

MINUTES  
**DAYTON CITY COUNCIL**  
**REGULAR SESSION**  
**MARCH 4, 2019**

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

**ABSENT:** None

**STAFF:** Rochelle Roaden, City Manager  
Patty Ringnald, City Recorder

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

Mayor Wytoski called the meeting to order at 7:00 pm and those present gave the Pledge of Allegiance.

**B. ROLL CALL**

Mayor Wytoski noted there was a quorum with Councilors Collins, Holbrook, Mackin, Marquez and Price in attendance.

**C. APPEARANCE OF INTERESTED CITIZENS**

Darrick Price of 521 Ferry Street, Dayton, and Fishbone Construction spoke to the Council regarding the subdivision he is working on with Tom and Piper Sweeney. The subdivision will have 17 new lots, 9 of those lots will be affordable housing units. He stated that there will be a ground-breaking ceremony March 20<sup>th</sup> or 21<sup>st</sup> and invited the Council to attend.

Suzanne Paz of 703 Main Street, Dayton, spoke to the Council of her concerns of the rising cost of the City's water bill, asking the Council if there are plans for a cap on the amount that can be charged. Mayor Wytoski stated that at this time there is not a legislative cap or a rule that draws a line to limit the cost of water. Part of the increases are a result from not increasing the cost of the water in the past and not making updates to the infrastructure that delivers the water. She stated that the rate adjustments are due to the costs related to the running of the water and sewer system. Discussion continued.

Emily Natalie of 764 Joel Palmer Way, Dayton, introduced herself to the Council stating that she has been on the board of the Dayton Community Development Association (DCDA) for 3 years and has lived in Dayton for 4 or 5 years. She has been contracted by the DCDA to help obtain a membership structure and more sustainable funding for the organization. Emily advised that the DCDA has applied for a grant to fund an executive director position and they are waiting to hear back on their application.

**D. CONSENT AGENDA**

1. Approval of the Regular Session Meeting Minutes, February 4, 2019
2. Ratification of SPIRE Grant Application Submission.

**DARRICK PRICE MOVED TO APPROVE THE CONSENT AGENDA OF THE REGULAR SESSION MINUTES, FEBRUARY 4, 2019 AS AMENDED AND THE RATIFICATION OF THE SPIRE GRANT APPLICATION SUBMISSION. SECONDED BY DANIEL HOLBROOK. Motion carried with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye.**

**E. ACTION ITEMS**

1. Appointment and Re-Appointment of Budget Committee Members.

Mayor Wytoski stated that there is a language change, per the Council Rules process for appointing committee members. The motion should confirm the Mayors appointments and not to appoint the committee members. She stated that she met with both candidates and is appointing both candidates to the Budget Committee. Discussion continued.

**JOHN COLLINS MOVED TO CONFIRM MAYOR WYTOSKI'S APPOINTMENT OF CHRISTOPHER DAHLVIG AND MICHAEL HOWARD TO THE BUDGET COMMITTEE AND REAPPOINT CHRIS WYTOSKI TO THE BUDGET COMMITTEE WITH TERMS ENDING 12/31/21. SECONDED BY DARRICK PRICE. Motion carried with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye.**

2. Approval of Resolution 2018/19-12, US Bank Signing Authority.

**DARRICK PRICE MOVED TO APPROVE RESOLUTION 18/19-12 A RESOLUTION CHANGING SIGNATURE AUTHORITY FOR US BANK PRIMARY CHECKING ACCOUNT. SECONDED BY TRINI MARQUEZ. Motion carried with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye.**

3. Approval of Resolution 2018/19-13, City Council Rules Amendment #6.

Mayor Wytoski stated that changes to the Council Rules include, per the City Attorney, the language for the use of censure and disqualification for bias and ex parte contact which was updated using the language from the City of Keizer.

**DANIEL HOLBROOK MOVED TO APPROVE RESOLUTION 18/19-13 A RESOLUTION ADOPTING AMENDMENT #6 TO RESOLUTION 04/05-31, A RESOLUTION ADOPTING CITY COUNCIL RULES. SECONDED BY TRINI MARQUEZ. Motion carried with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye.**

4. Approval of Resolution 18/19-14 Equipment Surplus.

City Manager Rochelle Roaden reviewed the list of items determined to be surplus due to the remodel of the Library and some additional items that have been stored for some time.

