

MINUTES
DAYTON CITY COUNCIL
REGULAR/EXECUTIVE SESSION
AUGUST 6, 2018

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

ABSENT:

STAFF: Rochelle Roaden, City Recorder
Steve Sagmiller, Public Works Director
Heather Martin, City Attorney

A. CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

B. ROLL CALL

Mayor Wytoski noted there was a quorum with Councilors Bixler, Collins, Mackin, Marquez, McGraw and Price.

C. APPEARANCE OF INTERESTED CITIZENS

Erika Pagel, 22487 SW Meissinger Place, Sherwood, Oregon, on behalf of Newberg Habitat for Humanity invited Council members to their annual Elected Officials Build in Newberg. The project is a single family home and she advised that since it's an election year the Newberg Graphic will be covering the event and running a story as a human interest piece. Ms. Pagel also provided information on their upcoming projects.

J.T. Smith, 400 Ferry Street, Dayton, Oregon, of The By-Pass Bar and Grill introduced himself as the new owner of the facility, providing an update on recent improvements as well as plans for future updates. He looks forward to a good partnership with the City and hopes to work with other area businesses to bring new business to the community. Mayor Wytoski provided information regarding the DCDA and how to contact them.

D. CONSENT AGENDA

1. Approval of Meeting Minutes
 - a. Working/Special Session Minutes, March 19, 2018
 - b. Regular Session Minutes, April 2, 2018
 - c. Working/Special Session Minutes, April 16, 2018
 - d. Ratification of decisions on Pirate Cruzzers Car Show Permits, SCA Grant Application, and Refreshing Youth Collection Grant per authority given by the City Council to City Recorder, Rochelle Roaden.

DARRICK PRICE MOVED TO APPROVE THE CONSENT AGENDA OF THE WORKING/SPECIAL SESSION MINUTES, MARCH 19, 2018, THE REGULAR SESSION MINUTES, APRIL 2, 2018, THE WORKING/SPECIAL SESSION MINUTES, APRIL 16, 2018 AND THE RATIFICATION OF DECISIONS ON PIRATE CRUZZERS CAR SHOW PERMITS, SCA GRANT APPLICATION, AND REFRESHING YOUTH COLLECTION GRANT PER AUTHORITY GIVEN BY THE CITY COUNCIL TO CITY RECORDER, ROCHELLE ROADEN AS AMENDED. SECONDED BY TRINI MARQUEZ. Motion carried with Bixler, Collins, Macklin, Marquez, McGraw, Price and Wytoski voting aye.

Mayor Wytoski closed the Regular Session at 6:40 pm and stated Council would move into Executive Session pursuant to ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions and ORS 192.660(2)(f) to consider information or records that are exempt by laws from public inspection.

Mayor Wytoski closed the Executive Session at 7:08 pm and moved back into the Regular Session.

E. ACTION ITEMS

1. City Manager Action

JOHN COLLINS MOVED TO AUTHORIZE THE MAYOR TO ENTER INTO A SEPARATION AGREEMENT WITH ZOE MONAHAN, CITY MANAGER. SECONDED BY KITTY MACKIN. Motion carried with Bixler, Collins, Mackin, Marquez, McGraw, Price and Wytoski voting aye.

DARRICK PRICE MOVED TO ALLOW THE CITY TO ACCEPT ZOE MONAHAN'S RESIGNATION. SECONDED BY JOHN COLLINS. Motion carried with Bixler, Collins, Mackin, Marquez, McGraw, Price and Wytoski voting aye.

Mayor Wytoski addressed Council regarding the need to consider appointing an Interim City Manager. She commented on Rochelle Roaden, City Recorder, stepping up while the current City Manager has been on leave and the good job she has done facilitating a recovery with the staff. She has worked hard to ensure adequate staff coverage, worked extended hours and has done an excellent job ensuring everything is running smoothly.

JOHN COLLINS MOVED TO APPOINT ROCHELLE ROADEN AS THE INTERIM CITY MANAGER AND AUTHORIZE THE MAYOR TO ENTER INTO AN INTERIM EMPLOYMENT AGREEMENT. SECONDED BY JOHN BIXLER. Motion carried with Bixler, Collins, Mackin, Marquez, McGraw, Price and Wytoski voting

aye.

2. Approval of Resolution 18/19-5 Small Cities Allotment Grant

John Collins asked if the only ADA work would be in Courthouse Square Park. Steve Sagmiller, Public Works Director, explained that some work would also be done on 4th Street, across the street from the park. He also advised that there is work to be done on both sides of the street but the majority of the work involves the bulb-out on the corner of 4th Street and Main.

