MINUTES
DAYTON CITY COUNCIL
REGULAR SESSION
April 6, 2026

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

ABSENT: Mayor Annette Frank, excused

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

Council President Drew Hildebrandt called the meeting to order at 6:30pm and all those present gave the Pledge of Allegiance.

B. ROLL CALL

Council President Hildebrandt noted that there was a quorum with Councilors Hover, Mackin, Pederson, Teichroew present in person. Councilor Wilkins present via Zoom.

A. APPEARANCE OF INTERESTED CITIZENS

B. CONSENT AGENDA

1. **Financial Summary**
2. **February Financial Statement**
3. **February 17, 2026, Work Session Minutes**
4. **March 2, 2026, Regular Session Minutes**

Rob Walker, Finance Director briefed Council on the financial statements.

KITY MAKIN MOVED TO APPROVE THE CONSENT AGENDA. SECOND BY ROBIN PEDERSON. Motion carried with Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

C. ACTION ITEMS

1. Yamhill County Sheriff's Office Annual Presentation

Sheriff Sam Elliot presented the FY 25/26 annual report. He reviewed the calls for service in the city and the response of the dedicated deputy and the department, traffic stops and common crimes within city limits.

Council President Hildebrandt requested to involve Deputy Twitchell in the Dayton Friday Nights Local Option Levy booth.

2. Discussion of Tourism Marketing Request from Dayton Community Development Association

Jeremy Caudle, City Manager, presented a request for money from the TLT fund for marketing from DCDA. He stated that the money that was dedicated to the sponsorship of bands will be used to cover the promotional activities the DCDA requested.

Council discussed the legal considerations for the use of TLT funds.

3. Planning Commission Appointments

Rocio Vargas, City Recorder, stated that Council will need to approve or deny the appointment of planning commissioners at this meeting. She informed Council that Steven Hesseling withdrew his application.

Council discussed the planning commissioner position that allows for an out of city limits applicant and how this could be filled.

> **ROBIN PEDERSON MOVED TO APPROVE THE APPOINTMENT OF KATRINA WIEGAND TO THE PLANNING COMMISSION WITH THE TERM EXPIRING DECEMBER 31, 2026. SECOND SCOTT HOVER.** Motion carried with Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

Council discussed the second appointment and agreed to hold on to the last planning commissioner position available and re-open recruitment.

4. Approval of a "Master Agreement Between Owner and Provider for Procurement and Installation" and a "Master Services Contract" with The Automation Group for System Integrator of Record Services.

City Manager presented the process to the selection of an Integrator of Record and explained the contracts for Council approval.

> **SCOTT HOVER MOVED TO APPROVE THE SYSTEM INTEGRATOR OF RECORD, MATERS SERVICES CONTRACT AND THE MASTER AGREEMENT BETWEEN OWNER AND PROVIDER FOR PROCUREMENT AND INSTALLATION BOTH WITH THE AUTOMATION GROUP AND TO AUTHORIZE THE CITY MANAGER TO SIGN. SECOND BY CHRIS TEICHROEW.** Motion carried with Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

5. Receive Annual Financial Report for FY24/25

Finance Director explained the Annual Financial Report for FY 24/25. He pointed out that the Auditors did note a few significant deficiencies that could be justified as clerical errors, however in the auditor's opinion there weren't any material deficiencies. Finance department has plans on how to address the issues.

Council discussed the issues and agreed that some of the deficiencies had been addressed prior to the Financial Report.

6. Approval of an Audit Deficiency Corrective Action Plan

City Manager described the issues that the plan will address. The issue with the water account deposits was caught and fixed by Jamie when she was a temp with the City. Internal controls were fixed. The transfers were a clerical error where the transfers in did not match the transfers out.

An amendment to the motion was made to change the Mayor for Councilor Mackin signee.

