

**AGENDA  
DAYTON CITY COUNCIL  
WORKING/SPECIAL SESSION**



**DATE:** MONDAY, MARCH 19, 2018  
**PLACE:** CITY HALL ANNEX, 408 FERRY STREET  
**TIME:** 5:30 PM

*Dayton - Rich in History... Envisioning Our Future*

<b><u>ITEM</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>PAGE #</u></b>
<b>A.</b>	<b>CALL TO ORDER &amp; PLEDGE OF ALLEGIANCE</b>	
<b>B.</b>	<b>ROLL CALL</b>	
<b>C.</b>	<b>CONSENT AGENDA</b> 1. Working/Special Session, October 16, 2017	1
<b>D.</b>	<b>APPEARANCE OF INTERESTED CITIZENS</b>	

**This time is reserved for questions or comments from persons in the audience on any topic.**

<b>E.</b>	<b>WORK SESSION</b> 1. Council Roles and Responsibilities, Sean O'Day, MWVCOG 2. Goal Setting Workshop, Sean O'Day, MWVCOG 3. City Manager Expectations Discussion	5
<b>F.</b>	<b>CITY COUNCIL COMMENTS/CONCERNS</b>	
<b>G.</b>	<b>INFORMATION REPORTS</b> 1. City Manager's Report	
<b>H.</b>	<b>ADJOURN</b>	

Posted: 03/15/2018  
Rochelle Roaden, City Recorder

*Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Dayton AT LEAST 32 WORKING HOURS (4 DAYS) prior to the meeting date in order that appropriate communication assistance can be arranged. The City Hall Annex is accessible to the disabled.  
Please let us know if you need any special accommodations to attend this meeting.*

**NEXT MEETING DATE**  
**City Council Regular Session, Monday, April 2, 2018, 6:30 PM**  
*City Hall Annex, 408 Ferry St, Dayton*

**MINUTES**  
**DAYTON CITY COUNCIL**  
**WORK/SPECIAL SESSION**  
**OCTOBER 16, 2017**

**PRESENT:** Mayor Elizabeth Wytoski  
Councilor John Bixler  
Councilor John Collins  
Councilor Kitty Mackin

**ABSENT:** Councilor Trini Marquez  
Councilor Nikki McGraw  
Councilor Darrick Price

**STAFF:** Scott Pingel, City Manager  
Rochelle Roaden, City Recorder

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

Mayor Wytoski called the meeting to order at 6:35 pm and those present gave the Pledge of Allegiance.

**B. ROLL CALL**

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

**C. APPEARANCE OF INTERESTED CITIZENS**

**D. CONSENT AGENDA**

**KITTY MACKIN MOVED APPROVAL OF REGULAR SESSION MINUTES OF SEPTEMBER 5, 2017 AS WRITTEN. SECONDED BY JOHN COLLINS.** *Motion carried with Bixler, Collins, Mackin, and Wytoski voting aye. Marquez, McGraw and Price absent.*

**E. ACTION ITEMS**

**1. “If I Were Mayor” Contest Recognition – Mayor Wytoski**

Cameron Rodriguez, 409 Oak Street, Dayton, won the city-wide “If I Were Mayor” contest as well as placing 3<sup>rd</sup> place in the state contest with her digital entry. Mayor Wytoski presented Miss Rodriguez with a certificate.

**2. Sister City Discussion**

Mayor Wytoski gave an update regarding the potential Sister City relationship with Beaune, France. Benefits could allow or encourage cultural, economic, and agricultural exchanges between both cities. It is being driven by local wine owners. Discussion continued.

### **3. City Council Goals and Objectives Review**

Scott Pingel, City Manager, reviewed the Priority 1 objectives for the current fiscal year. The current status of the Main Pump Station Improvement and Ferry Street Trunk Sewer projects noting completion expected in summer of 2018.

The 9<sup>th</sup> Street Lift Station Improvement project should be pushed out to the FY18-19 depending on funding for electrical upgrades and a control house. More electrical work is needed by PGE to bring the electrical out of the ground than expected and the additional funding is not included in the current fiscal year budget.

The Acquisition of the Other Half of Legion Field from the Dayton School District is in discussions with a possible joint meeting in January to discuss the City taking full ownership of the field and possibly, Brookside Cemetery. Possible issues are cost for the field and deed restraints for the cemetery. Discussion continued.

For the Establishment of a Historic Overlay Zone with Design Standards, more specific instruction regarding design criteria is needed before proceeding with the Historical Preservation and Planning Committees. Councilor Collins believes the Planner (Ernie Munch) for the Dayton Forward plan called it a “historic district” but what he meant was a Historic Overlay Zone. This would be much easier and would mean enclosing the existing historic resources in whatever degree possible delineating the adjacent structures and providing a gently enhanced design criteria. Scott Pingel asked if tweaking the Historic Property Overlay and beefing up the design criteria would be a way to address this issue. Councilor Collins noted that the language in the Historic Property Overlay is confusing because the definition of the Historic Property Overlay Zone is nowhere in our code. Discussion continued.

