



**CITY OF CARLTON**  
**CITY COUNCIL WORK SESSION AGENDA**  
**TUESDAY, JULY 7, 2026, 6:00 P.M.**  
**VIA ZOOM & 191 EAST MAIN STREET, CARLTON OR 97111**

*The Mission of the City of Carlton is to safeguard and enhance the vitality and livability of the community by providing essential services with professionalism and integrity.*

	<u>Pages</u>
<b>1) CALL TO ORDER – ROLL CALL</b>	
A. Changes to the Agenda	
<b>2) WORK SESSION AGENDA ITEMS</b>	
A. Council Goal Review	3
<b>3) FUTURE WORK SESSION AGENDA ITEMS</b>	
<del>A. WATER CONSERVATION</del>	
<del>B. MODIFY WW PLAN FOR EAST MAIN</del>	
C. PUBLIC WORKS DESIGN STANDARDS INCLUDING ADA CROSSWALKS & RAMPS	
D. DISCUSSION OF ZONING/CODE OPTIONS TO IMPLEMENT THE COMPREHENSIVE PLAN VISION, POLICIES & OBJECTIVES	
E. SIDEWALK REPAIR/REPLACE PROGRAM	
F. ADOPT-A-PARK	
G. NEIGHBORS HELPING NEIGHBORS	
H. STREET TREE LIST UPDATE (STATE OF OREGON)	
<b>4) ADJOURNMENT</b>	

Zoom Access Details

For virtual attendance of this meeting, we have added security measures to combat Zoom threats from occurring. Please contact City Recorder Aimee Amerson at [aamerson@ci.carlton.or.us](mailto:aamerson@ci.carlton.or.us) by 5pm the day prior to the meeting for the zoom meeting link to be emailed to you. Thank you for your understanding.



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## Memorandum

**To:** The Mayor and Members of the City Council  
**From:** Shannon Beaucaire, City Manager  
**Subject:** Council Goal Review and Prioritization  
**Council Goal:** Goal 4: Good Governance  
**Date:** July 7, 2026

### Purpose of the Work Session

The purpose of this work session is to review the 2026–2027 Council Goals adopted by the City Council on February 3, 2026 following the January 31 goal setting session, and discuss the work currently underway to advance those goals.

Since adoption, additional items and requests have come forward. This work session is intended to help Council evaluate those items in relation to the adopted goals, current workload, staff capacity, consultant availability, budget considerations, and project readiness.

The adopted goals already represent a significant body of work. Many involve major infrastructure projects, consultant-supported analysis, policy development, public engagement, intergovernmental coordination, and staff follow-through over multiple months. If Council wishes to add new items to the active work plan, Council needs to identify which adopted goals or near-term actions should be deferred, narrowed, paused, or removed from the current work plan.

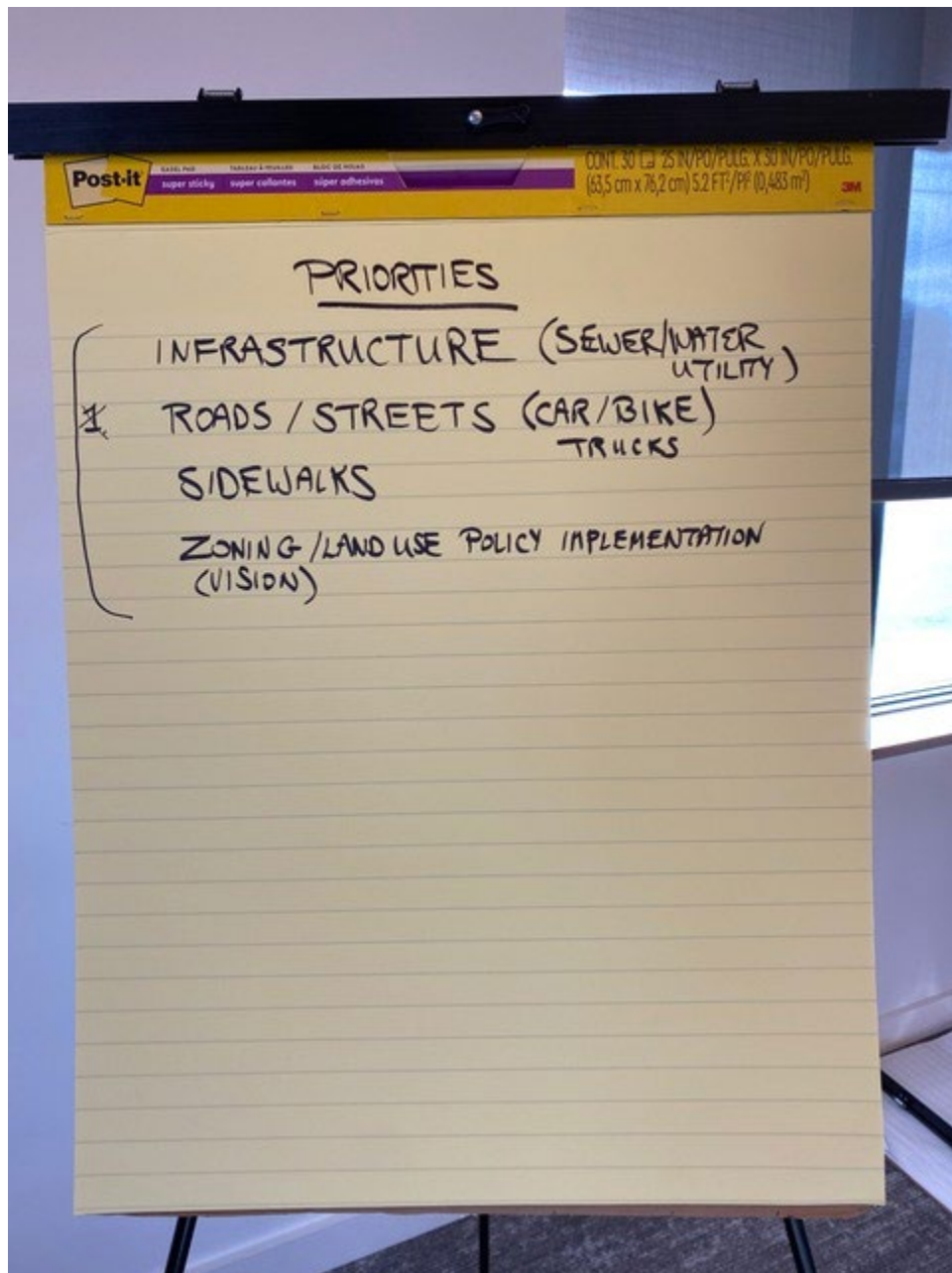
The goal is to create a realistic and transparent work plan that helps Council and staff focus limited time and resources on the highest-priority work. This alignment will help prevent overextension of limited staff resources and improve the City's ability to complete priority work successfully.