ROBIN PEDERSON MOVED TO ADOPT THE CORRECTIVE ACTION PLAN TO ADDRESS THE SIGNIFICANT DISCREPANCIES FOUND IN THE FY24/25 AUDIT, AS PRESENTED, AND AUTHORIZE COUNCILOR KITTY MACKIN, COUNCIL PRESIDENT DREW HILDEBRANDT, AND CITY MANAGER TO SIGN. SECOND BY SCOTT HOVER. Motion carried with Hildebrandt, Hover, Mackin, Pederson, Teichroew, Wilkins voting aye.

7. Review TMDL Annual Report Acceptance Letter Discussion

City Recorder presented the letter received from DEQ and pointed out the recommendations made to accomplish this year.

Councilor Hover inquired about the stormwater fee.

City Manager stated that there are formulas used to determine the stormwater fee.

Council President Hildebrandt inquired when the fee would be implemented.

City Manager stated the plan is July.

Councilor Mackin inquired what this fee would cover.

Discussion continued about how a stormwater fee would be determined and used for federally enforced TMDL program implementation.

Council President Hildebrandt stated that with the increases and the levy in the horizon adding another fee would be too much.

Council agreed that deferring the fee at this time is the best option and giving residents more time between fees.

8. Local Option Levy Update

City Recorder informed Council that there is a newsletter going in the current billing but needs volunteers from council to write an article for the billing inserts.

Councilor Mackin volunteered for August.

Council President volunteered for September.

Councilor Hover volunteered for July and requested information to help prepare his article.

D. CITY COUNCIL COMMENTS AND CONCERNS

Councilor Mackin asked if the HWY221 lift station was operational.

Don Cutler, Public Works Supervisor, stated that the lift station has been operational and completing a two-week test period. There have been issues with the panel, and a new test period will begin once that part is replaced.

Council President Hildebrandt inquired about the solicitation policy and the issue with the permit.

Council will review a new solicitation policy in May.

Councilor Pederson inquired about filling the vacant positions. She thanked staff.

Councilor Hover thanked Council President for filling in for the Mayor. He requested some trail cameras at the new lift station.

E. INFORMATION REPORTS

1. Library

2. Public Works

Councilor Pederson was concerned about the three leaks that were next to each other on the same street.

Public Works Supervisor explained the situation and stated that the line was very old and corroded, which is common in the city.

3. Recorder

Councilor Teichroew thanked City Recorder for her support in the Cinco de Mayo event planning.

F. CITY MANAGER'S REPORT

City Manager updated Council on the contract with Hacker Architects and anticipates requesting Council approval on April 20th.

The Fisher Farms pump testing hit a snag and GSI is searching for options to keep the feasibility study going to avoid delays. City Planner is working on the land use process with Yamhill County for the Fisher Farms property. OHA gave a green light to proceed with testing of the wells. OWRD notified the City that the well construction grant was not cut.

Council President Hildebrandt asked if at this time, there was a need to consider a water curtailment.

City Manager confirmed that it was not necessary at this time.

The MWVCOG selected a consultant from the RFP for regional water study. This is at no cost to the City only staff time.

The City received a warning letter from DEQ for not meeting the biological oxygen demand.

The joint session with Yamhill County Board of Commissioners will be on May 4th.

City Manager and Council President represented the city at the City County Dinner in McMinnville.

City Manager will be attending a DCDA network event with Scarlet Communications. Will also be working with DCDA on a wayfinding project.

The legislator passed HB4161 that would override opinion on food and drink by OGEC.

A councilperson brought up a Council Rules review for this year. City Manager will bring this item to the next council work session.

G. ADJOURN

There being no further business to discuss the meeting adjourned at 8:00pm.

H. EXECUTIVE SESSION

The executive session held pursuant to ORS 192.660(2)(e) – To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Respectfully submitted:

By:

Rocio Vargas, City Recorder

APPROVED BY COUNCIL on **May 4, 2026**

☐ As Written ☐ As Amended

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Annette Frank, Mayor