For the Coordinate Communication with Community Groups project, any suggestions or ideas would be welcomed. Councilor Bixler mentioned collaborating with Jason Hay to put information in the School Scene which is distributed to all community members until we develop a newsletter. Mayor Wytoski commented that the current Community Calendar which goes out each month with water bills may not be read due to it being attached to the water bill. Councilor Collins commented that he thought the goal was to communicate with the community not necessarily groups. Scott remarked that this is how the objective was stated but it included communicating with the community in general as well as groups. Councilor Collins suggested setting up a services list that residents can sign up for areas of interest and receive an email blast from the City. Scott will research setting up a listserve. Mayor Wytoski still wants to pursue a quarterly newsletter which includes more feel-good stuff like featured recipes of the month, anniversaries, and other community announcements. Aumsville receives a lot of positive feedback from their residents for the local businesses updates, the recipes, birthdays and anniversaries. Discussion continued.

Scott Pingel reviewed the updates to the Objectives and Priority list.

**4. Dayton Friday Nights Report – Dayton Community Development Association**

Ann-Marie Anderson, Dayton Community Development Association, presented the Dayton Friday Nights report for the summer of 2017.

**F. CITY COUNCIL COMMENTS AND CONCERNS**

Councilor Mackin remarked that a community blood drive took place last week. Dayton High School also did a bang up job at their blood drive and recruited 30 new donors. Discussion continued.

Mayor Wytoski would like to have the annual holiday party during the end of November due to hectic schedules in December. The second council meeting in November is not held due to it being Thanksgiving week so that might be a good day to have the holiday party. Councilor Mackin supports it. Councilors Collins and Bixler support whatever is best for the staff.

**G. INFORMATION REPORTS**

1. City Manager Report

Scott Pingel asked for clarification regarding food truck color schemes being conducive to the downtown area due to the interest of a bright green food truck interested in parking at the Black Pearl and whether it should be different depending on the duration of time the food truck is in operation. Mayor Wytoski stated that trucks setting up for more than 14 days or not would need to be conducive. Her concern is that food trucks should not be given more flexibility than the long term businesses in town.

**H. ADJOURN**

There being no further business, the meeting adjourned at 8:00 pm.

Respectfully submitted:

By: Rochelle Roaden  
City Recorder

**APPROVED BY COUNCIL on March 19, 2017.**

As Written  As Amended

\_\_\_\_\_  
**Elizabeth Wytoski, Mayor**



**To:** Honorable Mayor and City Councilors

**From:** Zoe Monahan, City Manager

**Date:** March 15, 2018

**Issue:** Strategic Goals Review

**Background Information:** The City Council will be reviewing the Strategic Goals from FY 2017 - 18. The Council previously reviewed the goals with former City Manager, Scott Pingel. The updates regarding the Priority 1 goal accomplishments are attached to this memo.

The Council will have the opportunity to discuss the goals. Additionally, staff has provided recommendations for the Council's consideration.

### **Staff Recommendations**

- **Goal A: Complete 9<sup>th</sup> Street Lift Station**
  - o Staff recommends changing this goal from priority 2 to priority 1 since staff anticipates that this project will be completed during FY 2018-2019.
  
- **Goal A: Obtain year round sewer discharge permit**
  - o Staff recommends revising this goal to make it more achievable such as "Operate within the existing discharge permit from DEQ and the existing Maintenance and Operations Agreement".
  
- **Goal A: Build New City Hall**
  - o Staff recommends expanding this objective to include the library.
  
- **Goal A: Repair Foot Bridge**
  - o Staff recommends expanding this goal to include the relocation of the attached water and sewer lines. Staff also recommends making this a priority 1 or 2 project since the infrastructure should be relocated when possible.
  
- **Goal C: Investigate options for developing a walking trail along the sewer access easement**
  - o Staff recommends removing this goal since the access road was improved which allows pedestrians to use this area.
  
- **Goal D – Establish Mural Policy**
  - o Staff recommends moving this objective to Goal B to allow the city to address murals as art and regulate them as public art similar to the City of Salem.



