

**MINUTES  
DAYTON CITY COUNCIL  
REGULAR SESSION  
DECEMBER 1, 2025**

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

**ABSENT:**

**STAFF:** Jeremy Caudle, City Manager  
Rocio Vargas, City Recorder  
Dave Rucklos, Tourism and Economic Development Director  
Don Cutler, Public Works Supervisor  
Rob Walker, Finance Director  
Curt Fisher, City Planner

**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, Hover, Mackin, Pederson, and Wilkins were present in person. Councilor Teichroew present via zoom.

**A. APPEARANCE OF INTERESTED CITIZENS**

Ukiah Bunn, Dayton Resident, DCDA President, to report on the Friday Nights series.

Judy Gerard, Dayton Resident, DCDA Secretary Treasurer, presented a report to Council of the Friday Nights series.

Council President requested DCDA to present as an agenda item in the future.

**B. CONSENT AGENDA**

1. October 6, 2025, Regular Session Minutes
2. October 9, 2025, Joint Session with Planning Commission Minutes
3. October 20, 2025, Special Work Session Minutes

Mayor Frank noted that Council President Hildebrandt absence on October 20, 2025, was excused.

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

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

### C. PUBLIC HEARING

**1. City Council held a public hearing to obtain public comments on proposed adjustments to the water and sewer rates, and the creation of a new Public Safety fee.**

Mayor Frank opened the Public Hearing at 6:49pm

No public comment.

Mayor Frank closed the Public Hearing at 6:50pm

**2. City Council held a public hearing to obtain public comments on the adoption of amendments to the transportation element Chapter 10 of the Dayton Comprehensive Plan.**

Mayor Frank opened the public hearing at 6:50pm

Curt Fisher, City Planner presented the staff report. He introduced Carl Springer, DKS Associates, who had a power point presentation for City Council about the Transportation System Plan for City of Dayton.

**DREW HILDEBRANDT MOVED FOR THE CITY COUNCIL TO ADOPT A REVISED STAFF REPORT WITH THE REVISION NOTED BY COUNCILOR HOVER AND CLARIFICATION OF THE ORDINANCE NUMBER AND RECOMMEND THE CITY COUNCIL TO APPROVE THE REVISED AMENDMENTS. SECOND BY COLT WILKINS.**

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

Mayor Frank closed the public hearing at 7:08pm.

### D. ACTION ITEMS

**1. First Reading of Ordinance 668 Amending the City Of Dayton Comprehensive Plan Adopting the 2025 Transportation System Plan and Amending Title 7 (Dayton Land Use and Development Code) Of the Dayton Municipal Code**

**Council President Hildebrandt preformed the first reading of Ordinance 668 by title only.**

**DREW HILDEBRANDT MOVED TO APPROVE THE FIRST READING OF ORDINANCE 668 BY TITLE ONLY. SECOND BY COLT WILKINS.** Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

## **2. Action on City Manager annual performance evaluation instrument and process**

Jeremy Caudle, City Manager, stated that his contract stipulates an annual review and he briefed the Council on the performance evaluation instrument, criteria, and process.

**ROBIN PEDERSON MOVED TO APPROVE THE CITY MANAGER'S RECOMMENDED 1-YEAR EVALUATION PROCESS AND TIMELINE. SECOND BY DREW HILDEBRANDT.** Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

## **3. Second Reading of Ordinance 667 Authorizing the Establishment of a Public Safety Fee, Enacting Section 20 to Municipal Code Chapter 1**

Councilor Hover commented on the current rates for an average of 544 cubic feet compared to other cities. He is concerned that the increase will be a hardship for the residents if the increase continues at 5% each year. He proposed a possible base rate change from 200 cubic feet to 300 cubic feet.

There was a discussion on changing cubic feet base rate or changing the way water is billed.

Mayor Frank clarified that the 5% would be only this time to catch up to maintenance costs, after this it would be evaluated and lower.

Discussion continued.

