

**MINUTES**  
**DAYTON SPECIAL/EXECUTIVE SESSION**  
**DECEMBER 9, 2019**

**PRESENT:** Mayor Elizabeth Wytoski  
Council President Darrick Price  
Councilor John Collins  
Councilor Daniel Holbrook  
Councilor Trini Marquez *arrived at 6:35 pm*  
Councilor Kitty Mackin

**ABSENT:** Councilor Sandoval-Perez

**STAFF:** Rochelle Roaden, City Manager  
Patty Ringnald, City Recorder  
Jim Jacks, City Planner  
Dawn Beveridge, City Accountant

**A. CALL TO ORDER**

Mayor Wytoski called the Meeting to order at 6:30 pm.

**B. ROLL CALL**

Mayor Wytoski noted there was a quorum with Councilors Collins, Holbrook, Mackin and Price. Mayor Wytoski noted the absence of Councilors Sandoval-Perez and Marquez.

**C. APPEARANCE OF INTERESTED CITIZENS**

None.

**D. CONSENT AGENDA**

1. Approval of Regular Session Meeting Minutes, November 4, 2019.
2. Approval of Regular Session Meeting Minutes, December 2, 2019.

**DARRICK PRICE MOVED TO APPROVE THE MEETING MINUTES OF THE REGULAR SESSION MEETINGS OF NOVEMBER 4, 2019 AND DECEMBER 2, 2019 AS WRITTEN. SECONDED BY DANIEL HOLBROOK. *Motion carries with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye. Sandoval-Perez absent.***

**E. ACTION ITEMS**

**1. 2018/2019 Annual Audit Presentation.**

Kevin Harding, City Auditor, of Grove, Mueller and Swank gave a brief overview of the audit report.

**JOHN COLLINS MOVED TO ACCEPT THE FISCAL YEAR 2018/2019 FINANCIAL STATEMENTS. SECONDED BY TRINI MARQUEZ. *Motion carries with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye. Sandoval-Perez absent.***

**2. Dayton Land Use and Development Code Amendments – Historic Resources.**

**PUBLIC HEARING**

Mayor Wytoski opened the Public Hearing to obtain citizen input on text amendments to the Dayton Land Use and Development Code-Planning Action, Ordinance 645 Amending Chapter 7, Historic Resources at 6:39 pm.

Jim Jacks, City Planner reviewed his staff report with the Council.

John Collins expressed his concerns for the need to geographically define the Historic Overlay Zone, he would like individual historic properties be identified within the Code. Jim Jacks suggested that a zone map amendment could be made to identify those properties that are in the Historic Overlay Zone. Discussion continued.

Kitty Mackin stated that she is in disagreement with the proposed changes regarding manufactured homes adjacent to historical resources.

Mayor Wytoski stated that at a future the Council meeting, Council will try to provide better clarification of the definition of the Historic Overlay Zone, explore recording title attachments for historic properties, review word definitions and provide a map of historic resources, she would like to proceed with the proposed ordinance as written.

Mayor Wytoski closed the Public Hearing at 7:10 pm

**3. First Reading of Ordinance 645 – Text Amendment Changes to the Dayton Land Use and Development Code Chapter 7, Section 7.2.404, Section 7.3.101.03 and Section 7.3.203.02.**

John Collins performed the first reading of Ordinance 645.

Kitty Mackin stated that she is not opposed to the proposed language, however she is opposed to the restrictions regarding manufactured homes.

**DANIEL HOLBROOK MOVED TO APPROVE THE 1<sup>ST</sup> READING OF ORDINANCE 645 AN ORDINANCE AMENDING THE DAYTON LAND USE AND DEVELOPMENT CODE, CHAPTER 7 OF THE DAYTON MUNICIPAL CODE, SECTION 7.2.112, RELATED TO THE HISTORICAL PROPERTY OVERLAY ZONE (HPO), SECTION 7.2.404, RELATED TO MANUFACTURED HOMES ON INDIVIDUAL LOTS, SECTION 7.3.101.03, RELATED TO TYPE III ACTIONS, AND SECTION 7.3.203.02 RELATED TO PROCEDURE FOR TYPE IV ACTIONS. SECONDED BY JOHN COLLINS. Motion carries with Collins, Holbrook, Marquez, Price and Wytoski voting aye. Mackin voted nay. Sandoval-Perez absent.**

4. **Approval of Resolution 2019/20-10 – Designates Voter for Dayton Village HOA and Declares Surplus Property.**

Darrick Price recused himself from the discussion due to a potential future conflict and sat in the audience.

Rochelle Roaden, City Manager, reviewed her staff report with the Council.

**JOHN COLLINS MOVED TO APPROVE RESOLUTION 2019/20-10 A RESOLUTION OF THE DAYTON CITY COUNCIL AUTHORIZING THE MAYOR TO CAST VOTES FOR THE CITY WITH THE DAYTON VILLAGE HOME OWNERS ASSOCIATION AND DECLARING SURPLUS PROPERTY. SECONDED BY KITTY MACKIN.** *Motion carries with Collins, Holbrook, Mackin, Marquez and Wytoski voting aye. Price recused. Sandoval-Perez absent.*

Councilor Price re-took his position as City Councilor on the dais.