**KITTY MACKIN MOVED TO APPROVE RESOLUTION 18/19-14 A RESOLUTION DECLARING CERTAIN PROPERTY AS SURPLUS & AUTHORIZING IT'S TRANSFER, SALE OR OTHER DISPOSITION. SECONDED BY TRINI MARQUEZ.** *Motion carried with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye.*

5. Approval of Easements for Online NW Telecommunications Cabinet.

Rochelle Roaden reviewed the proposal by Online NW to add a telecommunication cabinet to the City's property and the three conditions of the proposal. She stated that negotiations include internet service between the water treatment plant and City Hall for well monitoring, the removal of a tree and providing internet service to Fisher Farms. She further stated that, per the City Attorney, there should be language in the contract, for the cabinet, that allows the City to terminate the contract.

Councilor Collins inquired as to what the cabinet is used for Rochelle stated that it is a back-up system, ensuring customers would not lose internet service.

Mayor Wytoski stated that once the vacant City Council seat is filled, it would be a good time for Council to review all of the City's facilities with a site visit.

**DANIEL HOLBROOK MOVED TO AMEND THE TELECOMMUNICATIONS CABINET AGREEMENT WITH ONLINE NW TO ALLOW EITHER PARTY TO TERMINATE THE AGREEMENT WITHIN 90 DAYS AT THE END OF THE INITIAL 20 YEAR PERIOD OR ANY 5 YEAR RENEWAL PERIOD BY WRITTEN NOTICE TO THE OTHER PARTY. SECONDED BY JOHN COLLINS.** *Motion carried with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye.*

**JOHN COLLINS MOVED TO APPROVE THE TELECOMMUNICATIONS CABINET AGREEMENT AS AMENDED WITH ONLINE NW; THE GROUND LEASE EASEMENT WITH MCMINNVILLE ACCESS COMPANY; AND THE PUBLIC UTILITY EASEMENT WITH THE PROPERTY DESCRIPTION INCLUDING PARCEL 1, PARTITION PLAT 2003-17 (DEED #2002-23573) WITH PORTLAND GENERAL ELECTRIC. SECONDED BY DANIEL HOLBROOK.** *Motion carried with Collins, Holbrook, Mackin, Marquez, Price and Wytoski voting aye.*

6. Approval of Resolution 18/19-15 Public Works Design Standards Update #9.

Rochelle Roaden stated that the proposed changes are recommendations from City Engineer, Denny Muchmore and Public Works Director, Steve Sagmiller, for housekeeping purposes and the addition of new language for fire code. Councilor Price stated that he was unable to view the file online and would be abstaining from voting as his personal project is about to go into production. The Council agreed to table the resolution to allow the Council Members to review the document.

**DANIEL HOLBROOK MOVED TO TABLE RESOLUTION 18/19-15 A RESOLUTION ADOPTING PUBLIC WORKS DESIGN STANDARDS UPDATE #9 FOR 90 DAYS REVISITING FOR THE JULY REGULAR BUSINESS MEETING. SECONDED BY JOHN COLLINS.** *Motion carried with Collins, Holbrook, Mackin, Marquez, and Wytoski voting aye. Councilor Price abstained.*

F. CITY COUNCIL COMMENTS/CONCERNS

Councilor Mackin wanted to address the concerns that were brought up by Suzanne Paz and would like the Council to continue discussion regarding water and sewer fees. Mayor Wytoski stated that there has been prior Council discussion regarding several ways to change the way water and sewer is billed, for example giving smaller users a break on their utility bill. Discussion continued with the Council agreeing that water rates would need to be address at a late date.

Councilor Mackin stated that she was concerns about a large pipe that is now stretched across the Alderman Park parking lot, in regards to wheelchair and pedestrian access. Rochelle Roaden stated that the pipe is a by-pass due to damage that has been done to the old sewer lift station and will need to remain there as a back-up to the lift station. Rochelle advised that she will research the time line for removal of the pipe and report back to the Council.

