

**MINUTES  
DAYTON CITY COUNCIL  
REGULAR SESSION  
October 6, 2025**

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

**ABSENT:**

**STAFF:** Jeremy Caudle, City Manager  
Rocio Vargas, City Recorder  
Dave Rucklos, Tourism & Economic Development Director  
Don Cutler, Public Works Supervisor  
Rob Walker, Finance 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 present with Councilors Hildebrandt, Mackin, Pederson and Teichroew were present in person.

**C. APPEARANCE OF INTERESTED CITIZENS**

None.

**D. CONSENT AGENDA**

- 1. September 2, 2025, Regular/Executive Session Minutes**
- 2. August 2025 Financials**

Councilor Mackin noted edits to the September 2<sup>nd</sup> meeting minutes.

**Kitty Mackin moved to approve the consent agenda as amended. Seconded by Drew Hildebrandt.** Motion carried with Frank, Hildebrandt, Mackin, Pederson and Teichroew voting aye.

## **E. ACTION ITEMS**

### **1. Interviews for City Council Vacancies and Appointments of Council Members**

Council President Hildebrandt clarified the process for the appointments to the vacancy.

**Drew Hildebrandt nominated Scott Hover for the first vacancy on the City Council. Seconded by Robin Pederson.** Motion carried with Frank, Hildebrandt, Mackin, Pederson and Teichroew voting aye.

Rocio Vargas, City Recorder, swore Councilor Hover in.

**Drew Hildebrandt nominated Colt Wilkins for the second vacancy on the City Council. Seconded by Kitty Mackin.** Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson and Teichroew voting aye.

City Recorder swore Councilor Wilkins in.

### **2. Approval of Resolution 2025/26-05 Proclaiming October 19<sup>th</sup> -25<sup>th</sup> 2025, National Hands and Words are Not for Hurting Week**

**Robin Pederson moved to approve resolution 205/26-05 a resolution of the city of Dayton proclaiming the week of October 19<sup>th</sup> through 25<sup>th</sup>, 2025, to be the 28<sup>th</sup> annual national hands and words are not for hurting week. Seconded by Drew Hildebrandt.** Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew and Wilkins voting aye.

### **3. Approval of Resolution 2025/26-06 Authorizing Tax and Revenue Anticipation Note**

Rob Walker, Finance Director, presented the loan conditions in the anticipation note.

Councilor Pederson if this is a measure of cash flow issues a result of balancing out the budget.

There was a discussion of the outcome and tax revenue timeline.

**Drew Hildebrandt moved to approve resolution 2026/25-06 Authorizing Tax and Revenue Anticipation Note. Seconded by Chris Teichroew.** Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew and Wilkins voting aye.

#### **4. Public Safety Fee Discussion**

Jeremy Caudle, City Manager, presented the procedure to begin the ordinance process to establish a public safety fee.

There was a discussion of the current budget constraints, in the fund where policing services are covered, that require adding a fee.

**Robin Pederson moved to direct staff to proceed with all necessary steps to schedule the first reading on the proposed ordinance. Seconded by Scott Hover.** Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew and Wilkins voting aye.

#### **5. Local Option Levy Discussion**

Mayor Frank pointed out the timeline presented by Jeremy.

Councilor Mackin inquired if the term "police" is adequate in the description of service of the Yamhill County Sherriff's Office.

Deputy Twitchell stated that "police" is the correct term and the contract with the city is for policing.

Councilor Mackin stated that there needs to be youth input and involvement in the process.

Jeremy inquired if the council would like to have a work session to flesh out the ideas of council.

Consensus of moving forward with a later work session.

#### **6. Dayton Community Performance Survey Review**

Dave Rucklos, TED Director, stated that the survey presented would be distributed to the residents, and is looking for council approval to move forward with distribution if there are no changes.

**Drew Hildebrandt moved that staff distribute the City of Dayton Performance Survey as per delivery methods indicated. Seconded by Colt Wilkins.** Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew and Wilkins voting aye.

#### **7. Tourism and Economic Development Plan and Initiatives**

Dave Rucklos, TED Director, presented all the initiatives that he is working on.

There was a discussion of the plans and initiatives with Dayton Forward and Urban Renewal District.

## **8. Dayton Solicitation Policy Discussion**

Dave Rucklos stated that he took into consideration Council input and requests and proposed three options that are like other cities. Requested Council to select an option that they would like to move forward with.

