

**MINUTES
DAYTON CITY COUNCIL
REGULAR SESSION
SEPTEMBER 2, 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
Don Cutler, Public Works Supervisor

A. CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

C. APPEARANCE OF INTERESTED CITIZENS

Dawnette Bowlin, Dayton Resident, Vice Regent for the Yamhill Chapter of the National Society of the Daughters of the American Revolution. She requested City Council to accept a commemorative scarlet oak tree to be planted in Courthouse Square Park presented by NSDAR in honor of the 250th anniversary of the signing of the US Declaration of Independence.

D. CONSENT AGENDA

1. June 23, 2025, Special Session Minutes
2. July 21, 2025, Regular Session Minutes
3. Financial Statement June 30, 2025
4. Financial Statement July 31, 2025

Jeremy Caudle presented the Financial Statements, and a discussion followed.

**KITTY MACKIN MOVED TO APPROVE THE CONSENT
AGENDA AS AMENDED. SECONDED BY ROBIN PEDERSON.**

Motion carried with Frank, Hildebrandt, Mackin, Pederson and
Teichroew voting aye.

E. ACTION ITEMS

1. City Council Vacancy Appointment

Mayor Frank invited on-hand candidates Colt Wilkins and Scott Hover to the podium to present themselves and to answer questions from Council.

KITTY MACKIN MOVED TO TABLE THE APPOINTMENT OF COUNCIL MEMBERS TO INVITE ALL FOUR CANDIDATES TO APPEAR ON OCTOBER 4TH, 2025, FOR AN INTERVIEW. SECONDED BY ROBIN PEDERSON. Motion carried with Frank, Mackin, Pederson and Teichroew voting aye. Hildebrandt abstained.

2. Presentation from GIS Water Solutions Inc.

Tim Henkle presented the results of the GIS Water Solutions Inc water loss audit, and the recommendations GIS is making to solve any issues found.

3. Discussion and Input from City Council on Solicitation Policy Updates

Dave Rucklos, Tourism and Economic Development Director, presented solicitation policies from other cities for Council to consider in the amendment of the current City of Dayton Municipal Code.

Annette Frank moved the City Manager direct staff to create and submit solicitation policy options for consideration by the Council. Seconded by Drew Hildebrandt. Motion carried with Frank, Hildebrandt, Mackin, Pederson and Teichroew voting aye.

4. Review Water Production Data

Don Cutler, Public Works Supervisor, reviewed the datasheet presented to Council and explained the data captured.

5. Discussion and Input from City Council on Exclusion Zones to Improve Public Safety Downtown

Dave Rucklos, Tourism and Economic Development Director, presented the concept of an exclusion zone to protect the City properties from vandalism.

ROBIN PEDERSON MOVED THAT THE CITY MANAGER DIRECT STAFF TO CREATE AND SUBMIT EXCLUSION ZONE POLICY OPTIONS FOR CONSIDERATION BY THE COUNCIL. SECONDED BY DREW HILDEBRANDT. Motion carried with Frank, Hildebrandt, Mackin, Pederson and Teichroew voting aye.

6. Approval to Apply for Combined Grant and Loan Financing in the Amount of \$206,588 through Business Oregon Technical Assistance Program for the Fisher Farms Well Feasibility Study

DREW HILDEBRANDT MOVED TO AUTHORIZE THE CITY MANAGER TO SUBMIT AND THE MAYOR TO SIGN A \$206,588 TECHNICAL ASSISTANCE FUNDING APPLICATION TO BUSINESS OREGON FOR THE FISHER FARMS NURSERY WELL DEVELOPMENT FEASIBILITY STUDY. SECONDED BY CHRIS TEICHROEW. Motion carried with Frank, Hildebrandt, Mackin, Pederson and Teichroew voting aye.

7. Discussion and Input from City Council on Andrew Smith Park Restroom Reopening

Don Cutler, Public Works Supervisor, stated that public works researched automated lock options with a locksmith for the Andrew Smith Park bathroom. Public Works secured a locksmith that can program and maintain the locks. The cost of the repair service is \$400.

8. Approval of Resolution 25/26-03, Adopting Public Works Design Standards No. 16

CHRIS TEICHROEW MOVED TO APPROVE RESOLUTION 25/26-03 A RESOLUTION ADOPTING PUBLIC WORKS DESIGN STANDARDS UPDATE NO. 16. SECONDED BY DREW HILDEBRANDT. Motion carried with Frank, Hildebrandt, Mackin, Pederson and Teichroew voting aye.

