



DAYTON CITY COUNCIL  
REGULAR MEETING  
111 S. 1st St  
HYBRID MEETING - In Person & Zoom

---

March 14, 2023  
6:00 p.m.

---

PRELIMINARY AGENDA

**A. Call to order**

1. Roll call
2. Pledge of Allegiance

**B. Approval of agenda**

1. ACTION: Consider authorizing 03/14/2023 City Council Agenda as presented

**C. Public Comment**

- D.** Sheriff Joe Helm – Columbia County Sheriff's Department  
**E.** Tina Bobbitt – Columbia County Emergency Management Director  
**F.** Ryan Rundell - Columbia County Board of Commissioners

**G. Consent Agenda - Action**

1. Approval of February 14, 2023, Regular Council Meeting Minutes.
2. Approval of February 8, 2023, Special Council Meeting Minutes.
3. Approval of Claims Voucher Warrants as audited by the Finance Committee  
in the amount of = **\$ 261,581.76**  
Voucher #'s 55043-55078, 55080, 55098-55113, 55116-55127  
Approval of Payroll Voucher Warrants for February 2023 = **\$ 86,632.31**  
Voucher #'s 55081-55092, 55114-55115, 55128-55152

**H. Items for Council Consideration/Action**

1. **Recommended Action** – Consider Authorizing the Mayor to Sign Consent from PocketiNet Communications, Inc. related to the sale of shares to Lightspeed Internet, LLC pursuant to Ordinance No. 1945, Franchise Agreement, Section 4
2. **Recommended Action** – Consider Recommendation from Human Resources Committee – Job description of vacant Planning Position
3. **Recommended Action** – Consider Authorizing Ordinance No. 2001 – An Ordinance of the City Council of the City of Dayton, Washington, Amending Ordinance No. 1996, Creating One New Classification and Amending the Salary Schedule to Provide for a New Classification; and Establishing an Effective Date.
4. **Recommended Action**- Consider Authorizing Resolution No. 1508 – A Resolution of the City Council of the City of Dayton, Authorizing the Mayor to Execute a Professional Agreement for On Call Land Use Planning Services with AHBL, Inc.

**I. Standing Committee Reports/Comments**

**J. Department Reports**

**K. Unfinished Business**

**L. New Business**

**M. Final Public Comment**

**N. Adjournment**

- *Next City Council meeting is scheduled for April 11, 2023*

City of Dayton is inviting you to a scheduled Zoom meeting.

**Topic: Dayton Regular City Council Meeting**

**Time: March 14, 2023 @ 6:00 pm – VIA ZOOM**

Join Zoom Meeting

<https://us02web.zoom.us/j/3561226503>

**Meeting ID: 356 122 6503**

One tap mobile

+12532158782,,3561226503# US (Tacoma)

# DAYTON CITY COUNCIL MINUTES

Regular Meeting

Tuesday Feb. 14, 2023

HYBRID MEETING

ZOOM AND IN-PERSON MEETING

Dayton, Washington 99328

## CALL TO ORDER:

### A. Call to order

Mayor Weatherford calls the meeting to order at approximately 6:00 p.m.

Roll Call: Present: Councilmembers: Teeny McMunn, Dain Nysoe, Tiger Dieu, Kyle Anderson, Jim Su'euga, Shannon McMillen,

Excused: Laura Aukerman

Staff: Deb Hays - City Clerk/Treasurer, Ryan Paulson - Public Works Director,

Misty Yost Deputy City Clerk

**Pledge of Allegiance.**

### B. Approval of agenda

1. ACTION: Consider authorizing 2/14/2023 City Council Agenda as presented:

***Nysoe makes a motion authorizing 2/14/2023 City Council Agenda as presented. McMillen seconds the motion. Agenda approved, unanimously.***

### C. Public Comment – No Public Comment.

**D. Sheriff Joe Helm - Columbia County Sheriff's Department** – Sherriff Helm was not available however he did drop off a packet to provides the council with the latest incident reports.

**E. Tina Bobbitt – Columbia County Emergency Management Director**-Desirae Lockard reports for Tina Bobbitt-Lockard reports on the dispatch logs for the County and City regarding Fire, ambulance and law enforcement.

**F. Ryan Rundell – Columbia County Board of Commissioners**- Rundell updates council on board of health community needs assessment. He also reports that the flood control Hazard mitigation plan is processing, as well as other meetings to address the sediment issues in the river.

**G. Belinda Larsen – Chamber of Commerce Quarterly Report** – Larsen gives a summary and presentation of last years events. She also updates the council on meetings and upcoming events as well as new businesses.

