandt inquired if the members had accepted to be appointed to the URA budget committee.

Jeremy stated that they had been informed, and they have not objected.

There was a discussion on whether the URA appoints the budget committee or if the City Council appoints the budget committee.

**JIM MAGUIRE MOVED TO TABLE THE APPOINTMENT OF THE URBAN RENEWAL BUDGET COMMITTEE TO MAY 5, 2025. SECONDED BY CHRIS TEICHROEW.** Motion carried with Hildebrandt, Mackin, Maguire, Pederson and Teichroew voting aye. Mayor Frank and Councilor Wildhaber were absent.

## **7. Council Rules Proposed Update**

Jeremy reviewed the proposed changes to the Council Rules. He requested direction from Council on how to proceed.

Council conceded to proceed as presented.

## **8. Parks Master Plan Stakeholder List Approval**

Dave Rucklos, Tourism and Economic Development Director, presented the parks master plan stakeholder list he compiled based on different community aspects.

Council President Hildebrandt inquired if twelve is the limit of stakeholders.

Dave stated that recommended by Conservation Technix recommended 10-12.

Council President Hildebrandt requested to be an alternate.

Councilor Mackin requested to be an alternate.

**ROBIN PEDERSON MOVED TO APPROVE THE ROSTER OF STAKEHOLDERS (EXHIBIT A) FOR PARTICIPATION IN THE PARKS AND RECREATION MASTER PLAN AS AMENDED. SECONDED BY JIM MAGUIRE.** Motion carried with Hildebrandt, Mackin, Maguire, Pederson and Teichroew voting aye. Mayor Frank and Councilor Wildhaber were absent.

## **9. Small Cities Allotment Grant Submission Approval**

Dave stated that the City is re-applying with the same request with updated photos for the Small Cities Allotment Grant. He noted that the submission deadlines have changed.

**Jim Maguire moved to approve City staff to submit the small cities allotment grant by April 30, 2025. Seconded by Chris Teichroew.** Motion carried with Hildebrandt,

Mackin, Maguire, Pederson and Teichroew voting aye.  
Mayor Frank and Councilor Wildhaber were absent.

### **10. Water Usage and Leak Detection Discussion**

Councilor Maguire presented his concerns about the leaks in Dayton and wanted to understand how they are tracked. He stated after reviewing the report he noticed that the leak had been tracked the previous year and wanted to understand how leaks are measured.

Don Cutler, Public Works Supervisor, explained how water is measured and tracked. He stated that other than seeing water stains it is difficult to pinpoint a leak location between meters.

Councilor Maguire referred to the report and inquired why the report had not been presented to Council in previous years. He inquired if there are other practices that help reduce the leak problem.

Don stated that communication from citizens to city staff directly is the best way to help detect leaks.

Councilor Mackin stated that there should be a "See something, say something" campaign to encourage residents to report to the City.

Councilor Maguire inquired if the numbers in the report for water loss were due to the large leak recently found.

Don stated that the large leak located on Palmer and HWY 221 is a result of old infrastructure that should have been decommissioned but was not. He stated that staff and City Engineer were under the understanding that it was decommissioned, so it had not been considered for leak detection.

Councilor Maguire stated that he would like to see a report when the water loss percentage goes above a certain threshold. He stated that Council should have been informed in March 2024 of the high percentage of water loss.

### **G. COUNCILOR COMMENTS AND CONCERNS**

Councilor Mackin stated that she noticed that there is a new restaurant going to the location where Lone Star used to be. She stated that she would like the Council to be informed about any businesses moving out and into the downtown area.

Discussion on business information continued.

Councilor Mackin stated that she will attend the LOC conference held May 1-2. She also commented that she would like to see the debt service charge be a separate line and not included in the utility service charge.

Discussion on utility billing continued.

Councilor Teichroew stated that DCDA began researching Farmers Markets and completing the Friday Nights line up. He stated that the Cinco de Mayo preparations are coming together. Work began on the nature trail and there were many volunteers and vendors donating work.

Councilor Pederson inquired about the Utility Footbridge ribbon cutting.

Councilor Maguire updated the Council about the meeting with Senator Starr. He stated that he will be attending the Joint Means and Ways Committee to testify on behalf of the City. He requested approval of Council to represent and testify on behalf of the Dayton City Council.