## Strategic Plan Goals 2017-18

### Goal A – Develop and maintain infrastructure to improve livability and support operations and growth

OBJECTIVE	PRIORITY
Obtain funding for the water system’s short-term capital improvement needs including: the Fisher Farms Wells and replacing the Main Transmission Line from the Springs to the Footbridge.	2
Complete Chlorine Generator Improvements	2
Complete Main Pump Station Upgrade	1
Complete Ferry Street Trunk Sewer Replacement	1
Complete 9 <sup>th</sup> Street lift station improvements	2
Obtain year round sewer discharge permit from DEQ	2
Establish Pavement Management Program	1
Identify potential land for industrial use	2
Complete sidewalk improvements for: <ul style="list-style-type: none"> <li>• Ferry Street (9<sup>th</sup> to Flower Lane)</li> <li>• On Church Street West of 9<sup>th</sup> Street</li> <li>• On School Routes</li> </ul>	2 3 3
Build New City Hall	3
Work with ODOT and City Engineer to Improve entrance to Highway 18	4
Repair the Foot Bridge	4

### Goal B – Create an aesthetically pleasing and inviting community

OBJECTIVE	PRIORITY
Continue Yard of the Month/Mayor’s Beautification Program	4
Coordinate public signage within the City	4
Continue Holiday Lights Competition	4

### Goal C – Capitalize on Dayton’s facilities and resources to provide recreational and cultural opportunities

OBJECTIVE	PRIORITY
Acquire other half of Legion Field	1
Investigate options for developing a walking trail along the sewer access easement	2
Take steps to revitalize the waterfront	4
Dayton Landing Park Improvements	2

### Goal D – Support the creation of a vibrant, diverse economic environment

OBJECTIVE	PRIORITY
Update the Dayton Municipal Code <ul style="list-style-type: none"> <li>• Establish Historic Overlay Zone with Design Standards</li> </ul>	4 1



<ul style="list-style-type: none"> <li>• Establish a Mural Policy</li> </ul>	2
<ul style="list-style-type: none"> <li>• Establish a General Sign Code</li> </ul>	2

**Goal E – Use Dayton’s heritage and historic resources to forward our image as an authentic and charming town**

OBJECTIVE	PRIORITY
Promote Friday Nights and Old Timers Weekend	4
Establish a Transient Lodging Tax Revenue Plan	1

**Goal F – Engage in efficient and effective activities to promote community safety and wellness**

OBJECTIVE	PRIORITY
Promote a new 5-year public safety levy option	2

**Goal G – Enhance communications to actively engage the community**

OBJECTIVE	PRIORITY
Coordinate communication with community groups	1

**KEY TO PRIORITY RATINGS**

- 1 – Do now – budget in the forth-coming budget year
- 2 – Look at accomplishing 2-3 years in the future
- 3 – Nice to have – not to look at funding for at least 3 – 5 years in the future
- 4 – Routine – on-going from year to year

**To:** Honorable Mayor and City Councilors

**From:** Scott Pingel, City Manager

**Issue:** FY 17-18 Goals Review

**Background Information:** I have included an update to each of our Priority 1 objectives for the current Fiscal Year. Below that, I have provided a few adjustments and discussion points for some of our other objectives. Adjustments and discussion points are in red.

## **Strategic Plan Goals 2017-18**

### **PRIORITY 1's to accomplish in FY 2017-18**

- Complete Main Pump Station improvements
  - o On track to be bid out late fall/early winter 2017. 90% of final design and bid documents have been submitted to DEQ and USDA for feedback and approval. This portion of the project will not be constructed until late spring and summer of 2018 due to the high water table.
  
- Complete Ferry Street Trunk Sewer upgrades
  - o This project will be bid out with the Main Pump Station improvements. Depending on the winning bidder for the project, this project may be accomplished this winter, but it is more likely to be accomplished along with the Main Pump Station improvements late spring and summer of 2018.
  
- Complete 9<sup>th</sup> Street lift station improvements
  - o I suggest this project be moved to FY 18-19 depending on funding. More will be required from PGE in bringing the electrical for the lift station up out of the ground than initially expected, and we do not have the additional funding to accomplish this project in the current fiscal year.
  
- Acquire other half of Legion Field
  - o I have had a preliminary discussion with the School's new superintendent, and I will continue to pursue the possibility of acquiring the other half of Legion Field. The School Superintendent has asked about the possibility of a joint meeting with the School Board to discuss Legion Field and possibly Brookside Cemetery if the City desires to take over ownership of these properties. I have previously discussed with the City Council that I would prefer to not pay the School District for the other half of Legion Field. From our perspective, we would simply be unloading an asset from them that they don't participate in maintaining anyways. The situation as it currently sits is fine. While it would be cleaner to own the field outright, I don't believe it makes any sense for the City to pay for it.

- Establish Historic Overlay Zone with design standards
  - o I have not pursued this yet with the Historic Preservation Committee or Planning Commission. I would like to get a little more input from the Council before providing direction to staff and our committees. Boundaries of the zone? Specific design criteria to be considered? Etc.
  
- Establish a Transient Lodging Tax Revenue Plan
  - o The City Council discussed the Transient Lodging Tax at the October 2 City Council meeting. City staff will be evaluating the Footbridge and researching costs for options to replace the decking prior to further discussion about TLT revenues.
  
