

**MINUTES
DAYTON CITY COUNCIL
REGULAR SESSION
November 3, 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
Don Cutler, Public Works Supervisor
Rob Walker, Finance Director

A. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Frank called the meeting to order at 6:30 pm and all those present gave the Pledge of Allegiance.

B. ROLL CALL

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

C. APPEARANCE OF INTERESTED CITIZENS

Linda McGrew, Dayton resident, commented on the water wells that were discussed at the last meeting regarding the bidding process. Inquired about the Mayor's voting on action items, believes that the Mayor should not vote only to break a tie.

Rose Dodson, Yamhill County resident, discussed an issue about a drainage pipe that crosses her property. Requested an exception of a permit for the relocation of the drainage pipe.

Sam Dickson, Yamhill County resident, spoke to the integrity of Rose Dodson.

D. CONSENT AGENDA

1. September 2025 Financials

Rob Walker, Finance Director, reviewed the financials to date.

DREW HIDLEBRANDT MOVED TO APPROVE THE CONSENT AGENDA. SECOND BY CHRIS TEICHROEW. Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

E. ACTION ITEMS

1. Intent to Award Fisher Farms Permitting, Water Quality Testing, and Groundwater Strategy Project

Jeremy Caudle, City Manager, reviewed the process to obtain the quotes of this project, reviewed the quotes, and answered some questions Council had at the last meeting.

There was a clarification on the use of calibrated pumps versus current pumps.

Councilor Hover inquired about the testing on all the wells and what would happen if the smaller wells were not testable. Would there be a price adjustment or would the City have to pay for those wells even if they are not testable.

Discussion continued.

DREW HILDEBRANDT MOVED TO SELECT GSI WATER SOLUTIONS INC. AS THE CONSULTANT FOR THE FISHER FARMS WELLS PROJECT, AND DIRECT TO PREPARE A PROFESSIONAL SERVICES CONTRACT WITH GSI FOR COUNCIL CONSIDERATION. FINAL COUNCIL APPROVAL OF THE CONTRACT SHALL BE CONTINGENT UPON REVIEW BY BUSINESS OREGON AND RECEIPT OF A FULLY EXECUTED TECHNICAL ASSISTANCE FUNDING AGREEMENT FROM BUSINESS OREGON. SECOND BY PEDERSON. Motion carried with Frank, Hildebrandt, Mackin, Pederson, Teichroew, and Wilkins voting aye. Hover opposed.

2. Approval of Resolution 2025/26-08 Authorizing a Loan From the Water Fund by Entering into a Financing Contract With the Oregon Infrastructure Finance Authority

Jeremy presented the details of the loan contract.

DREW HILDEBRANDT MOVED TO APPROVE RESOLUTION 2025/26-08 A RESOLUTION AUTHORIZING A LOAN FROM THE WATER FUND BY ENTERING INTO A FINANCING CONTRACT WITH THE OREGON INFRASTRUCTURE FINANCE AUTHORITY. SECOND BY COLT WILKINS. Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

3. Approval of Resolution 2025/26-09 Accepting the City of Dayton Parks and Recreation Master Plan as Complete and Directing Its Inclusion in the Comprehensive Plan Adoption Process

Councilor Mackin stated that she could not support the proposed parks and master plan. She stated that there had not been any discussion on the rebuilding of the bandstand.

There was a discussion on the bandstand and clarification that it was a renovation not a rebuild.

Council President Hildebrandt stated that there are projects in the parks master plan that require ADA compliance. He inquired where in the plan the ADA compliance target is missing.

Discussion continued.

ROBIN PEDERSON MOVED TO APPROVE RESOLUTION 2025/26-09 A RESOLUTION ACCEPTING THE CITY OF DAYTON PARKS AND RECREATION MASTER PLAN AS COMPLETE AND DIRECTING STAFF ITS INCLUSION IN THE COMPREHENSIVE PLAN ADOPTION PROCESS. SECOND BY CHRIS TEICHROEW. Motion carried with Frank, Hildebrandt, Hover, Pederson, Teichroew, Wilkins voting aye. Mackin opposed.

