



DAYTON CITY COUNCIL  
REGULAR MEETING

111 S 1<sup>st</sup> Street

**ZOOM MEETING** - (Login Information is below)

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March 9, 2022  
6:00 p.m.

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PRELIMINARY AGENDA

**NOTE: Meetings are open to the public; however, in order to comply with the Governor's social distancing mandate, we are limiting attendance in person to City of Dayton Personnel and those scheduled on the agenda only .**

**A. Call to order**

1. Roll call

**B. Approval of agenda**

1. ACTION: Consider authorizing 3/09/2022 City Council Agenda as presented

**C. Public Comment**

D. Ashley Strickland – Columbia County Emergency Management Director

E. Sheriff Joe Helm – Columbia County Sheriff's Office

**F. Consent Agenda - Action**

1. Approval of February 9<sup>th</sup> 2022 Regular Council Meeting Minutes.
2. Approval of Claims Voucher Warrants as audited by the Finance Committee  
in the amount of = \$ Will be added Monday  
Approval of Payroll Voucher Warrants for February 2022 = \$79,317.15 –  
Vouchers # 53827 - 53842 & #53891 - # 53914

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

1. Dayton High School Alumni – Tammy Ketterman – Presentation of the Alumni Parade asking Mayor and Council permission to hold the annual Alumni Parade and confirm time and route.
2. Consider Authorizing Ordinance No. 1989-Authorizing the Mayor to Amend Section 5-2.04 of the Dayton Municipal Code, Amending the 2018 Adopted International Building Codes by Reference .
3. Consider Authorizing Resolution # 1488 - Authorizing the Mayor to Approve a Municipal Service Agreement for Lodging Tax Funded Activities with the Dayton Chamber of Commerce for Fiscal year 2022.

**H. Mayor Report/Comments**

**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 4/13/2022*

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

**Topic: Dayton Regular City Council Meeting**

**Time: March 9<sup>th</sup> @ 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

Wednesday Feb 9, 2022

ZOOM MEETING

Dayton, Washington 99328

## CALL TO ORDER:

### A. Call to order

Mayor Weatherford calls the meeting to order at approximately 6:07 p.m.

Roll Call: Present: Councilmembers: Laura Aukerman, Teeny McMunn, Dain Nysoe, Marchand Hovrud, Misty Yost, Tiger Dieu

Staff: Debra Hays, Interim City Clerk, Ryan Paulson Public Works Director

### B. Approval of agenda

1. ACTION: Consider authorizing 2/9/2022 City Council Agenda as presented:

***Yost makes a motion to authorize 2/9/2022 City Council Agenda as presented; Nysoe seconds the motion. Agenda approved, unanimously.***

### C. Public Comment

***No Public Comment.***

### D. Ashley Strickland – Columbia County Emergency Management Director –***Strickland report on dispatch logs and increase of calls inside City Limits He also updates council on radio project as well as the mitigation plan.***

### E. Sheriff Joe Helm – Columbia County Sheriff's Office – ***Not available.***

### F. Consent Agenda - Action

1. Approval of January 12th, 2022, Regular City Council Meeting Minutes.
2. Approval of January 20th, 2022, Special Council Meeting Minutes.
3. Approval of Claims Voucher Warrants as audited by the Finance Committee in the amount of \$ 212,476.11 Voucher #53796 thru #53826

Approval of Payroll Voucher Warrants for January 2022 \$85,306.91. Voucher #53755 thru #53793

***Hovrud makes a motion to authorize Consent Agenda. McMunn seconds the motion.***

***Motion passes 5 to 1 with Aukerman abstaining.***

### G. Items for Council Consideration/Action

1. Consider Authorizing Resolution #1486 – Authorizing the Mayor to execute a Professional Services Agreement with AHBL, INC. for On-Call Planning and Land Use Services for 2022. ***Mayor Weatherford combines Items 1. & 2. For Council consideration. Mayor Weatherford address council in regard to Resolutions #1486 & #1486 A. Council discusses. Deanna Martin address council in regard to current planning projects. Aukerman makes a motion to authorize Resolution #1486 – Authorizing the Mayor to execute a Professional Services Agreement with AHBL inc. for On-Call Development Review/Planning Services for 2022. Yost seconds the motion. Motion carries unanimously.***
2. Consider Authorizing Resolution #1486 A – Authorizing the Mayor to execute a Professional Services Agreement with MacKay – Sposito for On-Call Development Review/Planning Services for 2022. ***Yost makes a motion to denies Authorization of Resolution #1486 A - Authorizing the Mayor to execute a Profession Services agreement with MacKay – Sposito for On-Call Planning and Land Use Services for 2022. Nysoe Seconds the motion. Motion carries unanimously.***

