

**MINUTES**  
**DAYTON CITY COUNCIL**  
**REGULAR SESSION**  
**October 1, 2018**

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

**ABSENT:** Councilor Nikki McGraw

**STAFF:** Rochelle Roaden, Interim City Manager  
Vicki Durand, Community Development Assistant

**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, Mackin, Marquez and Price. Mayor Wytoski noted the absence of Councilor Nikki McGraw.

**C. APPEARANCE OF INTERESTED CITIZENS**

Sam Dixon, 1141 Ash Street, Dayton, Oregon, stated he is here with two Boy Scouts who are attending the City Council meeting as a part of the requirement to earn their citizenship requirement. Mr. Dixon shared that both Ezra and Collin Walker have served the community well participating in the City Wide Clean-up and other volunteer opportunities. They are here to learn what the concerns of the city are and what type of things come up at City Council meetings.

**D. CONSENT AGENDA**

1. Approval of Meeting Minutes
  - a. Regular Session, July 2, 2018
  - b. Executive Session, July 9, 2018
  - c. Regular/Executive Session, August 6, 2018
  - d. Work/Special Session, August 20, 2018
  - e. Regular/Executive Session, September 4, 2018

**JOHN COLLINS MOVED TO APPROVE THE CONSENT AGENDA OF THE REGULAR SESSION MINUTES, JULY 2, 2018, THE EXECUTIVE SESSION MINUTES, JULY 9, 2018, THE REGULAR/EXECUTIVE SESSION MINUTES, AUGUST 6, 2018, THE WORK/SPECIAL SESSION MINUTES, AUGUST 20, 2018, AND THE REGULAR/EXECUTIVE SESSION MINUTES, SEPTEMBER 4, 2018 AS AMENDED. SECONDED BY JOHN BIXLER. Motion carried with Bixler, Collins, Mackin, Marquez, Price and Wytoski voting aye. McGraw absent.**

**E. ACTION ITEMS**

**1. Donation Request – Dayton High School Cheer**

**JOHN COLLINS MOVED TO APPROVE THE DONATION REQUEST FOR THE DAYTON HIGH SCHOOL CHEER IN THE AMOUNT OF \$300.00. SECONDED BY DARRICK PRICE. *Motion carried with Bixler, Collins, Mackin, Marquez, Price and Wytoski voting aye. McGraw absent.***

**2. Adoption of Resolution 18/19-6 Safe Routes to School Grant**

**JOHN BIXLER MOVED TO APPROVE RESOLUTION 18/19-6 A RESOLUTION AUTHORIZING THE CITY OF DAYTON TO APPLY FOR THE SAFE ROUTES TO SCHOOL GRANT FROM THE OREGON DEPARTMENT OF TRANSPORTATION TO FUND THE 9<sup>TH</sup> STREET TO FLOWER SIDEWALK IMPROVEMENT PROJECT AND AUTHORIZING THE INTERIM CITY MANAGER TO SIGN THE APPLICATION. SECONDED BY KITTY MACKIN. *Motion carried with Bixler, Collins, Mackin, Marquez, Price and Wytoski voting aye. McGraw absent.***

**F. CITY COUNCIL COMMENTS AND CONCERNS**

Kitty Mackin expressed her concern regarding the condition of the sidewalks between her residence and City Hall, particularly the exits from Dayton Elementary School. Rochelle Roaden, Interim City Manager, advised she has contacted the project inspector regarding these concerns and in response the width of the entrance to the Post Office has been increased and they have also filled in several clean cuts that were previously filled with gravel. An update on the project completion schedule was provided with Kitty Mackin stating that while she understands the restrictions of the sewer project and knows there is nothing that can be done about it still finds it unacceptable. Discussion continued. On a positive note, Kitty Mackin advised the Council that she received the Most Improved Clown Award from the Portland Rose Festival. She mentioned that she feels this award is due, in part, to her participation with the Library's Summer Reading Program.

John Collins inquired about CCRLS's Performers Showcase asking if our Librarian attends this function. Rochelle Roaden confirmed that she does and he asked Councilor Mackin if she would like to attend. She responded that she would be happy to attend.

John Collins provided information on Business Registrations and how they are handled in different cities, noting that all seem to require them using them to help enforce zoning and keep track of businesses operating within the cities. He pointed out that the Secretary of State requires business to register on an annual basis and that their website could be used in determining businesses operating within the city. Unfortunately not all business follow the law so he does not feel it would serve the city well to discontinue requiring business registrations but commented that providing information on the application as to why the city requires them might prove helpful and possibly considering requiring registration every two years.

John Collins advised he spoke to a Lafayette City Councilor regarding their water restrictions who commented that their restrictions really worked. John Collins stated he believes the repair of some very large leaks is more likely the reason, as opposed to conservation, and that keeping track of their loss rate and leaks will help us to determine where we are at.

Trini Marquez commented that she is required to register their business with the Secretary of State every two years rather than annually. She also mentioned that they have a contract with the City of Beaverton who has never required them to register their business.

Mayor Wytoski advised that she and Rochelle Roaden attended the League of Oregon Cities (LOC) conference this past week. They attended different sessions to allow them to bring back as much information as possible. Mayor Wytoski attended sessions mostly specific to her role as Mayor, some of which spoke to topics on City Council rules as well as on-boarding new councilors. The information provided will assist Council after the election when they begin their goal and rule setting session.