4. Approval of Resolution 2025/26-10 Authorizing Interfund Operating Loans Pursuant to ORS 294.468

SCOTT HOVER MOVED TO APPROVE RESOLUTION 2025/26-10 A RESOLUTION AUTHORIZING INTERFUND LOANS PURSUANT TO ORS 297.468. SECOND BY COLT WILKINS. Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

5. First Reading of Ordinance 667 An Ordinance of the City Council of the City of Dayton Authorizing the Establishment of a Public Safety Fee, Enacting Section 20 to Municipal Code Chapter 1

Council President Hildebrandt asked if there is a sunset clause to this ordinance, considering that this a temporary measure, that would drop the fee once a levy that covers costs is approved.

Jeremy clarified that this ordinance authorizes a fee to be established for the purpose of public safety, and a resolution would set the fee amount or remove the fee amount.

Councilor Hover inquired if there would be a public hearing to hear public input on the fee.

Discussion continued and concluded at the consensus of a public hearing for the fees at the next meeting.

Council President Hildebrandt preformed the first reading of Ordinance 667 by title only.

DREW HILDEBRANDT MOVED TO APPROVE THE FIRST READING OF ORDINANCE 667 BY TITLE ONLY. SECOND BY SCOTT HOVER. Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

6. Approval Memorandum of Understanding between City of Dayton and City of Lafayette

Councilor Hover clarified if this was just for the current wellfield and not the Fisher Farm's property.

CHRIS TEICHREOW MOVED TO APPROVE THE MEMORANDUM OF UNDERSTANDING WITH THE CITY OF LAFAYETTE AS PRESENTED AND AUTHORIZE THE CITY MANAGER TO SIGN. SECOND BY COLT WILKINS. Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

7. Local Government Grant Program Opportunity for Alderman Park

Jeremy presented the information on a possible grant opportunity for Alderman Park through the small project program with LGGP to make the park ADA compliant. The Tourism and Economic Development Director secured a donation match for the grant.

Discussion continued.

Councilor Mackin stated that she would prefer that the grant be used for the playground, because there isn't much use for wheelchair users to do at the dog park, she couldn't take care of her dog from other dogs. She stated that she would rather the grant be used for woodchips at the playground or to accomplish a little bit of both.

Councilor Pederson asked to clarify that this grant was specific for the dog park, because the match had been secured in advance.

Jeremy stated that this grant is for small projects with a \$100,000 limit, and it requires a 20% in kind match that has been specifically sourced for the dog park already, if Council would like to opt for a different park, the in-kind match would have to be different.

DREW HILDEBRANDT MOVED THAT CITY STAFF SUBMIT AN LGGP GRANT AS SPECIFIED IN THE STAFF REPORT. SECOND BY KITTY MACKIN. Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

8. Proposed Ordinance and Amendments to Chapter 5 of the Dayton Municipal Code "Door to Door Solicitation or Material Distribution"

SCOTT HOVER MOVED TO DIRECT STAFF TO PROCEED WITH ALL THE NECESSARY STEPS TO SCHEDULE THE FIRST READING OF THE PROPOSED ORDINANCE. SECOND BY

DREW HILDEBRANDT. Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

9. Dayton CODE 1 Distribution of Funds

Rob explained that the funds will need to be transferred to a nonprofit organization and asked Council to name an organization.

Council discussed the use of the funds must be for educational purposes and selected the DCDA to receive the funds and use them for educational purposes.

KITTY MACKIN MOVED TO AUTHORIZE THE DISTRIBUTION OF THE REMAINING DAYTON CODE 1 FUNDS TO DCDA FOR AN EDUCATIONAL YOUTH ADVISORY COMMITTEE, A QUALIFIED 501(C)(3) NONPROFIT ORGANIZATION. SECOND BY COLT WILKINS. Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

10. Local Option Levy Update

Rocio Vargas, City Recorder, updated Council on the tasks management will be working on based on the timeline approved by Council.