3. Consider Authorizing Resolution #1487 – Authorizing the Mayor to hereby resolves that docket item 2021-01 Proposing text amendment to the Dayton Comprehensive Plan, as related to Affordable Housing, be deferred to the 2023 Comprehensive plan amendment cycle. ***Dena Martin, Columbia County Planner, gives a presentation and explains the docket cycle in regard to the Comprehensive plan. She also explains the need for authorizing Resolution #1487 due to lack of membership on the Planning Commission. Mayor and Council question Martin and discuss issues. Aukerman makes a motion to authorize Resolution #1487 – authorizing the Mayor to hereby resolves that docket item 2021 - Proposing text amendment to the Dayton Comprehensive Plan, as related to Affordable Housing, be deferred to the 2023 Comprehensive plan amendment cycle. Dieu seconds the motion. Motion carries unanimously.***
  
4. Consider Authorizing Ordinance # 1989 – Authorizing the Mayor to Amend Section 5-2.04 of the Dayton Municipal Code, Amending the 2018 Adopted International Building Codes by Reference. ***Dena Martin, Columbia County Planner, gives a presentation and explains that there is a need to correct an oversight of 2 codes that were left out when amending the state codes by the previous planner and the need for these codes to be adopted/re-instated. Council discusses. Aukerman makes a motion to Table Ordinance # 1989 – Authorizing the Mayor to Amend Section 5-2.04 of the Dayton Municipal Code, Amending the 2018 Adopted International Building Codes by Reference. Dieu seconds the motion. Motion is voted on with a 3 to 3 tie. 3 for (Aukerman, Dieu, Hovrud) and 3 against (Nysoe, Yost, McMunn). Mayor Weatherford make a decision to table item 4 until clarification from the City attorney's office as to whether the Mayor is the deciding vote.***
  
5. Interviews for vacant City Council Position #6. ***Mayor Weatherford explains process for City Council Position #6 interviews & executive session rules to new Council Members. Mayor Weatherford interviews 3 candidates for City Council Position #6 - Heather Hiebert, Kyle Anderson, Karie Banks-Wellsandt.***

H. Adjourn for Executive Session - ***Regular session is adjourned at 7:30 PM for Executive Session. Executive Session is called to order at 7:31 PM.***

I. Resume Regular Meeting -***Regular meeting is resumed at 7:50 PM. Dieu makes a motion to appoint Kyle Anderson to Dayton City Council position #6. Aukerman seconds. Motion carries unanimously.***

J. Mayor Reports/Comments – No Report

K. Standing Committee Reports/Comments – No Report.

L. Department Reports

Sheriff Joe Helm – ***Columbia County Sheriff's Office. Commissioner Rundell reports for Sheriff Helm on training and hiring of new deputies.***

Public Works Director – ***Ryan Paulson – Paulson reports that he will be sending out pamphlets to the Council members. Council questions Paulson on the leak issues that he reported on last week. Paulson reports on the part issues and ongoing repairs.***

City Clerk interim – ***Debra Hays – No report.***

County Commissioner –***Rundell -See Sheriff's report above.***

Mayor Pro Temp – ***Nysoe – No report.***

M. Unfinished Business – ***No report.***

**N. New Business – Mayor Pro Tem Nysoe address mayor and council in regard to standing committees. He proposes the council authorize the development of a Policy and procedures committee to review policy and procedures. Council discusses. Issue will be addressed at next Council meeting.**

*Hovrud inquires regarding upcoming meetings. When will we be able to return to regular meetings (in person)*

*Mayor Weatherford address the issue. He will check the new state mandates and guidelines and update council at next meeting.*

**O. Final Public Comment – No Comments.**

**P. Adjournment**

With no further business to come before the Council, the meeting is adjourned at 8:10 pm.

***Yost makes a motion to Adjourn the City Council meeting of February 9th, 2021, Aukerman seconds the motion. Motion carries, unanimous.***

Next regular City Council meeting is scheduled for 3/9/2021.