Councilor Holbrook stated that he would like to see more information put out to City residents regarding water rates and the City's Plan for future maintenance. Mayor Wytoski stated that for 3 years, it was a Council goal to increase public awareness, and she would be interested in hearing ideas on how to get the message to water users without a local newspaper. Information is currently being distributed by quarterly newsletter with the DCDA and the community calendar that goes out with the utility bills and it is not read by the citizens of Dayton.

Councilor Price stated that he would check to see if there are resources such as YCAP that can distribute information to our residents. Mayor Wytoski advised that is not something YCAP does, but a couple of cities use YCAP data to qualify families and then provide a low income discount on their rate. She stated that if the Council is interested in doing a low income discount, it is something that can be done. However, it would still be uncaptured revenue and the City would need to look at a rate structure change.

Councilor Collins stated that scholarships may be an option to assist residents who cannot pay their utility bill. He suggested that customers could opt to pay an extra amount that would go towards those customers who are having trouble paying their bill.

Councilor Collins stated that he is a member of the DCDA event committee and that several of the committee members are having trouble keeping up with all the work that is associated with the committee's events. He advised that there was a motion to decrease the length of the Dayton Friday Nights, and further stated that there is a need for new volunteers to keep the events going.

Mayor Wytoski stated that she would like to revisit a low income rate for water and sewer users and she would support such a program. Mayor Wytoski stated if councilors had not been in City Hall lately she recommends that they do so. She commended Rochelle Roaden for all the updates that have been done to City Hall and the Library.

Mayor Wytoski advised that she has been invited to Washington DC to lobby and meet with a few members of congress to focus on the State of Oregon. She explained that most cities pay for their mayors to attend these type of events. She has declined to go due to cost restraints to the City's budget, stating that there are not funds set aside to take such trips. Councilor Price stated that he feels the Mayor should attend these types of events and that the City should fund such trips. The Mayor said she would like to represent the City and asked if the Council would support a change to the budget allowing her to take advantage of such opportunities in the future. The Council supported her request to set aside funds in the next budget. Discussion continued.

## **G. INFORMATION REPORTS**

### **1. City Manager's Report**

City Manager, Rochelle Roaden, reviewed the budget calendar with the Council and received their approval.

The Transient Lodging Tax (TLT) log was reviewed with Council, for 3 quarters this year \$65,620 has been collected. This surpasses last year's annual revenue by \$5,000.

Westhaven has filed a notice of appeal with the State of Oregon's Court of Appeals. They are given time to submit their arguments, a due date has not been set. The City will have the opportunity to respond and then a court date will be set. Westhaven is still advertising on Air B & B, however, there has been no indication that they are renting the facility.

The Library will be reopening Thursday, there will be a celebration with cake and Beverly Bookmark has agreed to two story times on that day. The Librarian has been readjusting the library and is weeding out books that have not been checked out for over three years.

The Yamhill County Office of Emergency Management is gearing up to do the Yamhill County Hazard Mitigation Update and the Public Works Director, Steve Sagmiller and Rochelle Roaden will be participating in the project.

The City of Dayton and the DCDA will be partnering to refurbish the decaying Welcome to Dayton Sign that is across the street from the City Hall Annex. The original artist now has better technology to make sure the signs don't deteriorate as quickly.

The City Manager asked for direction from the Council regarding the Dayton Footbridge, so she can research funding. She stated that she is working with the City Engineer on the One Stop application to have the infrastructure taken off the bridge and hopefully get funding from Business Oregon for that portion of the project. Discussion continued with the consensus of Council to rehab the bridge and the City Manager will bring funding options to the next City Council Meeting.

**G. ADJOURN**

There being no further business, the meeting adjourned at 8:25 pm.

Respectfully submitted:

**APPROVED BY COUNCIL on April 1, 2019**

**As Written**  **As Amended**

By: Patty Ringnalda  
City Recorder

  
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**Elizabeth Wytoski, Mayor**