

**MINUTES  
DAYTON CITY COUNCIL  
REGULAR / EXECUTIVE SESSION  
August 4, 2025**

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

**ABSENT:**

**STAFF:** Jeremy Caudle, City Manager  
Rocio Vargas, City Recorder  
Dave Rucklos, Tourism & Economic Development Director

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

Mayor Frank called the meeting to order at 6:31pm and all those present gave the Pledge of Allegiance.

**B. ROLL CALL**

Mayor Frank noted that there was a quorum with Councilors Hildebrandt, Mackin, Pederson and Teichroew present in person.

**C. APPEARANCE OF INTERESTED CITIZENS**

None.

**D. ACTION ITEMS**

**1. Hagan Hamilton Presentation**

Chris McLaran from Hagan Hamilton Insurance Solutions, the City's Agent of Record, presented the updated insurance coverage for the City of Dayton assets.

**2. Discover Dayton Presentation**

Kitri Culbertson presented the FY 2024-2025 "Discover Dayton" marketing campaign accomplishments and the goals for FY 2025-2026 to promote the City of Dayton.

**3. Public Works Design Standards**

Denny Muchmore, City Engineer, presented recommended updates to the Public Works Design Standards.

#### **4. Approval of Resolution 2025/26-02 Changing Signature Authority for US Bank Primary Checking Account**

**Kitty Mackin moved to approve Resolution 2025/26-02 a resolution changing signature authority for US Bank Primary Checking Account. Seconded by Chris Teichroew.** Motion carried with Frank, Hildebrandt, Mackin, Pederson, and Teichroew voting aye.

#### **5. Franchise Agreement Extension with Ziplly**

**Robin Pederson moved to approve the Franchise Extension with Ziplly Fiber Northwest and to authorize the Mayor to sign. Seconded by Drew Hildebrandt.** Motion carried with Frank, Hildebrandt, Mackin, Pederson, and Teichroew voting aye.

#### **6. System Integrator of Record RFP**

**Robin Pederson moved to authorize the City Manager to issue a request for proposals for a system integrator of record. Seconded by Chris Teichroew.** Motion carried with Frank, Hildebrandt, Mackin, Pederson, and Teichroew voting aye.

#### **7. Council Training Budget**

Jeremy Caudle, City Manager, presented the City Council Training Budget and notified Council of the remaining budget for training and City County Dinners. It was proposed the Mayor, City Manager, and Tourism and Economic Development Director attend the August 20<sup>th</sup> dinner for networking.

#### **8. National Night Out Plan Discussion**

Dave Rucklos, TED Director, gave Council a rundown of the NNO event and the recommended tasks for Council participation in the NNO community event.

### **E. CITY COUNCIL COMMENTS AND CONCERNS**

#### **1. Water Tour Recap**

Mayor Frank presented information she learned about the regional water plan proposal. She stated there are many conversations to be had, but there is a lot of good information to be learned.

Mayor Frank would like an update on the re-opening of the Andrew Smith Park bathroom. She proposed surveillance of the bathroom personally after-hours.

Councilor Pederson expressed the need to thank Luke Wildhaber and Jim Maguire for their service on Council. She also thanked the Dayton Events Committee for their time on the committee and their participation in the planning of city events.

Councilor Mackin stated that she will report on the sessions she attends at the LOC Conference in October and would like a prompt sheet to collect information and present it to Council. She stated that she would like 15 minutes at a council meeting to discuss the LOC conference findings.

Councilor Teichroew reported on the latest Friday Night show featuring Voices of Dayton. He said there was good turn out and it was a great show. He stated that the History Booth at Friday Nights is well received by the community and that the public is inquiring about purchasing historic photos.

Council President Hildebrandt inquired about the possibility of increasing camera surveillance at the outskirts of town where vandalism is the highest. He inquired when an update on the Door-to-Door code comparison could be presented.

## **F. INFORMATION REPORTS**

### **1. Tourism and Economic Development Director**

Dave Rucklos, TED Director, stated that he has researched 15 City's policies on soliciting and other measures in regard to vandalism.

He also completed research on other cities' civic center construction for guidance on what Dayton needs to consider.

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

None.

## **G. CITY MANAGER'S REPORT**

Jeremy Caudle, City Manager, responded to Councilor Mackin's question on the water loss report and how to summarize it for Council.

The City was formally invited to apply for a loan with Business Oregon for Technical Assistance. This would allow the City to complete a water quality analysis on the Fisher Farms wells. The loan would be 10 years at 1% interest.

GSI is working with the City to extend and certify water rights on the wellfield.

The Interim Finance Director made progress on the 2024-2025 Single Audit for the federal grants used for the Utility Footbridge.

The TSP advisory committee has a meeting on Thursday August 7, and the consultants will set up a booth at the Friday Nights event to obtain resident input.

Finance Director recruitment is going well. There will be 12 candidates interviewed, and staff anticipates that there will be an offer extended by the end of next week.

The Utility Footbridge bollards will be replaced. Public Works will be working with the excavating company to replace the damaged posts.

The Christmas Tree Bill has not been signed by the Governor yet; Council will be notified once it is signed.

## **H. ADJOURN**

There being no further business to discuss the meeting adjourned at 8:07pm.

## **I. EXECUTIVE SESSION**

Executive sessions are closed to the public. Representatives of the news media and designated staff may attend executive sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision will be made in this executive session. The City Council will adjourn directly from the executive session and will not be returning to open session.

**The executive session was held pursuant to ORS 192.660(2)(i) - To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.**

Respectfully submitted:

By:

Rocio Vargas, City Recorder

APPROVED BY COUNCIL on **September 2, 2025**

☒ As Written

☐ As Amended

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Annette Frank, Mayor