

**MINUTES**  
**DAYTON CITY COUNCIL**  
**SPECIAL SESSION**  
**&**  
**EXECUTIVE SESSION**  
**January 21, 2014**

**PRESENT:** Councilor John Bixler  
Councilor John Collins  
Councilor Annette Frank  
Councilor Sandra Utt  
Councilor Beth Wytoski

**ABSENT:** Councilor Price

**STAFF:** Scott Pingel, City Manager  
Heather Martin, City Attorney  
Denny Muchmore, City Engineer  
Steve Sagmiller, Public Works Superintendent  
Peggy Selberg, City Recorder

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

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

**B. ROLL CALL**

Council President Wytoski noted there was a quorum with Councilors Bixler, Collins, Frank and Utt. Councilor Price had an excused absence.

**C. APPEARANCE OF INTERESTED CITIZENS**

Council President Wytoski introduced Kelly Haverkate (523 Ash St). Ms. Haverkate wanted to know if Council would be interested in using Main Street as the type of model residential street that was described in the Dayton Forward Plan. She stated she and Ernie Munch (developed Dayton Forward Plan) had discussed this idea with the property owners on that part of Main Street. Ms. Haverkate stated since the street would be partially improved with private money due to the improvements to the Old Baptist Church, she wanted to know if Council was interested in continuing improvements along the rest of that section of Main Street. Councilor Collins stated as a property owner on Main Street he was part of that meeting and felt that with the sidewalk improvements for the old church it would be a good idea for the city to continue those improvements farther down Main Street.

**D. ACTION ITEMS**

**1. Mayor vacancy discussion**

Scott Pingel stated the City Council was no beholden to any specific rules or timelines for appointing a new Mayor. He explained that if the Council should decide to appoint a new Mayor now or at a future meeting that person would only serve until December 31, 2014 when that term would expire; consequently, the newly appointed Mayor would need to immediately run for re-election or simply serve for a short time. Pingel stated Council could decide to wait

until the November elections and have the Council President preside over Council meetings. Councilor Frank stated she would rather appoint someone now and not be without a Mayor for almost a year. Councilors Bixler and Utt agreed. Councilor Collins asked if Councilor Wytoski had an interest in running for Mayor in the November election. Councilor Wytoski stated that she did intend to run for Mayor in the next election. Councilor Collins stated he preferred having a Mayor elected by the citizens rather than having someone appointed by the Council. Councilor Collins stated he was impressed by the leadership of Councilor Wytoski as Council President and felt comfortable with her leadership as Council President until the November election. Councilor Frank stated she felt that citizens would prefer knowing there was someone as Mayor who would be seen as leading the city. Councilor Frank felt that since Councilor Wytoski had been Council President she should be appointed Mayor, and then in November the citizens would be able to vote for the individual they would like to have as Mayor. Councilor Bixler agreed that the city needed a Mayor. Heather Martin, City Attorney, stated Council would need to follow the process in the Municipal Code for appointment by Council. She explained Council would first need to declare a vacancy and then advertize that vacancy to give the opportunity for people to apply. Ms. Martin stated after that process then Council could appoint the Mayor from those that apply. She stated if in the future Council wanted to change that appointment process they would need to change that part of the code.

**JOHN BIXLER MOVED TO DECLARE THE MAYOR VACANCY AS OF JANUARY 6<sup>TH</sup> 2014 AND APPOINT A NEW MAYOR AT THE FEBRUARY 3<sup>RD</sup> 2014 MEETING. SECONDED BY ANNETTE FRANK. *Motion carried with Bixler, Collins, Frank, Utt and Wytoski voting aye. Price absent.***

**2. Appoint Council President**

**JOHN BIXLER MOVED TO APPOINT ANNETTE FRANK AS COUNCIL PRESIDENT. SECONDED BY BETH WYTOSKI. *Motion carried with Bixler, Collins, Frank, Utt and Wytoski voting aye. Price absent.***

**3. McDougal transmission line easement agreement**

Scott Pingel stated this agreement had been reviewed by the City Attorney and agreed to by Arland McDougall. He stated they were only waiting for maps and legal descriptions before having Mr. McDougall sign the agreement.

**ANNETTE FRANK MOVED TO APPROVE MCDOUGAL TRANSMISSION LINE EASEMENT AGREEMENT. SECONDED BY JOHN BIXLER. *Motion carried with Bixler, Collins, Frank, Utt and Wytoski voting aye. Price absent.***