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

**ROBIN PEDERSON MOVED TO ADOPT ORDINANCE 667 AND 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. SECON KITTY MACKIN.** Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

## **4. Approval of Resolution 25/26-12 Update to the City of Dayton Fee Schedule**

Jeremy noted some corrections that the Utility Specialist noted and presented an updated table that calculates the average 544 cubic feet correctly, and it should not charge residents at Tier 3. He also corrected some dates on page 295.

**DREW HILDEBRANDT MOVED TO APPROVE RESOLUTION 2025/26-12 A RESOLUTION AMENDING THE CITY OF DAYTON FEE SCHEDULE TO ADD A PUBLIC SAFETY FEE, UPDATE WATER AND SEWER RATE SCHEDULE, AND ADD A FRANCHISE APPLICATION FEE. SECOND BY SCOTT HOVER.** Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

**5. Authorization of Contract Cancellation - 100,000 and 600,000 water tank maintenance with Utility Service Co. Inc.**

**DREW HILDEBRANDT MOVED TO AUTHORIZE MAYOR FRANK, COUNCIL PRESIDENT HILDEBRANDT, AND COUNCILOR MACKIN TO SIGN THE TERMINATION NOTICE LETTER TO UTILITY SERVICE CO. INC., FOR THE WATER TANK MAINTENANCE CONTRACTS FOR THE 100,000 -GALLON TANK AND THE 600,000-GALLON TANK. SECOND BY COLT WILKINS.** Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

**6. Approval of Amendment No. 3 of the Utility Bridge Project Loan with DEQ (R26753)**

**KITTY MACKIN MOVED TO APPROVE AMENDMENT NO. 3 TO THE LOAN DOCUMENTS WITH THE OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY THROUGH THE CLEAN WATER STATE REVOLVING FUND; AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE LOAN AMENDMENT DOCUMENTS. SECON BY COLT WILKINS.** Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

**7. Housing Infrastructure Financing Program Application Review**

Jeremy stated that this is a grant that opened in October, and the deadline is very close. The city engineer advised to target the main water transmission lines that could serve development on Neck Road.

Don Cutler, Public Works Supervisor, stated that this has been a high interest property for developers, but the need and cost of the water main line is what has stopped the project proposals.

**KITTY MACKIN MOVED TO AUTHORIZE STAFF TO SUBMIT A HOUSING INFRASTRUCTURE FINANCING PROGRAM APPLICATION TO BUSINESS OREGON FOR WATER TRANSMISSION UPGRADES FOR NECK ROAD HOUSING DEVELOPMENT, WITH AN ESTIMATED PROJECT BUDGET UP TO \$2 MILLION, AND TO AUTHORIZE THE MAYOR TO SIGN THE APPLICATION UPON ITS COMPLETION. SECOND BY DREW HILDEBRANDT.** Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

**8. Approval of Resolution 25/26-13 Authorizing an Interfund Budget and Line-Item Transfer between the General Fund and the ARPA Fund, and Dissolution of the ARPA Fund**

**DREW HILDEBRANDT MOVED TO APPROVE RESOLUTION 2025/26-13 A RESOLUTION AUTHORIZING AN INTERFUND BUDGET AND LINE-ITEM TRANSFER BETWEEN THE GENERAL FUND AND THE ARPA FUND, AND DISSOLUTION OF THE ARPA FUND. SECOND BY KITTY MACKIN.** Motion carried with Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

**9. Community Center Analysis Discussion**

Dave Rucklos, Tourism and Economic Development Director, presented Council with an analysis of the revenue, cost, and maintenance of the Palmer Creek Lodge Community Center.

He presented some options to increase the use and revenue of the community center to cover the cost of having the building. His goal is to reopen the community center for community use while being cost efficient.

Council President Hildebrandt inquired about the idea of converting the community center into a city hall.

Dave stated that this is only a short-term objective. The use of the center as a city hall takes more planning.

Jeremy stated that there are plans for a facility analysis to see what the best way is to use the city assets.

Discussion continued.

Dave will return with more information for Council.