### H. Consent Agenda - Action

1. Approval of January 10, 2023, Regular City Council Meeting Minutes.
2. Approval of Claims Voucher Warrants as audited by the Finance Committee in the amount of \$77,685.58. Voucher #'s 54998-55020,055045.
3. Approval of Payroll Voucher Warrants for January 2023 in the amount of \$91,143.03. Voucher #'s 54961-54982, 55021-55042.

***McMunn makes a motion to authorize Consent Agenda. Su'euga seconds the motion. Motion carries unanimously.***

### I. Items for Council Consideration/Action.

1. **Recommended Action**- Consider Authorizing Ordinance No. 2000 – An Ordinance of the City of Dayton, Washington, granting a Franchisee to Spectrum Pacific West, LLC locally known as Charter Communications, Franchise for the Construction, Operation and Maintenance of Telecommunications Facilities within the City. ***Council discusses. Su'euga makes a motion tabling Authorizing Ordinance No. 2000 – An Ordinance of the City of Dayton, Washington, granting a Franchisee to Spectrum Pacific West, LLC locally known as Charter Communications, Franchise for the Construction,***

*Operation and Maintenance of Telecommunications Facilities within the City. Until the June regular City Council meeting. Dieu seconds the motion. Motion carries 3 to 2, with 3 yes and 2 nay (Nysoe and Anderson) and McMillen abstaining.*

2. **Recommended Action** – Confirm the Mayor’s re-appointment of Ginny Butler to the Historic Preservation Commission. **McMunn makes a motion to confirm the mayor’s re-appointment of Ginny Butler to the Historic Preservation Commission. McMillen seconded the motion. Motion passes unanimously.**

3. **Recommended Action** – Consider Authorizing Ordinance No. 1999. An Ordinance of the City Council of the City of Dayton, Washington, Declaring A Local Emergency Related to the Extensive Damage to the City of Dayton’s Wastewater treatment Plant Caused by Winter Weather Condition On December 22, 2022. **Council discusses the need for the Emergency Declaration with Public works Director Ryan Paulson and Department of Ecology. Su’euga makes a motion Authorizing Ordinance No. 1999. An Ordinance of the City Council of the City of Dayton, Washington, Declaring A Local Emergency Related to the Extensive Damage to the City of Dayton’s Wastewater treatment Plant Caused by Winter Weather Condition On December 22, 2022. . Dieu seconds the motion. Motion carries unanimously.**

4. **Recommended Action** – Consider Authorizing Resolution No. 1507 – Authorizing the Mayor to enter into a Purchase Agreement with Douglas Krueger and Marjory L. Krueger for the purchase of a portion of LOT 2 MCCA W SHORT PLAT, SW ¼ S OF HWY, EX RD & LOT 1 for the purpose of WWTP Project. **Council discusses. McMunn makes a motion Authorizing the Mayor to enter into a Purchase Agreement with Douglas Krueger and Marjory L. Krueger for the purchase of a portion of LOT 2 MCCA W SHORT PLAT, SW ¼ S OF HWY, EX RD & LOT 1 for the purpose of WWTP Project. Anderson seconds the motion. Motion carries unanimously.**

**J. Standing Committee Reports/Comments**

Public Safety – *Anderson no reports.*

Public Works -*Su’euga reports on meeting and tour of the West Richland WWTP with Public Works Director Ryan Paulson.*

Finance Committee -*Nysoe reports on review and approval of the annual assets report.*

Parks and Grounds –*Dieu – committee did not meet; however, they will be meeting with leagues and other organization to discuss usage of the City Sports complex and park facilities.*

Planning and Community Development – *McMunn committee did not meet however McMunn reported on other meetings she attended in Walla Walla.*

Human Resources –*McMillen committee did not meet, however McMillen reported on interviews for Planning Position that she attended.*

Transportation –*Aukerman – Excused, not in attendance.*

Chamber –*Teeny McMunn – No report.*

**K. Department Reports**

Mayor Reports/Comments – *Mayor Weatherford updates council on job interviews for a new City Planner. He also speaks in regard to the new speed limit signs.*

Public Works Director – *Ryan Paulson – Paulson reports on attending meetings in regard to the sediment removal in the river. He also updates council on public works projects and new housing developments. He also updates council on the installation of the new water meters. Council comments on housing developments and removal of river sediment upcoming meetings.*

City Clerk Treasurer –*Debra Hays- Hays reports on finishing budget, upcoming tax audit and training. Council questions Hays on CPI percentage. Council recommends having a Public Safety meeting to review the CPI.*

**L. Unfinished Business- No unfinished business.**

**M. New Business – No new business.**

**N. Final Public Comment- Jim Kime of 501 E. Richmond Ave - Mr. Kime questions council in regard to Resolution 1507 and the sale price for land purchase for the WWTP. Mayor Weatherford responds.**

**Lucy Peterschmidt of the Department of Ecology comments on the affordability, usage of water and other utilities, in comparison to other countries. She also expresses her support for the City of Dayton and the WWTP Project.**

**Mayor Weatherford thanks the council for moving forward on the WWTP Project.**

**O. Adjournment**

With no further business to come before the Council, the meeting is adjourned at 7:09 P.M.