**Robin Pederson moved to approve Councilor Jim Maguire to speak on behalf of and represent the Dayton City Council on April 16, 2025, at the Joint Means and Ways Committee Meeting. Seconded by Kitty Mackin.**

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

Council President Hildebrandt inquired if the lock in the men's bathroom has been repaired.

Jeremy confirmed the repair.

Council President Hildebrandt inquired if the food truck permits had been approved.

Jeremy confirmed.

Council President Hildebrandt invited Council to sign up for the facilities tour. He requested for the Community Events Committee minutes to be included in the agenda packet.

## **H. INFORMATION REPORTS**

### **1. TED Director**

Dave Rucklos, TED Director, stated that the new sign going in by HWY18 will be installed soon.

The bandstand is coming to conclusion and is to be completed before Cinco de Mayo.

Round House Foundation Grant of \$2,500 received for audio equipment of the bandstand.

Received a letter from the Yamhill County Assessor's Office establishing the Urban Renewal Area frozen tax base at \$11,828,602.

Update on the Twin Towers development plans and temporary uses of their empty lots.

Utility Footbridge ribbon cutting April 22, 2025, at 5pm.

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

Don Cutler, Public Works Supervisor, stated that there are a lot of cases of vandalism happening at the park bathrooms.

The community center fire alarm full maintenance service was completed by a new vendor that is more cost effective than the previous vendor.

Leak detection will be June 2<sup>nd</sup> - 6<sup>th</sup>, there will be a report from the vendor as well as markings around town.

City-Wide Cleanup is in May that every year includes a community "free swap" and requested that this event be reconsidered due to the difficulties it creates for the City and staff. He stated that the event has been misused by people from other cities, and prohibited substances have been left at the swap location. The city has been burdened with paying for additional dumpsters, hazard disposal fees, and exposing staff to said prohibited or hazardous materials.

There was a discussion of other options in lieu of the swap.

**KITTY MACKIN MOVED TO RECOMMEND DISCONTINUING THE "FREE SWAP" FOR 2025 AND FIND ALTERNATE OPTIONS FOR THE FUTURE. SECONDED BY JIM MAGUIRE.** Motion carried with Hildebrandt, Mackin, Maguire, Pederson and Teichroew voting aye. Mayor Frank and Councilor Wildhaber were absent.

### **1. Library Director**

Cyndi Park, Library Director, updated Council on the Oregon Heritage Grant the City received that allowed the City to digitize *Dayton Herald* and *Dayton Tribune* newspapers.

The City was awarded the Certified Local Government Grant to complete a mobile interface that will allow people to scan QR codes that will provide the historic pictures and background of the buildings in the downtown areas.

## **B. CITY MANAGER REPORT**

Jeremy Caudle, City Manager, stated that he will be working on the budget.

Presented the award certificate to the City for the 2024 Regional Cooperative Project Award on Zoning Code Digitization Across Cities in Yamhill County.

Open House March 6, 2025, for the Transportation System Plan had a good turnout. The next step is to include the school district and student feedback.

MWVCOG held a meeting to discuss regional water system. He wrote a letter of support to the COG for the grant that would facilitate a regional water system.

Updated Council on the meeting with the City of Lafayette and the steps to follow.

Jensen Strategies will send a final draft of the March 28<sup>th</sup> strategic planning session.

Representative Anna Scharf submitted the city's \$1.9 million request for the Fisher Farms project and the Ways and Means hearing will be April 16<sup>th</sup>.

TKW accounting firm was brought in to assist with the audit that was extended to May 31<sup>st</sup>.

The City Engineer will be providing an update on the Utility Bridge and HWY 221 pump station projects.

Councilor Maguire inquired about the costs that the City incur with the Lafayette negotiations.

Jeremy stated that all costs or agreements will be brought to Council before moving forward.

### **C. ADJOURN**

There being no further business to discuss meeting adjourned at 8:34pm.

Respectfully submitted:

By:

Rocio Vargas, City Recorder

APPROVED BY COUNCIL on **May 5, 2025.**

☐ As Written

☒ As Amended

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Annette Frank, Mayor