

**MINUTES**  
**DAYTON CITY COUNCIL**  
**REGULAR SESSION**  
**April 2, 2018**

**PRESENT:** Mayor Elizabeth Wytoski  
Councilor John Bixler  
Councilor John Collins  
Councilor Kitty Mackin  
Councilor Trini Marquez  
Councilor Nikki McGraw

**ABSENT:** Councilor Darrick Price

**STAFF:** Zoe Monahan, City Manager  
Rochelle Roaden, City Recorder  
Steve Sagmiller, Public Works Director

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

Mayor Wytoski called the meeting to order at 6:30 pm, those present gave the Pledge of Allegiance.

**B. ROLL CALL**

Mayor Wytoski noted there was a quorum with Councilors Bixler, Collins, Mackin, Marquez and McGraw present. Mayor Wytoski noted the absence of Council President Darrick Price.

**C. APPEARANCE OF INTERESTED CITIZENS**

Casey Kulla, a full time farmer, residing at 18705 SE Upper Island Road, located on Grand Island attended the meeting. He stated he is running for position number one on the Board of Commissioners for Yamhill County and is interested in hearing what's happening in Dayton from the Councilors perspective. He feels it is important for people living outside of McMinnville to have a voice; he made himself available for questions.

Heath Shamburg stated he owns the house and business at 623 Ferry Street, Dayton. He is in the process of restoring his historic home as a Bed and Breakfast. He is retired and is interested in being an active member of the community; he offered his services to the Council. Mayor Wytoski addressed zoning and short term rentals and advised Mr. Shamburg that his property is not in a zone that allows for short term rentals. Councilor Collins asked that he take the information off Air B & B that states his entire house is for rent as it is a Code violation and is confusing to other residents of the City.

**D. ACTION ITEMS**

**1. Approval of Replacement and Repair of Laurie Lane Water Line**

Public Works Director, Steve Sagmiller reviewed the reasons for the need to replace the water line. Discussion continued.

**JOHN BIXLER MOVED TO APPROVE THE REPLACEMENT AND REPAIR OF THE LAURIE LANE WATER LINE AND AWARD THE PROJECT TO LEO EXCAVATING WITH A BUDGET OF \$41,745. SECONDED BY TRINI MARQUEZ. Motion carried with Bixler, Collins, Mackin, Marquez, McGraw, and Wytoski voting aye. Price absent.**

2. **Approval of Resolution 17/18-12 Appoint City Manager to the City of Dayton's YCAHC Board Position**

**KITTY MACKIN MOVED TO APPROVE RESOLUTION 17/18-12, A RESOLUTION SUPPORTING THE CITY OF DAYTON'S ONGOING PARTICIPATION AS A MEMBER OF THE YAMHILL COUNTY AFFORDABLE HOUSING CORPORATION'S (YCAHC) REGIONAL HOUSING REHABILITATION COLLABORATIVE AND BOARD OF DIRECTORS, AND TO APPOINT THE NEW CITY MANAGER, ZOE MONAHAN, AS THE SUCCESSOR TO FORMER BOARD MEMBER, SCOTT PINGEL. SECONDED BY JOHN COLLINS. Motion carried with Bixler, Collins, Mackin, Marquez, McGraw and Wytoski voting aye. Price absent.**

3. **Adoption of FY 2018/19 Strategic Plan Goals**

**KITTY MACKIN MOVED TO APPROVE THE CITY COUNCIL STRATEGIC PLAN GOALS FOR FISCAL YEAR 2018-19. SECONDED BY JOHN BIXLER. Motion carried with Bixler, Collins, Mackin, Marquez, McGraw and Wytoski voting aye. Price absent.**

John Collins suggested the Strategic Plan Goal master document heading, be changed to add fiscal year, to provide a little clarity. Mayor Wytoski asked that the Strategic Plan Goal document be made available on the City's website.

4. **Adoption of the City Manager's Expectations**

Mayor Wytoski stated that under the management skills first bullet point she meant to write, retains competent personnel, not maintains competent personnel.

**KITTY MACKIN MOVED TO APPROVE THE CITY MANAGER EXPECTATIONS AS AMMENDED. SECONDED BY TRINI MARQUEZ. Motion carried with Bixler, Collins, Mackin, Marquez, McGraw and Wytoski voting aye. Price absent.**

E. **CITY COUNCIL COMMENTS AND CONCERNS**

Kitty Mackin asked about the dedicated staff member and wanted to know if the information was available to the public. Wytoski stated that it was public information and that once the job posting details were finalized for publication it could be added to the water bill and/or to the website. Discussion continued.

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John Collins wanted to know if staff was advised on the process of hiring a new Librarian. Zoe Monahan stated they were updating the job description to ensure it meets our needs and advised it will have the information element as part of our plan. She has reached out to a Library Director colleague to obtain information on where to post the position. Discussion continued.

John Collins also wanted to know if the City has received data from Lafayette on their leakage percentage. Steve Sagmiller stated that they have not been furnishing that information to us; he is aware of what Lafayette uses from the joint system. Steve stated that he will be meeting with Lafayette's Public Works Director on a weekly basis. Further discussion continued.

John Bixler stated there will be an On-line Safety Night at the Grade School on Wednesday between 6:00 pm and 7:30 pm in the cafeteria, if anyone wants to attend.

**F. INFORMATION REPORTS**

1. City Manager Report

Zoe Monahan stated that she would like to make some changes to the scheduling for April, May and June. She is hoping to hold a special meeting on April 16<sup>th</sup> as we need to adopt a sewer project resolution. Zoe advised there will be a special meeting on June 18<sup>th</sup> in order to hold a public hearing to adopt Code for ADU's (Accessory Dwelling Units) and has tentatively scheduled June 2<sup>nd</sup> or June 18<sup>th</sup> to adopt the budget.

Zoe asked the Council to hold May 7<sup>th</sup> and 21<sup>st</sup> and potentially the 29<sup>th</sup> should a 3<sup>rd</sup> Budget Meeting be needed. There is a Town Hall Meeting with Yamhill County Commissioners on May 7<sup>th</sup> prior to the City's Budget Committee Meeting. The All City Clean-up is April 28<sup>th</sup> from 8:00 am to noon.

The pre-construction meeting for the sewer project was held last week, work is expected to start in early June, but could start earlier, depending on weather.

An invitation for SEDCOR, an Oregon Economic Development Forum on May 10<sup>th</sup> was passed out to the Council. Council was also given a letter regarding water.

**G. ADJOURN**

There being no further business, the meeting adjourned at 7:11 pm.

Respectfully submitted:



By: Rochelle Roaden  
City Recorder

**APPROVED BY COUNCIL on August 6, 2018.**

As Written  As Amended

  
Elizabeth Wytoski, Mayor