**Su'euga makes a motion to Adjourn the City Council meeting of February 14th, 2023, Dieu seconds the motion. Motion carries, unanimous.**

Next regular City Council meeting is scheduled for 3/14/2023.

City of Dayton

\_\_\_\_\_  
By: Zac Weatherford

Attested:

Approved:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deb Hays, City Clerk Treasurer

DAYTON CITY COUNCIL MINUTES

Special Meeting

Wednesday Feb 8, 2023

Hybrid

Zoom and In-Person meeting.

Dayton, Washington 99328

CALL TO ORDER:

1. Call to order

Mayor Weatherford calls the meeting to order at approximately 4:04 p.m.

Roll Call: Present: Councilmembers: Teeny McMunn, Tiger Dieu, Kyle Anderson, Dain Nysoe, Laura Aukerman, Shannon McMillen

Excused: Jim Su'euga.

2. Approval of agenda

1. ACTION: Consider authorizing 02/08/2023 Special City Council Agenda as presented: ***Aukerman makes a motion to authorize 02/08/2023 Special City Council Agenda as presented; Dieu seconds the motion. Agenda approved, unanimously.***

3. Items for council consideration/action:

1. **Recommended Action** – Consider Authorizing Mayor Weatherford to sign and approve – The Washington State Public Works Board Loan which the City of Dayton was awarded in the amount of \$880,000 for the 3<sup>rd</sup> Street Reconstruction Project. Contract #PC23-96103-118. ***McMunn makes a motion authorizing Mayor Weatherford to sign and approve – The Washington State Public Works Board Loan which the City of Dayton was awarded in the amount of \$880,000 for the 3<sup>rd</sup> Street Reconstruction Project. Contract #PC23-96103-118. Nysoe seconds the motion. Motion carries, unanimously.***
2. **Executive Session** -Council to review and discuss purchase of parcels of land for Waste Water Treatment Facility Upgrade Project. As per RCW 42.20.1110 b and c.

***Special meeting adjourns at 4:17 PM. Executive Session begins at 4:18 PM. Executive session ends and special meeting resumes at 4:47 PM.***

4. Adjournment

***With no further business to come before the Council, The Special meeting is adjourned at 4:49 p.m. Aukerman make a motion to Adjourn the Special meeting of February 8th, 2023,***

***McMillen seconds the motion. Motion carries, unanimous.***

Next regular City Council meeting is scheduled for 2/14/2023 @ 6:00 P.M. @ 111 S. 1<sup>st</sup> St. Dayton, WA 99328

City of Dayton

\_\_\_\_\_  
By: Zac Weatherford

Attested:

Approved:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deb Hays, City Clerk/Treasurer