## **10. Local Option Levy Update**

Rocio Vargas, City Recorder, requested that council is available for town hall in February to present the levy information from Council with School and Sharrif's Office.

Council President Hildebrandt suggested a video interview of the sheriff explaining what they do for the community.

Councilor Pederson proposed February 10, 11, or 12.

Council agreed on the dates.

Jerrey shared the website created for the Local Option Levy Renewal information.

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

Mayor Frank asked Council for feedback on what date the City should have the fireworks show.

Councilor Teichroew stated that personally he thinks it should be on Friday, July 3, 2026, in conjunction with Friday Nights.

There was discussion on the pros of the fireworks show on July 3<sup>rd</sup> relating to cost and public attendance and cons of the show being on the 4<sup>th</sup>.

Council agreed on the 3<sup>rd</sup>.

Mayor Frank proposed a holiday potluck for council and staff. Council and staff present determined the 18<sup>th</sup> at 5pm would work.

Council President Hildebrandt mentioned the fire incident in the city that affected a family in the community. He inquired if there is a way that the city could be involved in the efforts that have been started.

Discussion continued and the consensus was that individual support of the community efforts is the best route the city could only refer to resources.

Councilor Mackin inquired if PGE has reached out to make a presentation to Council.

### **F. INFORMATION REPORTS**

With the new reports written by the management team council will only ask questions for clarification instead of hearing a report from the department heads.

Mayor Frank asked Public Works if there is a way to enforce tree replant on the house on Church street next to Andrew Smith park.

Councilor Hover stated that the City should have a tree ordinance.

Discussion continued for tree ordinance research.

Council President Hildebrandt inquired about McDougall being out of commission and if this would affect the water supply for the City.

Don Cultler, Public Works Supervisor, stated that it is not affecting water supply and the repairs will be happening in the next couple of days.

Council President Hildebrandt inquired about the two leaks mentioned in the report if they were minor or major leaks.

Don stated that there were minor leaks and they had been repaired.

Council President Hildebrandt inquired about the street sweeper repairs mentioned in the report, if the sweeper had broken down again.

Don clarified that it was a new issue the needed to be looked at.

There was a discussion on other options, either a replacement or contract the street sweeping out.

Staff will investigate the contract option.

Rob Walker, Finance Director, stated that he would be meeting with the DCDA on Thursday December 4<sup>th</sup>.

Council President Hildebrandt inquired about the legislative grant and when would the City know if it was reduced.

Jeremy stated that there would be an update after the 2026 legislative session in the spring.

Councilor Pederson inquired about the beginning of the audit.

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

Jeremy updated Council on the Code Enforcement areas and letters sent out.

The integrator of record RFP will need to be re-published in a State newspaper and moved to January.

Fisher Farms kickoff meeting will be next week.

Curt Fisher, City Planner, submitted a grant application for a wetlands inventory. This will require a resolution of support from Council.

The Mid-Willamette Council of Governments (COG) there are funds available in Yamhill County through the Economic Development Administration that could be used for infrastructure projects.

Sustainable Infrastructure planning grant is now open for applicants. This grant would pay for a consultant to analyze the long-term infrastructure needs for the water system.

The engagement letter with the auditors for \$36,000 was signed and this includes one single audit.

There is an appeal request that the review is tentative for January 8<sup>th</sup>.

Rob Hallyburton verified his intention to step down from the Planning Commission. There are advertisements in the Ferry Street News for applicants.

Northwest Natural Gas has intentions of establishing service in Dayton.

MOU with Lafayette was signed.

Mayor, Council President, City Manager, Finance Director, and TED Director will be presenting at the December 9, 2025, School Board meeting about Urban Renewal.

Council President Hildebrandt stated that there are invasive species in town that should be removed from public spaces. He inquired if there is a way to enforce the control of invasive species.

#### **H. ADJOURN**

There being no further business to discuss the meeting adjourned at 8:38pm.

#### **I. EXECUTIVE SESSION**

The executive session 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 **January 5, 2027**

As Written       As Amended

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Annette Frank, Mayor