

**MINUTES**  
**DAYTON CITY COUNCIL**  
**WORK/SPECIAL SESSION – VIRTUALLY VIA ZOOM**  
**June 15, 2020**

**PRESENT:** Mayor Elizabeth Wytoski  
Council President Daniel Holbrook  
Councilor John Collins  
Councilor Kitty Mackin  
Councilor Trini Marquez  
Councilor Darrick Price

**ABSENT:** Councilor Sandoval-Perez

**STAFF:** Rochelle Roaden, City Manager  
Patty Ringnalda, City Recorder  
Steve Sagmiller, Public Works Director  
Denny Muchmore, City Engineer *left at 6:50 pm*

**A. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Wytoski called the meeting to order at 6:34 pm and those present gave the Pledge of Allegiance.

**B. ROLL CALL**

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

**C. PUBLIC HEARING**

**Proposed 2019-2020 Supplemental Budget**

Mayor Wytoski opened the public hearing at 6:35 pm.  
No one was in attendance to comment.  
Mayor Wytoski closed the public hearing at 6:36 pm.

**D. APPEARANCE OF INTERESTED CITIZENS**

No one was in attendance to comment.

**E. ACTION ITEMS**

**1. 5<sup>th</sup> Street Overlay Project Bid – Review, Discussion, Award**

Denny Muchmore, City Engineer reviewed the 5<sup>th</sup> Street Overlay Project and bid process with the Council stating that Brix Paving Northwest, Inc. has made a request to drop out of the bid process. Denny Muchmore recommended to allow Brix Paving Northwest, Inc. to withdraw their bid without forfeiture of their bid bond, which is allowed under the City of Dayton's bidding rules. Discussion continued with the Council in agreement to award all three segments of the project to North Santiam Paving Company.

**JOHN COLLINS MOVED THAT THE CITY ALLOW BRIX  
PAVING NORTHWEST INC. TO WITHDRAW THEIR BID  
WITHOUT FORFEITURE OF THEIR BID BOND. SECONDED BY  
KITTY MACKIN.**

*Motion carried with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye. Sandoval-Perez absent.*

**DANIEL HOLBROOK MOVED TO AWARD THE 5<sup>TH</sup> STREET PAVING PROJECT TO NORTH SANTIAM PAVING COMPANY IN THE AMOUNT OF \$121,450 WITH A \$5,000 CONTINGENCY. SECONDED BY TRINI MARQUEZ.** *Motion carried with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye. Sandoval-Perez absent.*

**2. Approval of Resolution 2019/2020-22 Planning Services Agreement with Mid-Willamette Valley Council of Governments (MWVCOG)**

Rochelle Roaden, City Manager, reviewed the proposed planning services contract with Mid-Willamette Valley Council of Governments stating the contract includes an increase for planning services.

**JOHN COLLINS MOVED TO APPROVE RESOLUTION 2019/20-22 A RESOLUTION APPROVING A CONTRACT FOR LAND USE PLANNING SERVICES WITH THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS, JULY 1 2020 THROUGH JUNE 30 2021. SECONDED BY KITTY MACKIN.** *Motion carried with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye. Sandoval-Perez absent.*

**3. Approval of Resolution 2019/2020-23 City Manager's Contract Amendment**

Mayor Wytoski reviewed the proposed change to the City Manager's contract.

**KITTY MACKIN MOVED TO APPROVE RESOLUTION 2019/20-23 A RESOLUTION AMENDING THE CITY MANAGER'S CONTRACT TO ALLOW CARRYOVER OF MANAGEMENT LEAVE FOR FY 2019/2020. SECONDED BY TRINI MARQUEZ.** *Motion carried with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye. Sandoval-Perez absent.*

**4. Approval of Resolution 2019/2020-24 – FY 2019-2020 Supplemental Budget**

Rochelle Roaden reviewed the proposed supplemental budget and the proposed fund transfers with the Council, explaining the reasons for the transfers.

