

**MINUTES**  
**DAYTON CITY COUNCIL**  
**REGULAR SESSION**  
**March 2, 2015**

**PRESENT:** Mayor Elizabeth Wytoski  
Councilor John Bixler  
Councilor John Collins  
Councilor Annette Frank  
Councilor Erin Taylor

**ABSENT:** Councilor Trini Marquez  
Councilor Darrick Price

**STAFF:** Scott Pingel, City Manager  
Steve Sagmiller, Public Works Director  
Peggy Selberg, City Recorder

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

Mayor Wytoski called the meeting to order at 6:31 pm and those present gave the Pledge of Allegiance.

**B. ROLL CALL**

Mayor Wytoski noted there was a quorum with Councilors Bixler, Collins, Frank, and Taylor. Councilors Marquez and Price had excused absences.

**C. CONSENT AGENDA**

- 1. Approval of Meeting Minutes**
  - a. Regular Session of February 2, 2015**
  - b. Special Session/Work Session of February 17, 2015**

**ANNETTE FRANK MOVED TO APPROVE THE MINUTES OF THE REGULAR SESSION OF FEBRUARY 2, 2015 AND THE SPECIAL SESSION/WORK SESSION OF FEBRUARY 17, 2015. SECONDED BY JOHN BIXLER. Motion carried with, Bixler, Collins, Frank, Taylor and Wytoski voting aye. Marquez and Price absent.**

**D. APPEARANCE OF INTERESTED CITIZENS**

No one had signed up for comment.

**E. ACTION ITEMS**

**1. Donation Request – Dayton Grade School PTSO**

Mayor Wytoski introduced Terry Oliveira ( 624 Warmcombe) and Lindsay Douthit (608 Kallapuya). Ms. Oliveira and Ms. Douthit stated they were representing the Dayton Grade School PTSO and they were requesting a \$400 donation for the 6<sup>th</sup> Grade class to spend one night at OMSI and one night at the Aquarium. They stated this event would be replacing the Outdoor School that was normally held for the 6<sup>th</sup> Grade.

**ANNETTE FRANK MOVED TO APPROVE A DONATION OF \$400 TO THE DAYTON GRADE SCHOOL PTSO. SECONDED BY ERIN TAYLOR.** *Motion carried with, Bixler, Collins, Frank, Taylor and Wytoski voting aye. Marquez and Price absent.*

2. **Appoint Adam Singer to the Budget Committee**

**JOHN COLLINS MOVED TO APPOINT ADAM SINGER TO THE DAYTON BUDGET COMMITTEE. SECONDED BY ERIN TAYLOR.** *Motion carried with, Bixler, Collins, Frank, Taylor and Wytoski voting aye. Marquez and Price absent.*

3. **Approval of Well Maintenance Contracts with Utility Service Company, Inc**

Scott Pingel reminded Council the City has a contract with Utility Service Company (USCI) for maintenance to Breyman Reservoir. He stated UCI cleaned and rehabbed the reservoir about 18 months ago and will continue to do an annual maintenance on the tank. Pingel stated USCI's approach is that infrastructure resources should be something that lasts forever; however, they can only last forever if the maintenance of the resource is done properly. Scott Pingel introduced Jeff Austin from Utility Service Company, Inc. Mr. Austin gave a presentation on the Well Maintenance Contract proposal. Mr. Austin stated USCI's technique for cleaning wells would use straight CO<sub>2</sub>, was environmentally safe and was not used by other companies, but they would use combinations of other techniques (chemical cleaning, sonic blast) if needed to maintain the wells at their highest capacity. Scott Pingel stated before agreeing to contract with USCI for all five wells, they will contract to rehab wells 2 (Lafayette's well) and well 3 (Dayton's well) before June. He explained those two wells were the worst producing wells and if after the rehabilitation those wells are producing what they should produce they will move ahead with the other three wells. Jeff Austin stated USCI's offer to rehab all the wells and maintain them each year was for \$7,500 per well per year. This would be \$37,500 per year which would be split with Lafayette.

**JOHN COLLINS MOVED TO APPROVE THE WELL MAINTENANCE CONTRACTS WITH UTILITY SERVICE COMPANY, INC. FOR WELLS 1, 3 AND 5. SECONDED BY JOHN BIXLER.** *Motion carried with, Bixler, Collins, Frank, Taylor and Wytoski voting aye. Marquez and Price absent.*

4. **2015-2016 City Council Goal Setting**

Scott Pingel reviewed the Council Goals and possible changes for 2015-2016. After Council discussion, the following changes were made:

Goal A

Objective: Make a decision on whether to remain a part of the Yamhill Regional Water Authority (YRWA) or to withdraw and develop the Fisher Farms Wells. (2 possible different objectives depending on the decision) priority 1

1. Objectives if the City remains a part of the YRWA:
  - a. Develop a funding plan for paying the City's 7% portion of the regional system.
  - b. Research and decide whether joint ownership or a supply contract is in the best interest of the City.
2. Objective if the City withdraws from the YRWA:
  - a. Obtain funding for the water system's short-term capital improvement needs including: the Fisher Farms Wells, replacing the Main Transmission Line from the Springs to the Footbridge, and replacing the well pumps for wells 1 and 3 with Variable Frequency Drive (VFD) pumps.
3. Develop plan for sewer system build out for MBR/RO systems priority 1
4. Complete a Street Improvement Analysis priority 1
5. Identify potential land for industrial use priority 2
6. Complete sidewalk improvements for:
  - a. Ferry Street (9<sup>th</sup> to Flower Lane) priority 2
  - b. On Church Street west of 9<sup>th</sup> Street priority 3
  - c. On school routes priority 3
7. Research options to expand and develop City buildings priority 4
8. Work with ODOT and City Engineer to improve entrance to Highway 18 4
9. Repair the Footbridge priority 2
10. Street overlay program priority 4