City of Dayton

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

Attested:

Approved:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deb Hays, Interim City Clerk

# Register

Payroll

Fiscal: 2022

Deposit Period: 2022 - February

Check Period: 2022 - February - February - 28, 2022 - February - 15, 2022 - February - 9

Number	Name	Print Date	Clearing Date	Amount
<b>Bank of Eastern Oregon</b>				
<b>Check</b>	<b>7270002352</b>			
53827	Costello, Wyatt M	2/15/2022		\$1,138.89
53828	Fletcher, Lloyd	2/15/2022		\$1,781.01
53829	Hays, Debra M.	2/15/2022		\$2,400.00
53830	John, Rob	2/15/2022		\$1,797.72
53831	Lambert, Isaiah J	2/15/2022		\$1,441.81
53832	Moton, Donald G.	2/15/2022		\$1,611.38
53833	Paulson, Ryan A	2/15/2022		\$2,118.58
53834	Souza, Marcio	2/15/2022		\$1,419.05
53835	Strickland, Eddie L	2/15/2022		\$1,960.85
53836	Sweetwood, David	2/15/2022		\$1,601.84
53837	Walker, Alan J	2/15/2022		\$1,455.86
53838	Westergreen, Connie	2/15/2022		\$1,843.51
53839	Council No. 2	2/15/2022		\$401.71
53840	Daniel H Brunner, Chapter 13 Trustee	2/15/2022		\$414.50
53841	Internal Revenue Service - U S Treasury	2/15/2022		\$7,243.64
53842	Washington State Support Registry	2/15/2022		\$94.00
53891	Aukerman, Laura U	2/28/2022		\$138.52
53892	Costello, Wyatt M	2/28/2022		\$713.64
53893	Dieu, Tyler A.	2/28/2022		\$138.52
53894	Fletcher, Lloyd	2/28/2022		\$1,460.95
53895	Hays, Debra M.	2/28/2022		\$2,400.00
53896	John, Rob	2/28/2022		\$2,221.72
53897	Lambert, Isaiah J	2/28/2022		\$1,165.67
53898	McMunn, Eileen M	2/28/2022		\$138.52
53899	Moton, Donald G.	2/28/2022		\$1,320.18
53900	Nysoe, Dain	2/28/2022		\$138.52
53901	Paulson, Ryan A	2/28/2022		\$2,126.18
53902	Souza, Marcio	2/28/2022		\$1,960.85
53903	Strickland, Eddie L	2/28/2022		\$1,631.19
53904	Sweetwood, David	2/28/2022		\$1,287.36
53905	Walker, Alan J	2/28/2022		\$1,245.17
53906	Weatherford, Zachary M	2/28/2022		\$859.80
53907	Westergreen, Connie	2/28/2022		\$1,658.00
53908	Yost, Misty	2/28/2022		\$138.52
53909	AFLAC Remittance Processing	2/28/2022		\$225.85

Number	Name	Print Date	Clearing Date	Amount
53910	AWC EMPLOYEE BENEFIT TRUST - PAYROLL	2/28/2022		\$12,895.39
53911	Dept of Retirement Systems	2/28/2022		\$8,910.16
53912	Internal Revenue Service - U S Treasury	2/28/2022		\$6,646.64
53913	Washington State Support Registry	2/28/2022		\$94.00
53914	WSCCCE	2/28/2022		\$1,077.45
	<b>Total</b>		<b>Check</b>	<b>\$79,317.15</b>
	<b>Total</b>		<b>7270002352</b>	<b>\$79,317.15</b>
	<b>Grand Total</b>			<b>\$79,317.15</b>

**ORDINANCE NO. 1989**

**AN ORDINANCE OF THE CITY OF DAYTON, WASHINGTON AMENDING SECTION 5-2.04 OF THE DAYTON MUNICIPAL CODE, AMENDING THE 2018 ADOPTED INTERNATIONAL BUILDING CODES BY REFERENCE**

**WHEREAS**, the City of Dayton, Washington is a fully planning city under RCW 36.70A, Growth Management Act; and,

**WHEREAS**, it is necessary to make certain code text changes to bring consistency of development regulations with the adopted goals, policies, and objectives of the City of Dayton Comprehensive Plan and statewide provisions; and,

**WHEREAS**, Section 5-2.04 of the Dayton Municipal Code was amended on June 10, 2021 via Ordinance No. 1985, to adopt those Building Codes currently adopted by the State of Washington; and,

**WHEREAS**, the inclusion of the International Property Maintenance Code and the International Abatement of Dangerous Buildings Code were inadvertently omitted from the code adoption update; and,

**WHEREAS**, these codes have traditionally been adopted with the State Building Code updates; and,

**WHEREAS**, the proposed amendments do not change any adopted comprehensive plan policies or land use regulations; and,

**WHEREAS**, the adoption of this ordinance is categorically exempt from SEPA per WAC 197-11-800(19) Procedural Actions;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF DAYTON, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1: Amendments.** Section 5-2.04 of the Dayton Municipal Code is hereby amended to read as follows:

**5-2.04. – Codes Adopted.**

The following codes are hereby adopted by the City of Dayton:

- A. The 2018 Edition of the International Building Code, as adopted and hereafter amended by the State Building Code Council in Washington Administrative Code (WAC) Chapter 51-50 is hereby adopted along with Appendix E and ICC/ANSI A117.1- 2009, the 2018 International Existing Building Code, and the International Swimming Pool and Spa Code.