She spoke with a representative from the National LOC who provided information on a person who is interested in telling our story with the footbridge which may provide some funding possibilities. Mayor Wytoski relayed the structural importance, the connection to tourism and the infrastructure. The representative advised that one of the things they provide is coverage for sewer laterals which is similar to insurance where homeowners can opt in for coverage at a cost of \$6 to \$8 per month providing them with total coverage for problems arising on their side of the meter.

Mayor Wytoski mentioned the critical feedback over the past few weeks regarding the water which residents are reporting as tasting like dirt or mold. She assured everyone that the water is safe and that testing does not reveal any problems. For the sake of improving the taste Pubic Works has performed line flushing of some of the hydrants in town.

The agreement for the Brookside Cemetery property transfer did not go before the School Board; the final meeting will be held on October 5, 2018, and it is expected to be closing soon. Emergency Plan Updates are in the planning stages with Mayor Wytoski reporting that the City will be looking at ways we can help the School District, how the School District can assist the City and whether the City should have a decision making seat on the School Board.

Mayor Wytoski reviewed the LOC Legislative Priorities, encouraging Council members to look into the possibility of testifying for them as they look at Mental Health Investment, Improving Access to Housing Treatment, Changing DHS Response when Responding, the Charge Rate for Reimbursement for Travel and Medication, Cost Containment, Housing and Homeless Improvements, Housing First Plan, Infrastructure Re-finance and Resilience Investment, Right of Way and Franchise Fee Authority and the Third Party Building Inspection Preservation.

Mayor Wytoski reported the City has signed the papers and closed on the Dayton Village Housing Properties project.

Mayor Wytoski also reported that she was elected to the Board of Directors at OMA and will be the youngest member of the board.

**G. INFORMATION REPORTS**

**1. City Manager Report**

Rochelle Roaden reported that water usage and production for September are down and that for the first time Dayton residents used more of the distribution than Lafayette residents. She also advised that Lafayette continues on their odd-even watering restriction, per their website.

Rochelle Roaden discussed Code Enforcement and the Recreational Vehicle (RV) parked south of Joel Palmer Way, advising a survey has been completed and shows that the RV is located on City property. She will make an attempt to contact the property owners and advise the Gillichat's that the RV has to be moved and parked adjacent to a driveway per City Code.

Regarding The Dayton By-Pass Bar & Grill, Rochelle Roaden has asked Steve Sagmiller, Director of Public Works, to obtain an estimate to determine the cost of installing a fence on the property line between City Hall and the bar. The fence would ensure bar patrons would not park on City property.

Kitty Mackin inquired about Lonestar BBQ's request to re-install a sign they report the City previously asked them to take remove when they purchased the business. Rochelle Roaden advised staff is reviewing code requirements and she will be getting in touch with the owners once the review is complete.

Rochelle Roaden provided the Librarian's report advising Cyndi Park attended the Oregon Library Association (OLA) Public Library Division Fall Meeting in Bend. She wanted council to know that in the next legislative session which will be in February 2019 they will be recommending an updated definition of public libraries. Requirements that go along with that definition are that libraries offer Wi-Fi, provide a dedicated space to serve patrons who are in wheelchairs and that they publish policies for collection management circulation and patron confidentiality. According to Cyndi Park we have the space for wheelchair access. Rochelle Roaden checked into Wi-Fi access through Online Northwest and the cost will be approximately \$70 per month.

The Battle of the Books, books are in and they have their own shelf between the young adults and the children's section. Cyndi Park is continuing to weed out books that have not been checked out in the past three years from the collection. To date, approximately 10-11 boxes of books have been donated to the Dayton Elementary School. A Halloween party is planned for October 31<sup>st</sup> from 3:00 to 5:00 pm with hot dogs and punch being served, along with lots of candy!

Rochelle Roaden let Council know that Deputy Roy Harrell began work on September 11, 2018, and will be working Tuesday through Friday from 8:00 am to 6:00 pm. She will ask him to begin parking in front of City Hall so residents will know when he is available.

Regarding staffing, Dawn Beverage, Accountemps, began working on September 13, 2018, and will be working a maximum of 24 hours per week. She aced the Accounting Test and has already provided a lot of help, including assisting in the completion of the Financial Audit, a Workers Comp Audit and a LEDS Audit.

The ribbon cutting for the Brookside Cemetery sign will be held on October 15, 2018, from 2:00 pm to 3:00 pm.

Rochelle Roaden reminded Council that the City County Dinner will be held on November 15, 2018, at 6:30 pm., Lonestar BBQ will be providing the catering.

The date for this year's Tree Lighting will be held on December 1, 2018, at 6:30 pm., and the Breakfast with Santa and Holiday Bazaar will be held on December 8, 2018, which will begin at 8:00 am.

**H. ADJOURN**

There being no further business, the meeting adjourned at 7:31 pm.

Respectfully submitted:



By: Rochelle Roaden  
City Recorder

**APPROVED BY COUNCIL on November 5, 2018.**

As Written  As Amended

  
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Elizabeth Wytoski, Mayor