# Register

Fiscal: 2023

Deposit Period: 2023 - February

Check Period: 2023 - February - February-28, 2023 - February - February-15

Number	Name	Print Date	Clearing Date	Amount
<b>Bank of Eastern Oregon</b>				
<b>55043</b>	Verizon Wireless	2/2/2023		\$171.28
<b>55044</b>	United States Postal Service	2/2/2023		\$63.00
<b>55046</b>	Anderson Perry & Assoc	2/8/2023		\$2,232.50
<b>55047</b>	AWC	2/8/2023		\$1,466.00
<b>55048</b>	AWC - Drug & Alcohol Consortium	2/8/2023		\$1,571.94
<b>55049</b>	AWC RMSA	2/8/2023		\$118,856.00
<b>55050</b>	Centurylink	2/8/2023		\$314.28
<b>55051</b>	Chamber Of Commerce	2/8/2023		\$400.00
<b>55052</b>	CI Information Management Shred Division	2/8/2023		\$43.97
<b>55053</b>	City of Dayton	2/8/2023		\$1,088.78
<b>55054</b>	Col CO Public Works Dept	2/8/2023		\$350.00
<b>55055</b>	Col Co Treasurer	2/8/2023		\$1,326.75
<b>55056</b>	Coleman Oil Company	2/8/2023		\$1,935.97
<b>55057</b>	Dayton Tractor & Machine, Inc	2/8/2023		\$762.09
<b>55058</b>	Dept Of Health	2/8/2023		\$2,134.30
<b>55059</b>	Ferrellgas	2/8/2023		\$848.77
<b>55060</b>	Invoice Cloud	2/8/2023		\$173.00
<b>55061</b>	Jamestown Networks	2/8/2023		\$498.00
<b>55062</b>	Jasper Mountain Enterprises LLC	2/8/2023		\$100.00
<b>55063</b>	Menke Jackson Beyer &	2/8/2023		\$1,518.00
<b>55064</b>	North Central Labs Of Wisconsin	2/8/2023		\$463.04
<b>55065</b>	One Call Concepts, Inc	2/8/2023		\$11.77
<b>55066</b>	Pepsi Cola - Walla Walla	2/8/2023		\$55.02
<b>55067</b>	Petty Cash - City Of Dayton	2/8/2023		\$9.24
<b>55068</b>	Skyline Parts Inc	2/8/2023		\$7.04
<b>55069</b>	Solid Waste Association of North America	2/8/2023		\$245.00
<b>55070</b>	The Times	2/8/2023		\$50.50
<b>55071</b>	Tim Alznauer	2/8/2023		\$51.50
<b>55072</b>	U.S. Bank N.A. - Custody	2/8/2023		\$24.00
<b>55073</b>	Vision Forms, LLC	2/8/2023		\$725.30
<b>55074</b>	WA Municipal Clerks Assoc	2/8/2023		\$450.00
<b>55075</b>	WA State Treasurer	2/8/2023		\$940.63
<b>55076</b>	Walla Walla Regional Water	2/8/2023		\$105.00
<b>55077</b>	Western States Equipment	2/8/2023		\$166.17
<b>55078</b>	Zac Weatherford	2/8/2023		\$40.00
<b>55080</b>	Payroll Vendor	2/15/2023		Void



Number	Name	Print Date	Clearing Date	Amount
55081	Fletcher, Lloyd	2/15/2023		\$1,991.79
55082	Hays, Debra M.	2/15/2023		\$2,547.58
55083	Lambert, Isaiah J	2/15/2023		\$1,530.07
55084	Moore, Duane E	2/15/2023		\$1,461.49
55085	Moton, Donald G.	2/15/2023		\$1,779.67
55086	Paulson, Ryan A	2/15/2023		\$2,464.47
55087	Strickland, Eddie L	2/15/2023		\$1,869.79
55088	Sweetwood, David	2/15/2023		\$1,638.62
55089	Walker, Alan J	2/15/2023		\$1,673.24
55090	Westergreen, Connie	2/15/2023		\$1,908.43
55091	Yost, Misty	2/15/2023		\$1,628.10
55092	Alznauer, Timothy A	2/15/2023		\$1,250.38
55098	Anderson Perry & Assoc	2/15/2023		\$19,436.25
55099	Basin Disposal, Inc	2/15/2023		\$159.66
55100	Brian Houdak	2/15/2023		\$131.28
55101	Chamber Of Commerce	2/15/2023		\$5,738.47
55102	Col Co Auditor	2/15/2023		\$209.50
55103	Col Co Treasurer	2/15/2023		\$57,933.21
55104	Dept Of Revenue	2/15/2023		\$6,246.72
55105	Kelly Connect	2/15/2023		\$197.43
55106	National Safety, Inc	2/15/2023		\$974.73
55107	Pacific Power	2/15/2023		\$15,364.77
55108	Susan Balling	2/15/2023		\$131.28
55109	The Times	2/15/2023		\$229.25
55110	Tri-City Sign and Barricade	2/15/2023		\$817.17
55111	USA Bluebook	2/15/2023		\$542.36
55112	Vision Municipal Solutions	2/15/2023		\$2,121.20
55113	WPTA	2/15/2023		\$375.00
55114	Council No. 2	2/15/2023		\$408.28
55115	Internal Revenue Service - U S Treasury	2/15/2023		\$7,534.62
55116	Raymond Johnson	2/21/2023		\$65.64
55117	Richard Eslick	2/21/2023		\$426.58
55119	Anderson Perry & Assoc	2/22/2023		\$3,813.75
55120	Arrow Construction Supply, Inc	2/22/2023		\$134.06
55121	City Lumber & Coal Yard	2/22/2023		\$94.76
55122	Col CO Public Works Dept	2/22/2023		\$1,249.79
55123	Konen Rock Crushing, Inc	2/22/2023		\$417.37
55124	Lambert, Isaiah J.	2/22/2023		\$52.02
55125	Pape Machinery	2/22/2023		\$4,826.97
55126	Staples Credit Plan	2/22/2023		\$163.10
55127	Washington State Penitentiary	2/22/2023		\$530.60
55128	Zac Weatherford	2/22/2023		\$93.75
55130	Alznauer, Timothy A	2/28/2023		\$969.13
55131	Aukerman, Laura U	2/28/2023		\$138.52
55132	Dieu, Tyler A.	2/28/2023		\$138.52
55133	Fletcher, Lloyd	2/28/2023		\$1,606.24