KITTY MACKIN MOVED TO APPROVE RESOLUTION 18/19-5 A RESOLUTION AUTHORIZING APPLICATION FOR THE SMALL CITY ALLOTTMENT GRANT. SECONDED BY JOHN COLLINS. *Motion carried with Bixler, Collins, Mackin, Marquez, McGraw, Price and Wytoski voting aye.*

3. Footbridge Discussion/Approval of Geotechnical Boring

Rochelle Roaden provided an update on the OBEC load bearing test, advising that it has been completed and they are working to complete the report results. She went on to explain that the goal is to get the utility weight off the bridge, placing the utilities under the river. The first step in the process is to complete geotechnical boring which will determine the depth needed to move the utilities. Rochelle Roaden advised that once the geotechnical boring is complete the next step is having Westech Engineering complete the project design. She noted that should some type of catastrophe happen, causing the footbridge to fall, we would already have a design plan in place which may help in qualifying for emergency funds allowing the City to complete the project quickly. Without the design plan in place it could be months before we are able to make the needed repairs, leaving the city without water and sewer and allowing the utilities to go into the river.

Denny Muchmore, City Engineer, advised the time frame for the design phase of the project is only a few months and could be completed before the end of 2018. He advised he received an email today from OBEC and the findings of the load test showed the footbridge preformed much better than expected and can currently carry 25 lbs. per square foot. He noted that by removing the water weight from the bridge it would remove approximately 55 lbs. per liner foot and would give us a good start in getting to the 90 lbs. per square foot the footbridge can carry.

MAYOR WYTOSKI MOVED TO APPROVE A GEOTECHNICAL BORING PROJECT NOT TO EXCEED \$60,000 TO WESTECH ENGINEERING. SECONDED BY DARRICK PRICE. *Motion carried with Bixler, Collins, Mackin, Marquez, McGraw, Price and Wytoski voting aye.*

F. CITY COUNCIL COMMENTS AND CONCERNS

Kitty Mackin asked how long Ferry Street would be inaccessible. Steve Sagmiller advised the work should be completed by the end of the week. Denny Muchmore noted there would be some additional work done on Ferry Street at a later date. Kitty Makin also advised of a car wash planned for August 11th with the proceeds going to Homeward Bound Pets.

Trini Marquez mentioned that the City's request for volunteer water conservation has sparked some questions from the community regarding watering in Courthouse Square Park. Apparently mention has been made about watering in the afternoon; Steve Sagmiller advised the hanging flower baskets are watered in the morning and the afternoons, due to the heat, but everything else is watered from midnight to 4:00 am.

Darrick Price complimented Rochelle Roaden, mentioning what a great job she is doing and the confidence he has in her as Interim City Manager. He inquired about the plan regarding staffing, stating he would like to have a discussion in the next month to figure out how to balance the workload.

Mayor Wytoski commented that she would like the Council to consider placing a timeline of six months on Rochelle Roaden's appointment as Interim City Manager. This would allow her time to learn the components of the position and then she could be hired as City Manager, on a trial basis, giving her time to learn all aspects of the job. At that point she would be evaluated as a typical City Manager might be. Mayor Wytoski would like to see this addressed at the next Council meeting. Discussion continued.

Mayor Wytoski inquired about a possible water leak in the park in the vendor area for Dayton Friday Nights. Steve Sagmiller advised irrigation is only on in the early morning hours so that should not be the issue. He will look into what the problem might be.

Mayor Wytoski advised that she recently attended the Oregon Mayor's Association conference. She spoke with other Mayors and agencies regarding possible funding options for the footbridge, the process of relocating the infrastructure and fixing the bridge itself. She feels that with all of the programs available we should be able to get a significant amount of assistance. She advised that Safe Routes to School has changed their requirements making it more accessible and better funded. With the changes it appears there will be a better chance to obtain funding for the 9th to Flower Street project.

Mayor Wytoski attended a session on Transient Lodging Tax (TLT) use, learning about the requirements placed on items that can and cannot be covered. She mentioned cities that have software that continuously checks for short-term rentals in their areas making them aware of businesses that should be collecting TLT.

Mayor Wytoski spoke with ODOT and was advised that they will send someone out to review the problems we are experiencing with the chip seal. She was able to obtain information regarding the Transportation Bill and the Small City Allotment advising it is due to go up again in three years, from 10 million to 15 million, providing us with a higher eligibility amount.

Mayor Wytoski, Rochelle Roaden and a DCLD representative visited the University of Oregon after their Green City review and recommendations for the footbridge project. Mayor Wytoski spoke to the

class about the history of the bridge, the values of the community and former projects. The class provided several project proposals, one being changing the vegetation planted along the river trying to attract salmon and bigger game fish to the area. While at the Oregon Mayor's Conference, Mayor Wytoski met with DEQ and Fish and Wildlife who thought the plan might have merit. They will be looking in to the proposal. Discussion continued.