**Drew Hildebrandt moved to direct staff to draft a proposed update to the solicitation policy in the Dayton municipal code as described in option 2. Seconded by Chris Teichroew.** Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew and Wilkins voting aye.

## **9. Approval of Resolution 2025/26-07 Dissolving and Closing Dayton CODE 1 with US Bank**

Rob Walker, stated there is a current balance that would need to be deposited into a non-profit account upon dissolution.

Councilor Pederson inquired if the current non-profit has been reported to the State as closed.

There was a discussion of the possible disbursement of the balance.

**Kitty Mackin moved to approve resolution 2025/26-07 a resolution dissolving and closing the Dayton CODE 1 account US Bank. Seconded by Chris Teichroew.** Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew and Wilkins voting aye.

## **10. Legislative Appropriation OWRD Grant Award in the amount of \$1,218,750**

Jeremy Caudle presented the application that will be submitted to OWRD.

**Chris Teichroew moved to authorize the City Manager to submit the Direct Award Information Form as presented to the Oregon Water Resources Department. Seconded by Colt Wilkins.** Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew and Wilkins voting aye.

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

Councilor Mackin briefed the Council on her experience at the LOC Conference.

Councilor Teichroew reported on the DCDA Brookside Cemetery tour. He brought up Breakfast with Santa and bazar.

Council President Hildebrandt inquired about the Christmas lighting for the park. He stated that the Dayton Food Pantry event was great and encouraged Council to be involved with the Food Pantry.

Councilor Pederson stated that she is interested in a conversation of the events being planned to possibly connect with other businesses in the community. She inquired about the building condemnation process and code enforcement on buildings that are unsafe.

Councilor Hover thanked council for the appointment. He inquired about being involved in the Transportation System Planning committee. He was also interested in understanding the code enforcement process of complaints.

## **G. INFORMATION REPORTS**

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

Dave Rucklos, TED Director attended the Business Oregon economic development workshop.

Will be attending the Oregon Main Street Conference October 9<sup>th</sup>-10<sup>th</sup>.

Dave began conversations with the Dayton School District about working with the city and hotel for the hospitality class. He stated that there are other projects the city and school could work together on to refurbish wood benches, make new metal benches, printing signs and banners, and other projects that were discussed. Staff will prioritize based on the budget.

He will be working with public works on Courthouse Square Park landscaping.

Organized Halloween trick-or-treat with local businesses that will be on October 31<sup>st</sup> from 3-5pm.

The fire department brought concern about the Halloween events that will increase traffic.

### **2. Public Works**

Don Cutler, Public Works Supervisor, updated council on the completion of the stormwater line from Commerce to Alder streets is complete.

The locks of Andwre Smith Park are working. Three weeks ago, there was a leak reported at the park on a line that should have been decommissioned, public works took care of the leak within 4 hours.

Public Works refurbished a book drop box for the library. The box is larger and anchored to the ground, as before books were damaged with the previous box.

HWY 221 pump station work is finalizing and anticipating that it will be working soon.

Cindy Lane was also paved after a leak was repaired.

The streetsweeper was fixed and is now working and back on the schedule.

There is a public works member out for a month in training to obtain their CDL. Two members are also studying for their certifications in water/sewer.

Four of the five wells methane strippers were cleaned. The sewer ponds were mowed to prepare for the season.

### **3. Finance**

Rob Walker, Finance Director stated that he would be attending a Caselle training to become familiar with the program and expects to obtain more information on reports and capabilities that he can use.

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

Jeremy Caudle, City Manager, reported on the memo to council.

He stated that he will be on vacation October 17<sup>th</sup> -24<sup>th</sup>.

The Code Enforcement Officer and Jeremy will conduct a city code enforcement excursion in the city and prioritized code enforcement properties.

The utility bridge project is officially closed out.

Newberg is holding their City/County dinner is November 5<sup>th</sup> and requires RSVP by October 20<sup>th</sup>, he suggested Mayor or Council member to attend with City Manager.

Conversation ensued with Deputy Twitchell on law enforcement matters.

### **I. ADJOURN**

There being no further business to discuss the meeting adjourned at 8:25pm

Respectfully submitted:

APPROVED BY COUNCIL on **December 1, 2025.**

By:

☒ As Written

☐ As Amended

Rocio Vargas, City Recorder

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Annette Frank, Mayor