Council President Hildebrandt inquired if Scarlet Communications could be involved in the promotion materials other than just written materials.

Councilor Mackin recommended Council to start thinking of individuals to involve in a taskforce in support of the levy.

Discussion continued.

11. Open Burning Ordinance Discussion, Sponsor: Mayor Frank

Mayor Frank presented her proposal to add an open burning ordinance for city limits in the interest of the common health and safety of the residents. She invited the Council to discuss this proposal.

Sample documents and current Dayton Municipal Code were reviewed and enforcement was discussed.

Fire Chief Scott Law explained that the extent of the Fire Department's involvement in an open burning call or enforcement is limited to education.

12. Tree Lighting Event Planning, Sponsor: Councilor Pederson

Councilor Pederson wanted to discuss the plan and volunteers needed for the event.

Rocio stated that volunteers for set up, hot coco serving, and Santa were needed for the event.

Discussion continued.

F. CITY COUNCIL COMMENTS AND CONCERNS

Councilor Hover stated that he was disappointed with the decision made today on the Fisher Farm's bid for well study.

Councilor Teichroew stated that he had a discussion with the business owners in the town square of the fire siren being intrusive to business. He requested to add this as an item for discussion at a future meeting.

INFORMATION REPORTS

1. Public Works

Don Cutler, Public Works Supervisor reported two leaks in October at Katie rose place and ash the other on mill street both were fixed.

The chlorine generator at the treatment plant was down for two weeks waiting for replacement parts. It is now fixed and operational.

The new park signs with the current park rules were placed at Andrew Smith park.

The final inspection for the Dayton Food pantry has been completed.

The merchant block electrical issue was resolved, and they are no longer on the temporary generators, everything went smoothly.

HWY 221 lift station generator was tested final programing will be done before final testing.

Discharging from the ponds began.

Jake passed his CDL test, and the City now has two CDL drivers.

The DAR tree was planted in the park; public works dug the hole for the tree.

The street closure on Joel palmer way was successful, and the community thanked the Council for closing the street for trick or treating.

2. Finance

Rob presented answers to the questions Councilor Mackin had about finance. Council discussed the answers.

Reviewed funding sources for the city and when they are received for the Council.

G. CITY MANAGER'S REPORT

Jeremy informed council that he will be signing an audit agreement not to exceed \$40,000 to start the audit process that is currently behind. An extension will be required from the deadline of December 31, 2025, deadline.

Jeremey and Mayor Frank are registered for the City County Dinner in Newberg on Wednesday, November 5, 2025.

The Oregon Water Resource Department will be cutting back on the general fund appropriations including the grant the City will receive through the state legislature. This will reduce the grant by about \$200,000 from the \$1.2 million that was allocated to the City. The impact to the City and infrastructure impact with this change was communicated to the department. As information comes from the legislature Council will be informed.

Reminded the Council about the temporary closure of Plamer Creek Lodge Community Center as of December 31, 2025. All frequent users have been communicated with the temporary closure. Informed Council of conversations with the VFW about a third-party management arrangement for the community center.

Cash flow projections are better than expected - this could mean that re-opening the community center sooner rather than later is possible.

Councilor orientation went well with Councilors Hover and Wilkins.

Zipty franchise agreement renewal is in the works.

The RFP for an integrator of record is still in the works and will be presented to Council at the December meeting with a resolution. This will allow for more efficient construction and maintenance contracting.

Staff is working on a stormwater fee that will be coming to Council.

TSP plan approval will be brought to council expect public hearings.

Staff are participating in the regional water feasibility study.

The proposed Hotel Design Review is online.

Participated in Oregon Government Finance Officers panel on Thursday October 30, 2025, in Eugene.

Business Oregon will open a grant in February 2026 for a utility rate study and planning.

H. ADJOURN

There being no further business to discuss the meeting adjourned at 8:53pm.

Respectfully submitted:

APPROVED BY COUNCIL on **January 5, 2027**

By:

As Written

As Amended

Rocio Vargas, City Recorder

Annette Frank, Mayor