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**ORDINANCE SUMMARY BY TITLE ONLY FOR PUBLICATION PURPOSES  
ORDINANCE NUMBER 1989**

**AN ORDINANCE OF THE CITY OF DAYTON, WASHINGTON AMENDING SECTION  
5-2.04 OF THE DAYTON MUNICIPAL CODE AMENDING THE ADOPTING THE 2018  
INTERNATIONAL BUILDING CODES**

The full text of Ordinance 1989, adopted the 9th day of ~~MARCH~~, 2022, is available for examination at the City Clerk's Office, 111 S. 1<sup>st</sup> St., Dayton, WA during normal business hours. The full text of the ordinance will be mailed upon request.

By: /s/ Zac Weatherford, Mayor

Attest: /s/ Deb Hays, City Clerk

Approved as to from: /s/ Quinn Plant, City Attorney

Published: \_\_\_\_\_

*The Waitsburg Times*

- B. The 2018 Edition of the International Residential Code (IRC), as adopted and hereafter amended by the State Building Code Council in Washington Administrative Code (WAC) Chapter 51-51, as published by the International Code Council, including Appendices F, Q, and U, but excluding Chapter 11, "Energy Efficiency," and Chapters 25 through 43.
- C. The 2018 Edition of the International Mechanical Code, as adopted by the State Building Code Council in Washington Administrative Code (WAC) Chapter 51-52, as published by the International Code Council, including the 2018 International Fuel Gas Code, 2018 NFPA 58 and the 2017 NFPA 54, is hereby adopted.
- D. The 2018 Edition of the International Fire Code, as adopted by the State Building Code Council in Washington Administrative Code (WAC) Chapter 51-54, as published by the International Code Council, including Section 503, Section 507, and Appendix Chapters B, C and D (see International Fire Code Section 101.2.1, 2018 edition).
- E. The 2018 Edition of the Uniform Plumbing Code (UPC), as adopted by the State Building Code Council in Washington Administrative Code (WAC) Chapters 51-56, as published by the International Association of Plumbing and Mechanical Officials (IAPMO), is hereby adopted, including Appendices A, B, and I.
- F. The 2018 Washington State Energy Code, as adopted by the State Building Code Council in Chapter 51-11C and 51-11R WAC, is hereby adopted.
- G. Standards for Accessibility of Buildings and Facilities to Elderly and Handicapped, RCW 70.92.100 through 70.92.160, are hereby adopted by reference.
- H. The National Fuel Gas Code (NFPA 54), as adopted by the State Building Code Council in Chapter 51-52 WAC, and as published by NFPA, is hereby adopted.
- I. The Liquefied Petroleum Gas Code (NFPA 58), as adopted by the State Building Code Council in Chapter 51-52 WAC, and as published by NFPA, is hereby adopted.
- J. The International Property Maintenance Code, 2018 Edition is hereby adopted.
- K. The International Abatement of Dangerous Buildings Code, 1997 Edition is hereby adopted.

**Section 2: Severability.** If any section, sentence, clause, or phrase of this ordinance should be held to be invalid by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, or phrase of this ordinance.

**Section 3: Effective Date.** A summary thereof of this Ordinance consisting of its title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

**PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF  
DAYTON, WASHINGTON, AT A REGULAR MEETING THIS 9<sup>th</sup> DAY OF  
MARCH, 2022.**

City of Dayton

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Zac Weatherford, Mayor

Attested/Authenticated by:

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Deb Hays, City Clerk

Approved as to form:

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Quinn Plant, City Attorney

#### 5-2.04. – **International Codes Adopted.**

The following codes are hereby adopted by the City of Dayton:

- A. The 2018 [Edition](#) of the International Building Code, as adopted and hereafter amended by the State Building Code Council in Washington Administrative Code (WAC) Chapter 51-50 is hereby adopted along with Appendix E and ICC/ANSI A117.1- 2009, the 2018 International Existing Building Code, and the International Swimming Pool and Spa Code.
- B. The 2018 Edition of the International Residential Code (IRC), as adopted and hereafter amended by the State Building Code Council in Washington Administrative Code (WAC) Chapter 51-51, as published by the International Code Council, including Appendices F, Q, and U, but excluding Chapter 11, "Energy Efficiency," and Chapters 25 through 43.
- C. The 2018 Edition of the International Mechanical Code, as adopted by the State Building Code Council in Washington Administrative Code (WAC) Chapter 51-52, as published by the International Code Council, including the 2018 International Fuel Gas Code, 2018 NFPA 58 and the 2017 NFPA 54, is hereby adopted.
- D. The 2018 Edition of the International Fire Code, as adopted by the State Building Code Council in Washington Administrative Code (WAC) Chapter 51-54, as published by the International Code Council, including Section 503, Section 507, and Appendix Chapters B, C and D (see International Fire Code Section 101.2.1, 2018 edition).
- E. The 2018 Edition of the Uniform Plumbing Code (UPC), as adopted by the State Building Code Council in Washington Administrative Code (WAC) Chapters 51-56, as published by the International Association of Plumbing and Mechanical Officials (IAPMO), is hereby adopted, including Appendices A, B, and I.
- F. The 2018 Washington State Energy Code, as adopted by the State Building Code Council in Chapter 51-11C and 51-11R WAC, is hereby adopted.
- G. Standards for Accessibility of Buildings and Facilities to Elderly and Handicapped, RCW 70.92.100 through 70.92.160, are hereby adopted by reference.
- H. The National Fuel Gas Code (NFPA 54), as adopted by the State Building Code Council in Chapter 51-52 WAC, and as published by NFPA, is hereby adopted.
- I. The Liquefied Petroleum Gas Code (NFPA 58), as adopted by the State Building Code Council in Chapter 51-52 WAC, and as published by NFPA, is hereby adopted.
- J. **The 2018 International Property Maintenance Code**

## K. The 1997 International Abatement of Dangerous Buildings Code

**RESOLUTION NO. 1488**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
DAYTON, WASHINGTON, APPROVING A MUNICIPAL SERVICES  
AGREEMENT FOR LODGING TAX FUNDED ACTIVITIES WITH THE  
DAYTON CHAMBER OF COMMERCE FOR FISCAL YEAR 2022  
(Term of January 1, 2022 through December 31, 2022)**

**WHEREAS**, the legislature has authorized the City to levy a special excise tax for the furnishing of lodging by a hotel, rooming house, tourist court, motel, trailer camp (pursuant to RCW 67.28.180 and RCW 67.28.181); and

**WHEREAS**, revenue from taxes imposed under chapter 67.28 RCW shall be credited to a special fund in the City's treasury, to be used solely for the purpose of paying all or any part of the costs associated with tourism promotion, or operation of a tourism-related facilities (pursuant to RCW 67.28.1815); and

**WHEREAS**, the City, after the Planning/Economic Development Committee, duly reviewed Applications for Lodging Tax Funds and recommended lodging tax funded activities, wishes to have certain services performed hereinafter set forth requiring specialized skills and other supportive capabilities; and

**WHEREAS**, the Chamber represents that it is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise where required, to perform the services set forth in this Agreement; and

**WHEREAS**, the Chamber has historically provided excellent tourism promotion activities for Dayton businesses; and

**WHEREAS**, the City desires to contract with the Chamber for the tourism promotion activities described in the Scope of Work attached hereto as Exhibit A.

**NOW, THEREFORE**, for and in consideration of the mutual benefits set out herein, it is agreed as follows:

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Dayton, Columbia County, Washington, as follows:

**Section 1.** The **MUNICIPAL SERVICES AGREEMENT FOR LODGING TAX FUNDED ACTIVITIES** between the City of Dayton and Dayton Chamber of Commerce, in the form attached hereto as Exhibit "A" is hereby authorized and approved.

**Section 2.** The Mayor is hereby authorized to execute the municipal services agreement on behalf of the City of Dayton. The Mayor and his designee(s) are hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

**Section 3.** This resolution shall take effect and be in full force upon passage and signatures hereon.

Approved and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**CITY OF DAYTON**

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Zac Weatherford, Mayor

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Debra M Hays, Interim City Clerk

Approved as to Form:

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Quinn Plant, City Attorney

Exhibit A

# CITY OF DAYTON APPLICATION FOR LODGING TAX FUNDS

## ORGANIZATION/AGENCY INFORMATION

<u>Dayton Chamber of Commerce</u>		<u>91-0524868</u>
Organization/Agency		Federal Tax ID Number
<u>Belinda Larsen</u>		<u>Executive Director</u>
Contact Name		Title
<u>202 E. Main</u>	<u>Dayton</u>	<u>WA 99328</u>
Mailing Address	City	State Zip
<u>509-382-4825</u>	<u>chamber@historicdayton.com</u>	
Work Phone	Cell Phone	Fax
		<u>chamber@historicdayton.com</u>
		Email Address

**Tourism Promotion Activities**

**Tourism-Related Facility**

**Events/Festivals:** See addendum #1

<i>Name of Event/Festival</i>	<i>Location</i>	<i>Date</i>
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**Non-profit** (Attach copy of current non-profit corporate registration with Washington Secretary of State)

**Public Agency**

**Amount Requested:** \$ 100%

## CERTIFICATION

I hereby state on behalf of Dayton Chamber of Commerce that:  
*Organization/Agency Name*

Tourism Promotion Activities or Tourism-Related Facilities:

This is an application for a contract with the City of Dayton and, if awarded, my organization/agency intends to enter into a Municipal Services Contract with the City of Dayton.