9. Approval of Resolution 25/26-04, Identifying a Voting Delegate to Represent the City at the League of Oregon Cities 2025 Annual Business Meeting

ROBIN PEDERSON MOVED TO APPROVE RESOLUTION 25/26-04 A RESOLUTION IDENTIFYING KITTY MACKIN AS VOTING DELEGATE TO REPRESENT THE CITY AT THE LEAGUE OF OREGON CITIES 2025 ANNUAL BUSINESS MEETING. SECONDED BY CHRIS TEICHROEW. Motion carried with Frank, Hildebrandt, Mackin, Pederson and Teichroew voting aye.

F. CITY COUNCIL COMMENTS AND CONCERNS

Councilor Mackin suggested setting a policy on the payment of debt to be added to the utility billing and stated that she would like to have a discussion on this topic.

Councilor Teichroew stated that there will be a Brookside Cemetery Tour on October 3rd and 4th with actors involved and tickets can be purchased online. Dayton Friday Nights' closing show was successful with the

Elvis Presley act. He also asked Council for their opinion on when to hold the fireworks show, if to keep it on Saturday July 4th or have the fireworks show on Friday with Dayton Friday Nights.

Council President Hildebrandt applauded Scarlett Communication for the interview with Juanita, stated that the video had good interaction online. He lamented the vandalism on the footbridge lights and hopes that this issue can be addressed with the exclusionary zone. He stated that the curb painting looks great.

Councilor Pederson stated that she is impressed with Public Works and their efforts to keep the city looking nice. Dayton Friday Night's was successful and looks forward to what is to come. She congratulated staff on all their work.

G. INFORMATION REPORTS

1. Tourism and Economic Development Director

Dave Rucklos, TED Director, has coordinated with local businesses for Halloween trick or treat downtown event on October 31st from 3-5pm.

The billboard in Newberg will be switched out to the Inn at Dayton as per the agreement to keep Dayton presence there.

Dave will be working with Jeremy to set up performance measures that line up to the City Council goals.

The city obtained free advertising with Travel Oregon and will be working on that in the coming days.

2. Public Works Supervisor

Don Cutler, Public Works Supervisor, stated that the City successfully passed disinfection byproducts testing that will allow the City to move from quarterly testing to yearly testing with the State.

The Dayton Village project is moving along. The project manager has been great at communicating and last week they completed the hot taps, and public works were present to properly document.

The street sweeper broom head motor blew up and the final parts for repair arrived today and the plan is to be able to sweep on the third Wednesday of September.

A public works team member will be attending CDL training. Two other members will be testing for their level 1 water certification testing.

3rd and Ferry stormwater replacement will start on Thursday September 4th, and it is scheduled to take two weeks to complete but could be sooner.

The water leak on Cyndi Lane had two repairs on the same line so it was replaced, and the paving will take place after the stormwater replacement on 3rd and Ferry.

Public Works have been working with contractors to reprogram the well system after the power outage. The Courthouse Square park sprinkler system seemed to be affected as well, but after further investigation the well may be dried out.

There will be further investigation into tree placement to make sure it has the best survival chances.

Public Works completed their biannual CPR training.

Well #1 went stagnant for three days due to the power outage, but PGE repaired the damage, and the well is back on.

There was a cone on Church Street on top of a pothole that was not reported to the City, so repair was delayed. The pothole was repaired today.

The bollards for the bridge cost came in too high. An alternative is placing boulders to avoid vehicles driving over the bridge.

OHA and DEQ are requiring all cities with less than 3,300 population to test for nonstick agents in the water by April 2026. The first sample will be covered by DEQ, but after that the city is required to complete the next 4 tests.

CITY MANAGER'S REPORT

Jeremy, City Manager, stated that at the last City County Dinner PGE was present to connect with the cities and is setting up meetings with representatives.

He stated that he is still working on the Integrator of Record RFP with legal counsel.

The City received a \$1.2 million grant from the State for the Fisher Farms Wells activation. There is a deadline for using the allocation by June 30, 2027.

Robert Walker joined the City team on August 27th as the new Finance Director.

Staff is participating in a new Leadership Institute and is implementing performance measures to present to Council.

The City will need a short-term cash flow tool, and there is a bank that funds Tax Anticipation Notes to cover costs until tax is received. There will be paperwork for Council to approve in the coming City Council meetings.

In August the Mayor, Jeremy, Dave and Don met with Congresswoman Andrea Salinas and conversed about the water shed funding needs of the city that has been submitted through her office.

H. ADJOURN

There being no further business to discuss the meeting adjourned at 8:40pm and the executive session followed.

I. EXECUTIVE 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:

APPROVED BY COUNCIL on **October 6, 2025**

By:

Rocio Vargas, City Recorder

☐ As Written

☒ As Amended

Annette Frank, Mayor