Lastly, Mayor Wytoski advised that when goal setting, at the first session of each year, Council should be reviewing Council Rules, signing off on them, accepting them and making adjustments as necessary. John Collins asked who sets the rules. Heather Martin, City Attorney, responded that the Council usually adopts the rules governing themselves. John Collins mentioned that he does not have a copy of the rules; Rochelle Roaden advised she provides new Councilors with a copy of the City Charter as well as the Council Rules and will provide a copy for him. Mayor Wytoski proposed setting a date each year to review and update the rules as needed.

John Collins expressed his admiration and appreciation of the job Mayor Wytoski does for the City. He voiced a concern about the state the City would be left in should the Mayor leave, asking if there is contingency plan should that day arrive. Mayor Wytoski proposed keeping a binder with all of the pertinent information regarding all of the aspects of her position.

John Collins asked about employees and patrons of The Bypass Bar and Grill parking on the side of the property, which is owned by the City. He would like to see this addressed now so that it doesn't become an ongoing issue. The upcoming election was of interest to John Collins with him asking who was running and who has decided not to run. Discussion continued.

G. INFORMATION REPORTS

1. City Manager Report

Rochelle Roaden, Interim City Manager, mentioned the deadline to file for the upcoming General Election is August 17, 2018 advising that the filing fee or required signatures, in lieu of a filing fee, need to be turned in to her. Anyone wishing to be included in the voting pamphlet will need to go to the county office.

Rochelle Roaden provided an update on Westhaven LLC advising Code Enforcement issued a citation in June which required a court appearance. Upon appearing in court, a not guilty plea was entered and an October trial date was set. Rochelle contacted City Attorney, Heather Martin, asking that a prosecutor be appointed to represent the City at the trial. Heather Martin advised it will likely be an attorney from their firm.

Rochelle Roaden provided an update from the Librarian, noting that 242 new books were purchased with \$3,000 in funds received from the Refreshing the Youth Collections grant. In addition, a grant was received for the Oregon Battle of the Books which means the library will be receiving a full set. The library has also purchased over 50 new graphic novels for young readers with many current favorites included. A new movie streaming site, Kanopy, is now available for CCRLS card holders. The service also provides access to Consumer Reports online with details on how to access the sites on the libraries

home page. There is a new CCRLS app that is up and running with availability in both the Google Play and iTunes stores. The app allows patrons to access their accounts, find their closest member library, and use their phone as their library card when checking out in person and download e-books, audio books and more. The librarian reports there are changes coming over the next few months. She hopes to replace stained and worn items in the restroom, order new furniture that is more durable, versatile, and stain resistant with power sources. She is hoping to be able to offer Wi-Fi and is working to streamline the collection books to make for a better experience for our patrons.

The sewer capital project is 10% complete and is expected to be completed within 6 months of the mid-June start date. According to Steve Sagmiller, the pipeline portion of the project should be completed in approximately 2 months while substantial completion for the lift station and the entire project should be completed by the first or second week of December.

Rochelle Roaden and Mayor Wytoski are scheduled to meet with the Safe Route to School representatives on August 8th to review the requirements to submit our application and get this project started.

Rochelle Roaden asked that Council let her know if they will be attending the City County dinner in November.

A report on the well production for this year and last year's usage was provided by Steve Sagmiller who reported that we have not yet been at a level in the reservoir that has been problematic. He advised we've stayed at the low point of 23 feet which is about 5 feet higher than last year, stating that Lafayette's numbers are greatly decreased from last year. During July of this year they used 5 million gallons compared to last July's usage of 13 million gallons. He said they are using their ASR much more effectively. With the hot weather we've experienced there has been a little slow down in some of the wells but they are holding their own and still being rested. Steve Sagmiller reported that although Dayton's consumption is up, Dayton and Lafayette's usage this year is less than Lafayette's last year.

Steve Sagmiller noted that the sewer project has taken a toll on the roads. A discussion ensued regarding ODOT's chip seal, or lack of, and the bad state of the roads. He advised that once the current portion of the project is complete the contractor will repave sections of the road which ODOT will have to inspect. Discussion continued.

H. ADJOURN

There being no further business, the meeting adjourned at 8:37 pm.

Respectfully submitted:


By: Rochelle Roaden
City Recorder

APPROVED BY COUNCIL on October 1, 2018.

As Written As Amended


Elizabeth Wytoski, Mayor