Number	Name	Print Date	Clearing Date	Amount
55134	Hays, Debra M.	2/28/2023		\$2,575.68
55135	Lambert, Isaiah J	2/28/2023		\$1,270.52
55136	McMunn, Eileen M	2/28/2023		\$138.52
55137	Moore, Duane E	2/28/2023		\$1,233.55
55138	Moton, Donald G.	2/28/2023		\$1,513.46
55139	Nysoe, Dain	2/28/2023		\$138.52
55140	Paulson, Ryan A	2/28/2023		\$2,501.62
55141	Strickland, Eddie L	2/28/2023		\$1,909.98
55142	Sweetwood, David	2/28/2023		\$1,384.52
55143	Walker, Alan J	2/28/2023		\$1,259.34
55144	Weatherford, Zachary M	2/28/2023		\$867.30
55145	Westergreen, Connie	2/28/2023		\$1,438.49
55146	Yost, Misty	2/28/2023		\$1,656.20
55148	AFLAC Remittance Processing	2/28/2023		\$466.74
55149	AWC EMPLOYEE BENEFIT TRUST - PAYROLL	2/28/2023		\$17,476.51
55150	Dept of Retirement Systems	2/28/2023		\$10,394.89
55151	Internal Revenue Service - U S Treasury	2/28/2023		\$6,564.78
55152	WSCCCE	2/28/2023		\$1,209.00
		<b>Total</b>	<b>Check</b>	<b>\$348,214.07</b>
		<b>Total</b>	<b>7270002352</b>	<b>\$348,214.07</b>
		<b>Grand Total</b>		<b>\$348,214.07</b>



January 11, 2023

City of Dayton  
Attn: Mayor  
111 S. 1<sup>st</sup> Street  
Dayton, WA 99328

CITY OF DAYTON

JAN 17 2023

REC'D BY *my*

SUBJECT: Consent to Effectuate Change of Control  
Consent for Franchisee to Install Third-Party Improvements  
(Franchisee PocketiNet Communications Inc., Ordinance No. 1945)

Dear City Clerk,

On December 27, 2018, and pursuant to Ordinance No. 1945, the City Council of the City of Dayton (the "City") granted PocketiNet Communications, Inc. ("PocketiNet"), a franchise to construct, install, operate, maintain, repair, or remove fiber optic cables and small cell facilities within the public ways of the City of Dayton (the "Franchise"). PocketiNet has since enjoyed very positive relations with the City and has used the Franchise consistent with the terms therein.

PocketiNet shareholders recently entered into a Stock Purchase Agreement related to the sale of shares to Lightspeed Internet, LLC, a wholly owned subsidiary of LightSpeed Networks, Inc. ("Lightspeed"), through a two-step process. Effective on September 29, 2022, Lightspeed, through its LLC, purchased 24% of the issued shares in PocketiNet. Lightspeed Internet, LLC intends to purchase the remaining shares in PocketiNet once Lightspeed receives the necessary federal regularly approvals, which is expected to occur in the next six to twelve months. In the interim, Lightspeed intends to work with PocketiNet to expand Lightspeed's fiber optic network, within the City, to the benefit of local citizens. PocketiNet and Lightspeed are excited for this opportunity to expand services within the City.

Pursuant to Franchise (Section 4, *Administration and Regulation*, Subsection 1, *Transfer of Ownership or Control*) the "Franchise shall not be assigned or transferred, leased or disposed of either in whole or in part by voluntary sale or involuntary sale, merger or consolidation . . . *without the prior written consent of the City Council, which consent shall not be unreasonably withheld.*" The Franchise similarly provides, "POCKETINET shall promptly notify the City of *any actual or proposed change in, or transfer of . . . control of POCKETINET.*"



In light of the foregoing, before shareholders take steps to transfer control of PocketiNet, and before PocketiNet uses its privileges under the Franchise to help Lightspeed place Lightspeed-owned facilities within the City of Dayton, PocketiNet desires to comply strictly with the Franchise. As such, pursuant to Section 4 of the Franchise Agreement, PocketiNet requests that the City express its written consent to the following proposed PocketiNet actions:

1. The sale and transfer of 100% of shares in PocketiNet by the existing shareholders to Lightspeed (“Consent to Effectuate Change of Control”); and
2. The Placement of Lightspeed-owned fiber optic utilities and related infrastructure within the City of Dayton by PocketiNet or its agents, acting under the authority of the Franchise (“Consent for Franchisee to Install Third-Party Improvements”).