Events/Festivals:

The applicant has, or can obtain, general liability insurance in an amount commensurate with the exposure of the event/festival.

I understand the City of Dayton will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form has been submitted to the City, including copies of invoices and payment documentation.

      Belinda Larsen      12/14/21  
SIGNATURE (Please sign after printing)      PRINTED NAME      DATE

## SUPPLEMENTAL QUESTIONS

### DESCRIPTION OF TOURISM-RELATED ACTIVITIES OR EVENT:

Addendum #1

**1. PROVIDE ESTIMATE OF HOW ANY HOTEL/MOTEL LODGING TAX FUNDS RECEIVED WILL RESULT IN INCREASES IN THE NUMBER OF PEOPLE TRAVELING FOR BUSINESS OR PLEASURE ON A TRIP:**

- Away from their place of residence or business and staying overnight in paid accommodations: Addendum #2
- To a place fifty miles or more one way from their place of residence or business for the day or staying overnight: \_\_\_\_\_
- From another country or state outside of their place of residence or their business: \_\_\_\_\_

**2. HOW DO SERVICES PROMOTE AND ENHANCE TOURISM FOR DAYTON:**

- Describe the tourism promotion impact on the economy of the City of Dayton, specifically lodging, food service sectors, and community facilities.
- Provide copies of proposed promotional material.

Addendum #3

**3. DESCRIBE HOW YOU WILL ENCOURAGE SUPPORT OF DAYTON BUSINESSES, RESTAURANTS, AND RETAIL:**

Addendum #4

4. IDENTIFY IF THERE IS A HOST HOTEL FOR THE EVENT: Addendum #5

5. WHAT IS TARGET AGE GROUP(S): All ages 0-100

6. DESCRIBE COMMUNITY APPEAL AND/ OR SUPPORT:

The Dayton Community has strongly supported the Dayton Chamber of Commerce since its inception in 1947. The Chamber has successfully fostered cooperation between the business community, government agencies, service clubs, non-profit organizations, schools and other contributors to the process by taking the lead in establishing teamwork. The mission to promote the businesses by facilitating Dayton's dynamic growth has produced a stable, year-round economic base upon which the Dayton community can rely upon.

7. DO YOU RELY SOLELY ON HOTEL/MOTEL TAX FUNDS FROM THE CITY OF DAYTON: YES \_\_\_\_\_ NO XX

- If yes, provide an itemized list identifying each type of expenditure to be reimbursed.

8. DO YOU SEEK MULTIPLE SOURCES OF SUPPORT: YES \_\_\_\_\_ NO XX

IF YES, LIST THE SOURCE AND AMOUNTS:

1. \_\_\_\_\_ \$ \_\_\_\_\_  
2. \_\_\_\_\_ \$ \_\_\_\_\_  
3. \_\_\_\_\_ \$ \_\_\_\_\_

9. DO YOU PLAN TO BECOME SELF-FUNDED: YES \_\_\_\_\_ NO ✓

10. HAVE YOU RECEIVED CITY FUNDS IN THE PAST: YES ✓ NO \_\_\_\_\_

11. IS THIS APPLICATION FOR NEW FUNDS: YES ✓ NO \_\_\_\_\_

12. IF YOU ANSWERED YES TO INCREASED FUNDS, DESCRIBE THE REASON FOR THE INCREASE:

13. EVENT LOCATION: Addendum #1 DAYTON OTHER

14. DATE(S) OF EVENT: Addendum #1

15. SINGLE OR MULTI-DAY EVENT: Addendum #1

16. PROJECTED ATTENDANCE: Varies

## **2021 Lodging Tax Application, Worksheet**

### **Dayton Chamber of Commerce - 2021**

#### **6. Describe Community Appeal and/or Support:**

The Dayton community has strongly supported the Dayton Chamber of Commerce since its inception in 1947. The Chamber has successfully fostered cooperation between the business community, government agencies, service clubs, non-profit organizations, schools and other contributors to the process, by taking the lead in establishing teamwork. The mission to promote the businesses by facilitating Dayton's dynamic growth has produced a stable, year-round economic base upon which the Dayton community can rely on.