Goal B

Objective: Establish a Yard of the Month/Beautification Program priority 4  
Coordinate public signage within the City priority 4

Goal C

Objective: Add signage for Alderman Dog Park and off leash area priority 1  
Investigate options for developing a walking trail along the sewer access easement priority 2  
Create an entrance to nature trail priority 3  
Take steps to revitalize the waterfront priority 1

Goal D

Objective: Update Dayton Municipal Code priority 4  
Establish a Mural Policy priority 2  
Establish a general sign code priority 2

Goal E

Objective: Promote Friday Nights and Old Timers Weekend priority 4

Goal F

Objective: Partner with Recology Western Oregon to provide Additional recycling options priority 1  
Promote the next public safety levy option priority 1

Goal G

Objective: Update City website priority 1

Develop communication tools other than the website priority 1

5. **Preliminary FY 2015-2016 Budget Review: General Fund, Local Option Tax Fund**

Scott Pingel gave a brief budget review of the General Fund and Local Option Tax Fund. He stated for 2015-2016 budget numbers he was assuming a 3% COLA. He stated he will also be moving the Public Works Laborer/Janitor position from 32 hours per week to a full-time position. Scott Pingel stated the projected working capital for the General Fund should be around \$440K. He stated the \$15,000 Green4Growth grant that the city will be receiving from Waste Management will be split with \$5,000 going to the General Fund and \$10,000 going to the State Revenue Sharing Fund. He stated the General Fund will be able to retain \$100,000 in the contingency line item and approximately \$225,000 in unappropriated funds. In reviewing the Local Option Tax Fund, Scott Pingel stated currently the citations and bail line-item and traffic school fees line item had both increased over last year. Mayor Wytoski asked if the local option tax rate could be increased the next time it goes before the voters. Scott Pingel stated in the 4-year projection that is part of the agenda shows that if the levy remains the same after 2018/2019, the Local Option Tax Fund will have \$7,000 left. Mayor Wytoski stated Dayton was operating with less than half of the federal recommended police level. Scott Pingel stated the national recommended standard was 1.59 officers per thousand and Dayton has 1 full time officer for a population of 2,500. Councilor Collins stated he would like to see what other local communities with similar populations have for the number of police. Mayor Wytoski stated they should be able to come up with that information.

F. **CITY COUNCIL COMMENTS/CONCERNS**

Councilor Collins asked for clarification on how the Green4Growth grant would be spent. Scott Pingel stated originally he was going to split the grant between the General Fund and the State Revenue Sharing Fund. He explained he would like to do some park improvements, such as buying new picnic benches. Mayor Wytoski stated discussion at previous Council meetings had been to use the grant to provide long term support for Friday Nights. Councilor Collins stated he understood the grant funds were going to be used to support entertainment for Friday Nights. Scott Pingel stated the grant application stated they city would spend the money for the Nature Trail and Friday Nights. Councilor Bixler stated there had been a discussion about music but not that the grant funds would be spent specifically for music. Councilor Collins thought it was to be used specifically for music. Councilor Collins also wanted to let Council know that there are some citizens that are confused about the Community Events Committee in that they don't know who is on it and when it meets, etc. Mayor Wytoski stated when Council had their training last month she realized that the Community Events Committee had not been following public meeting guidelines and that would be changing. She stated the Committee would be meeting in the Annex and they would notice the meeting just like any other Committee meeting.

Councilor Taylor asked if Councilors could put notices on Facebook regarding Council meetings to try to get more citizens to attend the meetings. Mayor Wytoski stated they have to be very careful in how Facebook is used. She stated she has put the agenda on her personal Facebook page. Mayor Wytoski explained the public cannot have the expectation that they can ask questions and get responses via Facebook because that then needs to become part of the city's public record. She also reminded Council that if too many Councilors respond to the posting they could have a quorum which would

then become an illegal meeting. She reminded Council that anytime they comment on a subject citizens will view that as an official comment from the city. Councilor Collins stated he felt that a Councilor can say something in opposition to current city policies. Mayor Wytoski stated that would be in violation of Council Rules and that when Council makes a decision all Councilors need to support that decision.

**G. INFORMATION REPORTS**

**1. City Manager's Report**

Scott Pingel stated SHPO required mitigation for the fountain in Courthouse Square may be to update pictures and descriptions of the historic properties in Dayton and they may not have to hire a preservationists to do this; consequently, mitigation could cost less than anticipated. Scott Pingel asked for Council's opinion of using stamped concrete instead of pavers for the half-moon entrance into the Park. Council agreed to using stamped concrete instead of pavers.

**H. ADJOURN**

There being no further business, the meeting adjourned at 9:55

Respectfully submitted:

  
By: Peggy Selberg  
City Recorder

**APPROVED BY COUNCIL on April 6, 2015**

As Written  As Amended

  
Elizabeth Wytoski, Mayor