PocketiNet has enjoyed a remarkable relationship with the City. PocketiNet expects that positive relationship to continue and is hopeful the City will grant this request to allow these exciting Lightspeed projects to continue.

Please consider this action. The City may indicate its consent through completion of the attached Consent or through other written means mailed to LightSpeed Networks, Inc. Attn: Legal 921 SW Washington St. Ste. 210 Portland, OR 97205 or emailed directly to [legal@lsnetworks.net](mailto:legal@lsnetworks.net).

The LightSpeed counsel and I are available to address any questions. We can be contacted as follows:

Todd Brandenburg Email: <a href="mailto:todd@pocketinet.net">todd@pocketinet.net</a> Phone: 509.593.4706	Leslie Boro Email: <a href="mailto:lboro@lsnetworks.net">lboro@lsnetworks.net</a> Phone: 503.414.0494
--	---

Respectfully,

  
Todd Brandenburg  
PocketiNet, President



## CONSENT

The City of Dayton (the “City”) has considered the attached request from PocketiNet Communications, Inc. (“PocketiNet”), related to the sale of shares to Lightspeed Internet, LLC, a wholly owned subsidiary of LightSpeed Networks, Inc. (“Lightspeed”) and the placement of Lightspeed improvements within the City by PocketiNet under the authority of the Franchise. Having discussed the same, and having considered the terms of the Franchise, including Section 4, the City hereby states the following:

1. The City hereby declares its consent to the effective change of control within PocketiNet to LightSpeed Networks, Inc. as a result of the pending sale and transfer of 100% of shares in PocketiNet by the existing shareholders to Lightspeed Internet, LLC (the “Consent to Effectuate Change of Control”); and

2. The City hereby declares its consent to the placement of Lightspeed Networks, Inc. owned fiber optic utilities and related infrastructure within the City of Dayton by PocketiNet or its agents, acting under the authority of the Franchise (“Consent for Franchisee to Install Third-Party Improvements”).

This Consent is effective this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
By:  
Its:

## CITY OF DAYTON

### POSITION DESCRIPTION

JOB TITLE: Planning Development Manager

STATUS: Part Time

Salary: Hourly

REPORTS TO: Mayor

CLASS: Non-Eligible

FUNCTION: The Planning Development Manager reviews all levels of residential, commercial, and industrial installations for compliance with all zoning and code requirements. Provides customer service, information, planning assistance to consultants, developers, architects, and citizens interested in building and planning related issues and/or processes. Processes permits and applications.

#### ACCOUNTABILITIES:

1. Develop, review, approve, and implement services, policies, procedures, and reports.
2. Consult with and advise contractors, builders, and the public regarding zoning codes and regulations. Communicate code requirements as necessary.
3. Facilitate the development and updates of the City's Code and Comprehensive Plan.
4. Work with advisory groups, other agencies, jurisdictions, organizations, and staff to develop plans, programs, and recommendations.
5. Provide software support for City GIS system to users and instruct staff on basic elements of systems.
6. Serve as the responsible official for the City's administration of the State Environmental Policy Act and the Shorelines Master Programs, and the Flood Plain Manager.
7. Facilitate/Chair and/or serve as the secretary to the City Planning Commission, Affordable Housing Commission, Historic Preservation Committee, or others as assigned.
8. Interpret land use codes and related ordinances under the direction of a supervisor.
9. Acts as Americans with Disabilities Act (ADA) coordinator.
10. Provide clear, concise written correspondence, memoranda, and technical reports.
11. Supports grant applications and proposals.
12. Assist with day-to-day office tasks such as answering phones, addressing customer questions, and processing utility bill payments from time to time.
13. Work with other City departments on code enforcement efforts.
14. Other duties as assigned.

EDUCATION/EXPERIENCE: Four-year undergraduate degree in Planning or a related field required, with two years municipal planning or experience. An equivalent combination of education and experience can be substituted.

- Current issues, trends, practices, and principles of comprehensive long/short range urban planning including permitting and the land use applications process.
- Standards, laws, codes, ordinances, and regulations governing comprehensive long/short range urban planning.
- Geographic Information Systems
- Proposal development and grant writing

SKILLS REQUIRED:

- Good organizational skills
- Self-starter capable of balancing community needs with available resources.
- Read blueprints and plan specifications.
- Conceptual analysis and policy/program development and implementation
- Communication effectively both orally and in writing with diverse customers, employee's, contractors, other agencies, public officials, and the general public
- Make presentations and develop reports that may include technical information.
- Use engineering and architect measuring tools.
- Maintain accurate records.
- Establish and maintain effective working relationships with coworkers, contractors, other agencies, public officials, and the general public.
- Apply excellent internal and external customer services skills.
- Land use planning issue interpretation and analysis
- Proficient use of computer, 10-key and other standard office equipment.