5. **Utility Bridge with Infrastructure Improvement Project (Footbridge) Funding Discussion.**

Rochelle Roaden provided new information to the Council and reviewed options for funding the Utility Bridge. Rochelle Roaden advised that the proposed resolution will give her authorization to request a loan from DEQ CWSRF program on behalf of the City. User utility rates were then discussed at length.

**DARRICK PRICE MOVED TO GIVE CITY MANAGER, ROCHELLE ROADEN THE AUTHORITY TO APPLY FOR A DEQ LOAN ON BEHALF OF THE CITY. SECONDED BY JOHN COLLINS.** *Motion carries with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye. Sandoval-Perez absent.*

**EXECUTIVE SESSION**

Mayor Wytoski closed the Regular Session Meeting at 7:30 pm and stated that Council will meet in Executive Session pursuant to ORS 192.660(2)(i) to review and evaluate the job performance of a chief executive officer, other officers, employees and staff, if the person whose performance is being reviewed and evaluated does not request an open hearing and pursuant to ORS 192.660(2)(f) to consider information or records that are exempt by law from inspection.

Councilor Holbrook left the meeting during Executive Session.

Mayor Wytoski closed the Executive Session Meeting at 8:20 pm and moved back into the Regular Session Meeting.

**DARRICK PRICE MOVED TO RAISE ROCHELLE ROADEN'S SALARY TO \$89,000 PER YEAR AND TO BACKDATE THE NEW SALARY RATE TO OCTOBER 1, 2019. MOVING FORWARD THE COUNCIL WILL ESTABLISH A SALARY SCHEDULE FOR THE POSITION OF CITY MANAGER. SECONDED BY KITTY MACKIN.** *Motion carries with Collins, Mackin, Marquez, Price and Wytoski voting aye. Holbrook and Sandoval-Perez absent.*

#### **F. CITY COUNCIL COMMENT/CONCERNS**

Darrick Price stated that he would like the City Council to officially state that they are in support of the Federal Constitution of the United States. Councilor Price stated that it is important to remember who we are and what we believe as City Councilors.

Kitty Mackin suggested that the Council republish the resolution of inclusiveness, to remind people of Dayton that we accept everyone who lives here. Rochelle suggested that the inclusiveness document could be pushed out with the City's new App.

John Collins asked if anyone knew the species of the tree that was taken down in Court House Square Park. Rochelle Roaden stated that she would find out from Public Works Director, Steve Sagmiller. Councilor Collins stated that he would like to see the Council stick with local issues during their discussions, he feels the Council can be more productive by dealing with local issues that affect our community.

Mayor Wytoski announced that she will be leaving tomorrow for Washington DC. The Mayor stated that she will be going on an East Wing tour of the Whitehouse and she has a meeting scheduled with Congresswoman Bonamici, they will be discussing infrastructure funding for small cities, immigrant students in schools, trauma informed education and a few other topics the Mayor would like to discuss.

#### **G. INFORMATION REPORTS**

##### **1. City Managers Report**

Rochelle Roaden reviewed the reports included in the agenda packet, stating that reports from the Public Works Director, Librarian and Code Enforcement will be included every month in the Council packets. Also included in the packet are pages from the League of Oregon Cities Local Focus magazine, highlighting articles featuring Mayor Wytoski and Councilor Holbrook.

Included in the packet is a reminder of the Mid-Willamette Valley Council of Government annual meeting and award dinner scheduled for February 19, 2020. Councilors who wish to attend the dinner should send their RSVP's to Patty Ringnalda.

Recology schedule for garbage and recycling service pickup was given to the Council.

Rochelle Roaden updated the sewer project, stating that the old pump station was decommissioned last month. Loan documents were completed and signed as of December 6, 2019. Fencing will be constructed around the new pump station and there is still some repaving left to be done.

Meter replacement project. At this time there are 50 meters that still need to be replaced.

The Joint wellfield meeting scheduled for November was rescheduled and future meetings are scheduled for the second Wednesday of each month with rotating meeting locations.

The Dayton/Lafayette water usage report was reviewed with the Council. Lafayette's water usage for November was reported at 7.4 million gallons, which is an increase from November 2018 at 3.3 million gallons. Steve Sigmiller alerted City of Lafayette to the possibility of a leak. Lafayette's City Administrator, Preston Polasek responded that their well 10 is not producing and that is why they are pulling so much water from the well field.

Emergency Management: NIMS compliance plan and suggested training handout was given to the Council. Councilors were advised to log on to FEMA.gov, register, obtain a student ID and partake in any of the IS (individual study) classes.

The City's App is now available at the app store. The City has contracted with MuniCode to get the City's Municipal Code on line and to be accessible from the City's App. In order for the App to have a start date in January, the Council agreed to roll out the App without the survey. The survey will be brought back to the Council for input and added to the App at a later date. Rochelle Roaden suggested a contest, to encourage App downloads. Residents who download the App will be given a chance at five \$100 gift certificates to go towards their water and sewer bill. Darrick Price cautioned the City about raffling services and suggested the City look into any legal issues it may cause.

Breakfast with Santa and Holiday Bazaar is this Saturday from 8 am to 2 pm. Santa will be at the Community Center from 9 to 1 and will be giving out gifts to all the children who come to see him.

**H. ADJOURN.**


There being no further business the meeting was adjourned at 8:47 pm.

Respectfully submitted:

By: Patty Ringnalda  
City Recorder

**APPROVED BY COUNCIL, JANUARY 13, 2020**

As Written  As Amended

  
Elizabeth Wytoski, Mayor