# 2022 Lodging Tax Application, Addendum 1

## Dayton Chamber of Commerce - 2022

- **Description of Tourism-Related Activities or Event:**

The Dayton Chamber of Commerce acts as a tourism marketing agency for the City of Dayton, with a full marketing plan, along with sponsoring and coordinating numerous events that draw visitors to the area. The Chamber also provides promotional collateral and serves as the area's Visitors Center. In terms of marketing, the Chamber executes a general advertising campaign that promotes Dayton as a visitor/tourist destination, highlighting the area's assets of agriculture, history, recreation, and community.

The Chamber promotes the Dayton area via internet, radio, television and print advertisements in regional publications, just to name a few, Scenic Washington 365, Walla Walla Valley Visitors Guide, Walla Walla Valley Wine Guide, and the Tri-Cities Entertainer. The Chamber also executes online campaigns that include targeted and boosted Facebook posts, Instagram posts and Email newsletters. The Chamber also markets and publicizes all our local events through ad placement online, in local and regional print publications, on local and regional radio, Northwest Public Radio and Television, mailings, flyers and national and regional online events calendars.

The Chamber's website, which was redesigned in 2020, and the All Wheels Weekend websites are also major marketing tools. Almost all the marketing listed above features the websites and is intended to drive potential visitors to the websites. The sites themselves market Dayton in many ways, from spotlighting our attractions to providing lodging and dining information to displaying a comprehensive listing of the area's special events. The websites are funded and maintained solely by the Chamber.

Here is a list of the Events that the Chamber promotes, puts on, or is significantly involved in:

- Blue Mountain Brix and Brew Chamber Fundraiser Auction (1 day)
- Dayton Days Parade (1 day)
- All Wheels Weekend (3 days)
- Alumni Weekend and Parade (2 days)
- Columbia County Fair (3 days)
- Dayton on Tour (1 day)
- Main Street Trick or Treat (1 day)
- Annual Awards Banquet (1 day)
- Ladies Night Out (1 day)
- Christmas Kickoff (2 days)

The Chamber promotes hundreds of events throughout the year for our community and members; from Cup of Joe, the grand opening ribbon cuttings of local businesses, the 3<sup>rd</sup> Street Yard Sale, Swim the Snake, to National Night Out. The Chambers growing social media presence, the ability to create print advertising in-house and contracts with media companies offer many local organizations the ability to reach out and connect with our community that would not have the ability otherwise.

## 2022 Lodging Tax Application, Addendum 2

### Dayton Chamber of Commerce – 2022

1. **Provide estimate of how any Hotel/Motel Lodging Tax Funds received will result in increases in the number of people traveling for business or pleasure on a trip:**

The Dayton Chamber of Commerce will execute the full marketing plan in 2022 to promote events and advertise Dayton as a great place to visit, live, work and raise a family. The marketing plan places emphasis on advertising Dayton to major metropolitan areas throughout the region, showcasing all that we have to offer. We also have reached out to fellow Chambers of Commerce and active social and tour groups in a moderate radius of Dayton to enhance day trip tourism. We've also partnered with a regional tourism and economic development group that includes representatives from Walla Walla, College Place, Waitsburg, Milton-Freewater and Dayton.

#### Marketing avenues:

**2022/23 Dayton Visitors Guide, dependent on COVID-19 restrictions** – 7,500 copies to be distributed among Idaho, Washington, and Oregon visitor centers, hotel/motels and Chambers of Commerce.

#### **Printed flyers/posters/brochures**

Promoting local photography to be posted online and print forums

**Video ads:** Videos to be advertised online through appropriate channels

#### **Social Media**

#### **Website promotion**

Current planned 2022 Contracts, some will depend on COVID-19 restrictions, which may limit our budget

**National Public Radio:** 120 plays per month (covering Washington State)

#### **AAA Washington/Inland Journey Magazine, May/June issue**

700,000 distribution in the Pacific Northwest

Over 1 million Journey readers take at least three road trips every year

#### **Scenic Washington 365:**

150,000 distribution of the Scenic Road Drives & Road Trips Book (1/2 page ad)

Email campaign to 42,000 individuals

3 stories on social media reaching 114,000 followers

Location page on the Tourism App- over 1000 downloads

Scenicwa.com Featured Story and Listing

**Liberty Theater:** Pre-movie on screen advertising as soon as theaters reopen(local)

**North American Directory Services:** Full page ad in every hotel room guide binder at the following Walla Walla properties:

Capri Motel

Comfort Inn & Suites

Travelodge

City Center Hotel

Holiday Inn & Suites

Red Lion Inn & Suites

Colonial Motel

Super 8

## 2022 Lodging Tax Application – Addendum 3

### Dayton Chamber of Commerce - 2022

#### 2. How do services promote and enhance tourism for Dayton:

- **Describe the tourism promotion impact on the economy of the City of Dayton, specifically lodging, food service sectors and community facilities.**

The yearlong impact of the Chambers' tourism promotion campaign proves to be significant in years when we aren't going through a pandemic. Most of our retail shops and restaurants report that, at least, 50% of their business comes from out-of-town visitors and that they could not survive without this consumer base. The same is the case for area attractions, such as the Dayton Historic Depot and Boldman House Museum. Of course, the lodging property's clientele is directly linked to tourism and to local business flourishing.