PHYSICAL DEMANDS:

Standing for prolonged periods; focus on computer screen; precise control of fingers and hand movements; crouching, crawling, bending, kneeling, climbing, and balancing for inspections; wearing of protective gear; exposure to high noise levels at construction sites; exposure to equipment with cutting or crushing potential; work outdoors in inclement weather; occasional lifting of ladders and technical equipment; operation of motor vehicle on public roads; periodic potential exposure to chemicals and hazards at construction sites; occasional response to emergency conditions in off-hours; dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours.

Hours of Work: Less than 40 hours per week.

Benefits: The City of Dayton does not offer benefits to part time or seasonal employees:

**ORDINANCE NO. 2001**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DAYTON, WASHINGTON, AMENDING ORDINANCE NOS. 1996 THE 2023 SALARY SCHEDULE, CREATING ONE NEW CLASSIFICATION AND AMENDING THE SALARY SCHEDULE TO PROVIDE FOR THE NEW CLASSIFICATION; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Dayton, Washington, previously approved Ordinance No. 1996 adopting a Salary Schedule for 2023; and,

**WHEREAS**, Ordinance No. 1996 set forth job classifications along with their associated salary ranges for 2023; and

**WHEREAS**, the City Council authorized Resolution No. 1382 on June 26, 2019, creating the position of Director of Planning and Community Development;

**WHEREAS**, the Mayor has recommended to the City Council that a new classification entitled Planning Development Manager be created within the 2023 Salary Schedule; as an ineligible part-time position.

**WHEREAS**, the members of the Human Resources Committee of the City Council have discussed the new classification entitled Planning Development Manager as a Part-time position at an hourly rate not to exceed 40 hours per week, for said classification;

**WHEREAS**, the majority of the Personnel Committee of the City Council recommends that the 2023 Salary Schedule be amended in the manner recommended by the Mayor.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DAYTON DOES HEREBY ORDAIN** as follows:

**SECTION 1. AMENDMENT TO THE 2023 SALARY SCHEDULE.** Ordinance No. 1996 entitled 2023 Salary Schedule is hereby amended to add the following classification:

<b>CLASSIFICATION</b>	<b>Hourly Wage Scale</b>	
	<b>Low</b>	<b>High</b>
Planning Development Manager – <b>Part Time</b>	\$ 40.00	\$55.00

**SECTION 2. EFFECTIVE DATE.** A summary thereof of this Ordinance consisting of its title shall be published in the official newspaper of the City of Dayton and shall take effect and be in full force five (5) days after the date of publication.

Passed by the City Council of the City of Dayton and approved by the Mayor on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

City of Dayton



---

By: Zac Weatherford, Mayor

Attested/Authenticated:

---

Debra M Hays/Clerk-Treasurer

Approved as to form:  
Menke Jackson Beyer, LLP

---

By: Quinn N. Plant, City Attorney

**RESOLUTION NO. 1508**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DAYTON, COLUMBIA COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE AN PROFESSIONAL SERVICE AGREEMENT FOR ON CALL LAND USE PLANNING SERVICES WITH AHBL, INC.**

**WHEREAS**, the City Council of the City of Dayton has been duly elected and is authorized to enter into contracts pursuant to RCW 35A.12.190; and

**WHEREAS**, the City of Dayton has negotiated a Professional Services Agreement with AHBL, INC to provide On-Call Planning for Land Use Services, to the City of Dayton for a period of one year (12) months, unless terminated earlier, in the form attached here to as Exhibit "A". The Professional Services Agreement Authorization will be **NO MORE** than \$80,000.00 with an expiration date of December 31, 2023; and

**WHEREAS**, the City Council finds and determines that entering into said Professional Services Agreement with the AHBL, INC is in the best interest of the residents of the City of Dayton and will promote the general health, safety, and welfare of our community;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DAYTON WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1. Agreement.** The Mayor of the City of Dayton, Washington, is hereby authorized to execute a Professional Services Agreement with AHBL, INC, attached here to.

**Section 2. Implementation.** That the Mayor, or designee, is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

**Section 3. Effective Date** That this Resolution shall take effect and be in full force upon passage and signatures here on.

Dated and signed this \_\_\_\_\_ day of March 2023  
City of Dayton

\_\_\_\_\_  
Mayor Zac Weatherford

Attest/Authenticate:

\_\_\_\_\_  
Debra M Hays, City Clerk Treasurer

Approved as to form:

---

Quinn Plant, City Attorney

AHBL, INC.

**AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT** 

**AMENDMENT NO. 1**

to  
**Professional Services Agreement**  
for  
**City of Dayton**

THIS AGREEMENT dated **February 6, 2023**, is made and entered into by **City of Dayton** (Client) and **AHBL, Inc.** (Consultant).

WHEREAS the parties have previously entered into an agreement dated **January 4, 2022**, for **City of Dayton On-Call Planning** (Project), **AHBL Project No. 2210907.30**, and

WHEREAS the parties desire to amend the agreement in consideration of the mutual benefits and advantages to be derived by each of the parties,

IT IS HEREBY AGREED as follows:

**Contract Expiration Date**

The Contract Expiration Date shall be extended to December 31, 2023.

**Compensation**

The amount of spending authorized for 2023 shall not exceed \$80,000.

Exhibit B of the original agreement shall be replaced with the attached 2023 AHBL Schedule of Charges & Compensation.

All other terms and conditions of the agreement and all supplements and modifications thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this amendment to be duly executed, such parties acting by their representatives being there unto duly authorized.

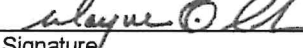
CLIENT

CONSULTANT

**CITY OF DAYTON**

**AHBL, INC.**

By: \_\_\_\_\_  
Signature

By:   
Signature

\_\_\_\_\_  
Printed Name / Title

Wayne E. Carlson, Principal  
\_\_\_\_\_  
Printed Name / Title

Date: \_\_\_\_\_

Date: February 6, 2023

**EXHIBIT B**



# SCHEDULE OF CHARGES & COMPENSATION

Principal.....	240.00/Hour	Director of Landscape Architecture.....	165.00/Hour
Associate Principal.....	220.00/Hour	Senior Landscape Architect.....	150.00/Hour
Associate Planning Principal.....	210.00/Hour	Landscape Architect 2.....	135.00/Hour
Senior Project Manager.....	195.00/Hour	Landscape Architect 1.....	125.00/Hour
Project Manager.....	180.00/Hour	Senior Landscape Designer.....	125.00/Hour
Senior Planning Project Manager.....	170.00/Hour	Landscape Designer 3.....	115.00/Hour
Planning Project Manager.....	160.00/Hour	Landscape Designer 2.....	105.00/Hour
Survey Project Manager.....	170.00/Hour	Landscape Designer 1.....	95.00/Hour
Assistant Project Manager.....	130.00/Hour	Senior Landscape Technician.....	130.00/Hour
Senior Engineer.....	165.00/Hour	Landscape Technician 3.....	105.00/Hour
Project Engineer 4.....	145.00/Hour	Landscape Technician 2.....	90.00/Hour
Project Engineer 3.....	130.00/Hour	Landscape Technician 1.....	80.00/Hour
Project Engineer 2.....	120.00/Hour	Project Surveyor.....	140.00/Hour
Project Engineer 1.....	110.00/Hour	Senior Survey Technician.....	130.00/Hour
Senior Engineer Technician.....	130.00/Hour	Survey Technician 3.....	120.00/Hour
Engineer Technician 3.....	120.00/Hour	Survey Technician 2.....	105.00/Hour
Engineer Technician 2.....	105.00/Hour	Survey Technician 1.....	90.00/Hour
Engineer Technician 1.....	90.00/Hour	Chief of Parties.....	165.00/Hour
Project Administrator.....	100.00/Hour	Survey Crew.....	200.00/Hour
Project Expeditor.....	80.00/Hour	1-Person Survey Crew.....	130.00/Hour
Senior Urban Designer.....	145.00/Hour	Graphic Designer.....	110.00/Hour
Urban Designer.....	130.00/Hour	Technical Editor.....	110.00/Hour
Planner 5.....	145.00/Hour	Word Processor/Sr. Administrative Asst.....	90.00/Hour
Planner 4.....	130.00/Hour	Administrative Assistant.....	80.00/Hour
Planner 3.....	120.00/Hour	Outside Consultants.....	Separate Fee Proposal
Planner 2.....	105.00/Hour	Geotechnical Engineers.....	Separate Fee Proposal
Planner 1.....	75.00/Hour	Environmental Consultants.....	Separate Fee Proposal
Planning Technician.....	50.00/Hour		

Large Format Bond.....	0.50/sf
Large Format High Density Color Bond.....	2.00/sf
Large Format Mylar.....	2.00/sf
Small Format Color Bond 11 X 17.....	0.50/Sheet
Small Format Color Bond 8.5 X 11.....	0.40/Sheet

**The Schedule of Charges and Compensation is subject to change.**

Charges are made for technical typing, as in the preparation of reports, and for technical clerical services directly related to projects. Direct charges are not made for general secretarial services, office management, accounting, or maintenance.