- Coordinate communication with community groups
  - o I would love further input from the City Council regarding what they would like to see in regards to better communication with the community and coordinating with community groups. The City continues to put information in the community calendar and uses the Dayton Community Board from time to time to get information out to the community. We have also collaborated with the DCDA with the And we will continue to improve the City website. This seems to be a fairly common challenge for cities. The biggest challenge, from my perspective, is that we have a community that continues to be more and more reachable online, but we still have a significant portion of the community that prefers paper communication methods. The City has continually been made aware by the City Attorney regarding the challenges with City Twitter and Facebook pages, however, several cities seem to use them with varying degrees of success. It may be worthwhile to pursue some kind of quarterly newsletter to get out to the community. The question with that endeavor is how long it should be and what the mix should be between information the City would like to get out to the community, and other, more fun, information that community groups might like to get out to the community. I will be looking for options and examples of good small city communication practices as I attend the ICMA Conference this year.

**Priority Ratings:**

- 1 – Do now – budget in the forth-coming budget
- 2 – Look at accomplishing 2-3 years in the future
- 3 – Nice to have – not to look at funding for at least 3-5 years
- 4 – Routine – Ongoing from year to year

**Goal A – Develop and maintain infrastructure to improve livability and support operations and growth**

OBJECTIVE	PRIORIT Y
Obtain funding for the water system’s short-term capital improvement needs including: the Fisher Farms Wells and replacing the Main Transmission Line from the Springs to the Footbridge.	<u>32</u>
Complete Chlorine Generator Improvements	2
Complete Main Pump Station Upgrade	1
Complete Ferry Street Trunk Sewer Replacement	1
Complete 9 <sup>th</sup> Street lift station improvements	<u>12</u>
Obtain year round sewer discharge permit from DEQ	2
<del>Update Transportation System Priorities</del> <u>Establish Pavement Management Program</u>	1
Identify potential land for industrial use	2
Complete sidewalk improvements for: <ul style="list-style-type: none"> <li>• Ferry Street (9<sup>th</sup> to Flower Lane)</li> <li>• On Church Street West of 9<sup>th</sup> Street</li> <li>• On School Routes</li> </ul>	2 3 3
Build New City Hall ( <u>While a new City Hall is needful, I worry about our financial position and ability to pay for one currently. A little more financial preparation is necessary first.</u> )	<u>23?</u>
Work with ODOT and City Engineer to Improve entrance to Highway 18 ( <u>I’m unsure what to do with this. It is out of the city limits for the most part and ODOT seems more interested in keeping it a convenient “yard” type location than helping improve the entrance to Dayton.</u> )	4
Repair the Foot Bridge ( <u>City staff to evaluate per the TLT Discussion</u> )	4
Design and install new City entrance signs ( <u>The City is having the current entrance signs repaired at repainted. The west and south signs will also be raised 20 inches. Do we want to consider this objective completed or continue to pursue new entrance signs?</u> )	2

**Goal B – Create an aesthetically pleasing and inviting community**

OBJECTIVE	PRIORIT Y
Continue Yard of the Month/Mayor’s Beautification Program	4
Coordinate public signage within the City ( <u>I am still working with the Boy Scouts of America regarding Wayfinding signs and park signs.</u> )	4
Continue Holiday Lights Competition	4

**Goal C – Capitalize on Dayton’s facilities and resources to provide recreational and cultural opportunities**

OBJECTIVE	PRIORIT Y
Acquire other half of Legion Field	1

Investigate options for developing a walking trail along the sewer access easement <u>(The sewer access easement is basically clear at this point. You can walk with ease from Elizabeth Court to the access ramp on Joel Palmer Way near Sweeney Street. If we are able to get a friends of the trail group going, this is an easy extension of the Nature Trail.)</u>	2
Take steps to revitalize the waterfront	4
Dayton Landing Park Improvements <u>(Grant Update)</u>	2

**Goal D – Support the creation of a vibrant, diverse economic environment**

OBJECTIVE	PRIORIT Y
Update the Dayton Municipal Code	4
<ul style="list-style-type: none"> <li>• Establish Historic Overlay Zone with Design Standards</li> <li>• Establish a Mural Policy</li> <li>• Establish a General Sign Code</li> </ul>	1 2 2

**Goal E – Use Dayton’s heritage and historic resources to forward our image as an authentic and charming town**

OBJECTIVE	PRIORIT Y
Promote Friday Nights and Old Timers Weekend	4
Establish a Transient Lodging Tax Revenue Plan	1

**Goal F – Engage in efficient and effective activities to promote community safety and wellness**

OBJECTIVE	PRIORIT Y
Promote a new 5-year public safety levy option	2

**Goal G – Enhance communications to actively engage the community**

OBJECTIVE	PRIORIT Y
Coordinate communication with community groups	1