Surveyed businesses report increased traffic and sales during special events—of which all are promoted to the out-of-the-area markets, authenticating the direct connection between advertising and business revenue. The local lodging establishments report that it is common for them to be at full occupancy during a special event. To further prove the increase in tourism participation, some local restaurants have expressed the desire for additional food vendors to be brought in from outside markets to accommodate the increased crowds for special events.

- **Provide copies of proposed promotional material.**

See attached.

## **2022 Lodging Tax Application, Addendum 4**

### **Dayton Chamber of Commerce - 2022**

#### **3. Describe how you will encourage support of Dayton businesses, restaurants, and retail:**

The Chamber will continue to promote and support the local business community through participation in local events, providing advertising services and administering vital information via the Chamber website, print media, advertising campaigns, and tangibly through the Visitors Center.

The planned marketing efforts to increase tourism will have a noticeable and positive effect on all local businesses. The continued promotion of Dayton as a quality destination with outstanding special events will increase the number of visitors spending time and money in the community. The lodging and food service establishments, along with the retail businesses, benefit directly from tourism dollars spent within their doors, while the remaining businesses indirectly benefit through increased tax revenues, added disposable income spent in the community, and additional residents demanding their services, all resulting from the Chamber's tourism marketing efforts.

The Chamber not only promotes special events that bring large amounts of visitors to Dayton, but also, sponsors, coordinates and is heavily involved in the delivery of these events. It is the mission of the Chamber to be the central information hub for the community—uniting businesses, groups, organizations, visitors and events into one cohesive movement.

The Chamber directly supports businesses by producing and distributing invaluable brochures, such as the Dining Guide, the Shopping Guide, the Dayton Visitor Guide, as well as the Dayton Street Map. The Chamber also serves as the community's Visitor Center, assisting tourists by answering questions, directing them to businesses, and having a large display of visitor and business information. Tourism and relocation packets are assembled with local business and destination material and distributed throughout the United States.

The Chamber Director also plays a valuable role in supporting local businesses, working with the Dayton Development Task Force, serving as Executive Director. The DDTF directly aids local businesses by offering façade improvement grants to Main Street business for façade renovation, improved traffic flow through wayfinding signage, further enhancement of the community Caboose Park, and added Main Street beautification efforts such as the flower baskets, banners and holiday lighting and decorating—all to increase the visibility, ease of access, and to accent the historic ambience of our area to attract travelers.

The Chamber is an engaged member of the community, serving on the Economic Development Steering Committee, Dayton Development Task Force and Columbia Cares Coalition, all to create an elevated quality of life for our citizens, ultimately highlighting the vitality of Dayton to visitors and inviting them to visit or relocate here.

## **2022 Lodging Tax Application, Addendum 5**

### **Dayton Chamber of Commerce - 2022**

#### **4. Identify if there is a host hotel for the event:**

The Dayton area has Four Hotel/Motel lodging establishments.

- The Best Western Plus Inn & Suites (50 rooms)
- The Weinhard Hotel (15 rooms)
- Blue Mountain Motel (22 rooms)
- Dayton Motel (18 rooms)

## 2022 Lodging Tax Application, Addendum 6

### Dayton Chamber of Commerce - 2022

#### Percentage of Budget and Allocation of Funds

The Lodging Tax Funds received from the City of Dayton roughly comprise 30% of the Dayton Chamber of Commerce's annual budget. The Chamber receives revenue from memberships, an annual fundraiser and annual events, in addition to the Lodging Tax Funds. The Lodging Tax Funds received by the Chamber are devoted to Chamber efforts to enhance Tourism. These include:

- General advertising and promotions
  - Print and Radio
  - Social Media
  - Website
- Events
  - Advertising and promotions
  - Event day services and support
  - Postage and promotional mailings
  - Staffing
  - Website
- Visitor Center
  - Rent
  - Staffing
  - Office supplies
  - Utilities
  - Maintenance
  - Brochure creation

The Lodging Tax Funds support 100% of general advertising and promotional efforts and, by varying percentages, the other operations listed above. At this stage, the Chamber could not continue to operate at its current level without the lodging tax monies. The funds allow for not only the marketing of the area but also event support services that make the marketing pay off.