**DANIEL HOLBROOK MOVED TO APPROVE RESOLUTION 2019/2020-24 A RESOLUTION ADOPTING THE FISCAL YEAR 2019/2020 SUPPLEMENTAL BUDGET AS PRESENTED. SECONDED BY KITTY MACKIN.** *Motion carried with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye. Sandoval-Perez absent.*

5. **Approval of Resolution 2019/2020-25 Authorizing Year End Transfers**

Rochelle Roaden reviewed the proposed year end transfers.

**KITTY MACKIN MOVED TO APPROVE RESOLUTION 2019/2020-25 A RESOLUTION AUTHORIZING YEAR END TRANSFER OF FUNDS IN THE FY 2019/2020 BUDGET. SECONDED BY DANIEL HOLBROOK.** *Motion carried with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye. Sandoval-Perez absent.*

6. **Approval of Resolution 2019/2020-26 Election to Receive State Revenues**

**KITTY MACKIN MOVED TO APPROVE RESOLUTION 2019/2020-26 A RESOLUTION DECLARING THE CITY OF DAYTON'S ELECTION TO RECEIVE STATE REVENUES FOR FISCAL YEAR 2020/2021. SECONDED BY JOHN COLLINS.** *Motion carried with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye. Sandoval-Perez absent.*

7. **Approval of Resolution 2019/2020-27 adopting FY 2020/2021 Budget**

Rochelle Roaden advised that, in the budget approved by the Budget Committee, there is a calculation error in Debt Services that needs to be corrected. The Unappropriated Ending Fund Balance is over stated by \$82,248 and should read \$174,703.

**JOHN COLLINS MOVED TO APPROVE RESOLUTION 2019/2020-27 A RESOLUTION ADOPTING THE CITY OF DAYTON BUDGET FOR THE FISCAL YEAR 2020/2021; MAKING APPROPRIATIONS, CATEGORIZING AND LEVYING AND VALOREM TAXES AS AMENDED. SECONDED BY KITTY MACKIN.** *Motion carried with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye. Sandoval-Perez absent.*

8. **Second Reading and Adoption of Ordinance 648 – Municipal Water Curtailment**

Rochelle Roaden reviewed the requested changes proposed in the last Council meeting.

Darrick Price performed the second reading of Ordinance 648.

**KITTY MACKIN MOVED TO APPROVE THE SECOND READING OF ORDINANCE 648 AN ORDINANCE REPEALING PROVISIONS OF THE DAYTON MUNICIPAL CODE SECTION 8.2 RELATED TO WATER RESTRICTIONS, CRISES AND EMERGENCIES, REPLACING PROVISIONS AND DEFINING VIOLATIONS. SECONDED BY TRINI MARQUEZ.** *Motion carried*

*with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye. Sandoval-Perez absent.*

**JOHN COLLINS MOVED TO ADOPT ORDINANCE 648, AN ORDINANCE REPEALING PROVISIONS OF THE DAYTON MUNICIPAL CODE SECTION 8.2 RELATED TO WATER RESTRICTIONS, CRISES AND EMERGENCIES, REPLACING PROVISIONS AND DEFINING VIOLATIONS. SECONDED BY DANIEL HOLBROOK.** *Motion carried with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye. Sandoval-Perez absent.*

**9. Emergency Adoption – Ordinance 649 Ziplly Franchise Agreement**

Rochelle Roaden reviewed the proposed franchise agreement, stating that Frontier Communications has declared bankruptcy and Ziplly Fiber has bought them out. The previous franchise agreement with Frontier expired in 2015, which is the reason for the “emergency” ordinance.

**KITTY MACKIN MOVED TO ADOPT ORDINANCE 649 AN ORDINANCE GRANTING NORTHWEST FIBER DOING BUSINESS AS ZIPLY FIBER, A NONEXCLUSIVE FRANCHISE FOR THE PROVISION OF TELECOMMUNICATIONS SERVICES WITHIN THE CITY OF DAYTON, DECLARING AN EMERGENCY. SECONDED BY TRINI MARQUEZ.** *Motion carried with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye. Sandoval-Perez absent.*

**F. CITY COUNCIL COMMENTS AND CONCERNS**

Councilor Holbrook referenced an email sent from the League of Oregon Cities regarding a link to a report on advancing racial equity and asked that the Council discuss this topic at a future council meeting.