4. **Downtown parking discussion**

Scott Pingel stated staff had been working with Twin Towers on their renovation of the Old Baptist Church and this renovation would trigger required public improvements to the adjacent sidewalk as well as parking. He stated Twin Towers has requested angle-in parking on the north side of Main Street and adjustments to the required sidewalk and planter strip improvements. Scott Pingel stated all of this had triggered questions regarding parking in the downtown generally; consequently, the city would need to give direction to Twin Towers on what will be required of them as well as looking at the larger issue of parking in the downtown. He reminded Council that at the December 2013 meeting there was discussion on making 4<sup>th</sup> Street (Ferry to Main) and Main Street (3<sup>rd</sup> to 4<sup>th</sup>) one-way streets and having angled-in parking on both sides of those streets. He stated staff had written a formal letter to ODOT asking for review of this issue, but they have not heard back yet; however, he stated if ODOT did approve this, the city would have to make improvements to 3<sup>rd</sup> Street to accommodate the one-way on Main Street. Scott Pingel stated the question to Council would be was this how they would want the downtown area to look like and do they want these two random one-way streets. Councilors Frank, Utt and Wytoski stated they were not interested in the one-way street option. Councilor Wytoski felt the one-way streets would be very frustrating for many community members. Scott Pingel stated staff would like to pursue angle-in parking on the north side of Main Street. He explained the angled-in parking that was on the drawing from Westech Engineering (pg 19 of the agenda) was at a 60 degree angle. Denny Muchmore, Westech Engineering stated they could also go with 45 degree angled-in parking. He explained that the difference between the two might mean a difference of maybe two parking spaces. Denny Muchmore stated Dayton's building official explained there was no requirement in state codes for on street handicap parking. Council stated they would like to make sure that there was at least one ADA parking space included in the angled-in parking on Main Street. Scott Pingel stated that the request by Twin Towers for adjustments to the required sidewalk and planter strip improvements had already been approved by Council at their November meeting.

**ANNETTE FRANK MOVED TO APPROVE ANGLE IN PARKING ON THE NORTH SIDE OF MAIN IN THE CENTRAL BUSINESS OVERLAY ZONE. SECONDED BY SANDRA UTT.**

Denny Muchmore reminded Council that the Central Business Overlay Zone did extend down to 2<sup>nd</sup> Street and he wanted to know if it was Council intent to include that area in their motion or did they want angle-in parking only between 3<sup>rd</sup> and 4<sup>th</sup> Streets. Councilor Frank amended her motion.

**ANNETTE FRANK MOVED TO APPROVE ANGLE IN PARKING ON THE NORTH SIDE OF MAIN BETWEEN 3<sup>RD</sup> AND 4<sup>TH</sup> STREETS IN THE CENTRAL BUSINESS OVERLAY ZONE. SECONDED BY SANDRA UTT. Motion carried with Bixler, Collins, Frank, Utt and Wytoski voting aye. Price absent.**

**5. 2014/2015 goal setting**

After discussion, Council agreed to the following changes to the 2014/2015 goals:

Goal A

Complete engineering for tying in Fisher Farms wells to the system – priority 1 (depending on purchase of property - could be done in next year)

Replace main transmission line from the springs to McDougall Wells – priority 1

Dredge the sewer lagoons – priority 2 (will be budgeted in the 2014/2015 budget but may not find a farmer to take the sludge until 2015/2016)

Develop plan for updating and expanding sewer system – priority 1

Pave the gravel walkway between Ash and Howard Jordan Loop – priority 1

City Hall to Romans (15ft sidewalks and street trees) – priority 1

Ferry Street (9<sup>th</sup> to Flower Lane) – priority 2

Complete intertie with McMinnville Power and Light – priority 3

Investigate options of methane capture – take off list – this would not be feasible

Establish solar panels – Palmer Creek Lodge and added City Hall (if feasible), City Hall Annex (if feasible)

Identify potential land for industrial use – priority 1

Street overlay program – continue same as 2013/2014 – doing \$40,000-\$45,000 overlay projects

Goal B

Rehabilitation of Miller Fountain – staff will be doing a request for quotes and send to specific contractors – no longer historic project

Complete interior pathway improvements within Courthouse Square Park – keep priority 2

Coordinate public signage within the City – don't do 2 hour parking now – wait to see if it becomes an issue

Added new objective to goal B – establish a yard of the month/beautification program with a priority 1 and eliminate under goal G – create a structure for the block by block clean-up that includes leaders and student involvement

Goal C

Add signage for Alderman Dog Park – priority 1

Change objective in goal C – work with School District to re-establish and reopen the nature trail – priority 1

**E. CITY COUNCIL COMMENTS/CONCERNS**

**F. INFORMATION REPORTS**

**1. City Manager's Report**

Councilor Wytoski closed the Regular Session at 9:08 pm and stated Council would move into the Executive Session pursuant to ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property.

Councilor Wytoski closed the Executive Session at 9:37 and moved back into the Regular Session


Scott Pingel wanted Council to be aware that as the city completes some of their water and sewer capital improvements, the working capital carryover for the water, sewer, water capital and sewer capital fund will be less than they currently are. He stated water and sewer rates will have to be increased in order to meet those capital improvement obligations.

**H. ADJOURN**

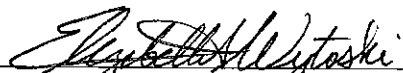
There being no further business, the meeting adjourned at 9:42 p.m.

Respectfully submitted:

**APPROVED BY COUNCIL on April 7, 2014**

  
By: Peggy Selberg  
City Recorder

As Written  As Amended

  
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Mayor Elizabeth Wytoski