Councilor Collins stated that he will not be running again in the upcoming election. Councilor Collins is considering running for a position with his Chiropractic Association and is looking forward to getting more involved with his trade organization. Councilor Collins stated that he will help look for a good candidate to replace him.

Mayor Wytoski stated that the City of Dayton’s Declaration of State of Emergency has expired and she has made the decision not to renew the declaration. Mayor Wytoski reviewed plans for Old Timers Celebration weekend, stating that the Community Events Committee is proposing an event called “Band on the Run” in which several bands on trailers drive through town playing music, while residents eat dinner in their front yards from local businesses, delivered by the Dayton Fire District, which will be referred to as the “Don’t Stand So Close To Me Dinner”. The Mayor stated that the committee is working on ideas for crowning the Senior Court while observing social distancing requirements.

**G. INFORMATION REPORTS**

1. City Manager's Report.

Rochelle Roaden stated that the City of Lafayette has advised that the tie-in with McMinnville is on schedule to be completed within the next four weeks. Rochelle Roaden reported that Preston Polasek, Lafayette City Manager, advised that they have budgeted 50% of the cost for the generator project.

Steve Sagmiller stated the wells have been cleaned and there has been improvement in water production. A 30 to 40 foot drop in the static water level of the aquifer was reported due to the wells not being allowed to rest. Lafayette has stopped filling their ASR, pulling less water from the wells, which has allowed the wells to rest. The PRV has been repaired and there has been an improvement in water production from the springs. Public Works has completed their leak detection project and all the repairs have been completed. Steve Sagmiller stated that Public Works will be performing leak detection on a yearly basis going forward.

Rochelle Roaden advised that Dave Larmouth from Recology has asked for the number of residents who are interested in glass vs yard debris collection. Rochelle Roaden stated that she would like to roll out a survey, on the City's app, asking the community if they would prefer glass or yard debris collection. Mayor Wytoski stated her concerns regarding asking the community which they prefer, advising that they would need to be careful so that it does not become why did you ask, if you weren't going to change anything issue? Councilor Marquez wanted to know what would happen if residents wanted both? Rochelle Roaden stated that she would consult with the Mayor before putting the question out to the community. Councilor Collins also shared his concerns with using social media. Rochelle Roaden stated that she will put something together and bring it back to the Council for their review.

The League of Oregon Cities (LOC) has been advocating for a financial relief fund for Oregonians to help with their utility bills and requesting data, which was supplied to them in the hopes that Dayton would receive some of the offered help.

Rochelle Roaden announced that the parks reopened last week and hand sanitizer stations have been set up in Court House Square Park and Andrew Smith Park (11<sup>th</sup> Street Park). City Hall front office opened today with new hours of operation, 8 am to 12 noon, closed from noon to 1 pm for lunch and open from 1 to 5 pm. To maintain social distancing guidelines only one person will be allowed in the City Hall lobby and masks are required to be worn while in City Hall. Library remains closed, however curbside delivery service will continue to be provided. The Community Center will remain closed, the City does not have enough staff to follow Oregon Health Authority (OHA) guidelines for event venues.

There is a non-profit organization willing to manage the funds for the CDBG Emergency Small Business Grant for Amity, Dayton, Sheridan and Willamina. The City of Willamina has taken the lead to apply for the funds and they are close to getting the application submitted.

The ODOT Safe Routes to School Grant letter of intent has been submitted. Rochelle Roaden asked the Council for letters of support to help with the grant process. Support letters need to be originals and should be dropped off at City Hall.

Council agreed to no work session meeting in July.

**H. ADJOURN**

There being no further business, the meeting adjourned at 7:43 pm.

Respectfully submitted:

**APPROVED BY COUNCIL on July 6, 2020.**

By: Patty Ringnalda  
City Recorder

As Written  As Amended

  
Elizabeth Wytoski, Mayor