Staff is also seeking direction on two consultant-dependent items: the Economic Vitality and Urban Renewal Audit, and water conservation incentives. Timely direction is needed so consultants can determine whether to reserve time for Carlton's work or release that time for other entities and projects.

**Council Action:** Discussion and direction only.

### Council Priorities Established at the January 31, 2026 Goal Setting Session

1. Infrastructure (Sewer/Water Utility)
2. Roads/Streets (Car/Bike/Trucks)
3. Sidewalks
4. Zoning/Land Use Policy Implementation (Vision)



## **Proposed Process for Upcoming Council Meetings**

Many of the Council goals/actions require additional work session time to facilitate Council direction for actionable items to accomplish goals. Council rules note that the regular session begins at **7:00 p.m.** To allow additional time for work session discussion while meeting public notice and Council rule requirements, and to provide consistency for public comment periods, staff proposes the following structure for the next several months:

1. **Work Session:** 6:00 p.m. to 7:00 p.m.
2. **Regular Session:** begins at 7:00 p.m.
3. **Special Work Session:** immediately following the regular session

The special work session agenda would include an estimated start time and state that it will begin immediately after the regular session concludes.

## **Proposed Work Session Format: 2026–2027 Council Goals Review and Prioritization**

Staff recommends a decision-focused discussion:

1. Confirm progress on adopted goals.
2. Identify items needing Council direction now.
3. Review new items that have come forward since adoption.
4. Sort new items by priority, readiness, timing, and capacity.

The goal is to focus on decisions and tradeoffs, not to review every adopted action line-by-line.

## **Current Priorities for Council Direction**

**Based on current goals, project status, consultant availability, and staff capacity, staff recommends continued Council focus in the near term on the following:**

1. **Economic Vitality Audit / HSC contract and water conservation incentives**  
July 2026 - Needed now for consultant scheduling and scope confirmation.  
*Actions 2.2 and 5.3*
2. **Zoning and Development Code Scope**  
August or September 2026 - Needed to clarify Council's desired policy questions,

code areas, timeline, cost, and Planning Commission role before actions are undertaken or scheduled. *Action 2.1*

### **3. Intergovernmental Agreements for Shared Paving Resources**

August or September 2026 – Discussion of whether to explore shared equipment, staffing, or paving resources with other jurisdictions. *Action 1.3*

### **4. PGE Community Programs**

August or September 2026 – Requested by PGE. PGE is going to all Councils and providing updates on customer available programs for affordability and assistance.

### **5. Stormwater Master Plan and Public Works Design Standards**

October 2026 - Recommended as a combined discussion to make efficient use of City Engineer time, including ADA ramp and crosswalk discussion. *Actions 1.1 and 1.11*

### **6. Sidewalk Policy Follow-Up**

November 2026 - Continued discussion from January, including other city approaches, insurance considerations, and resident financial burden. *Action 1.9*

### **7. Park Maintenance and Funding Options**

December 2026 - Discussion of researched public/private partnership options and opportunities. *Action 5.2*

## **Emerging Items and New Requests Since Goal Adoption**

The following items have come forward since the goals were adopted. Staff recommends Council sort each item into one of four categories:

**scope/proceed/schedule, refer to existing process, defer, or pause/remove.**

### **Parks, Public Use, and Community Amenities**

1. Review of Economic Development and Urban Renewal Audit / HSC contract
2. Containment of "human" areas in parks
3. Legal clarification of CMC 6.08.180 and CMC 12.12.020(C) regarding dog-at-large, leash, enforcement, and park-specific provisions
4. Dog parks as a future amenity
5. Pool fees for seniors and individuals with disabilities
6. Become a "Bee City"

## **Infrastructure**

7. Review of discolored water concerns and current utility billing adjustment or customer credit processes
8. Inclusion of water conservation incentives in utility rate structure analysis
9. Discussion of intergovernmental agreements to share paving infrastructure costs

## **Housing, Development, and Community Character**

10. Review of SDC fee structure for ADUs
11. Review of design standards in the Development Code to preserve Carlton's look and character

## **Public Safety, Parks Funding, and Service Delivery**

12. Mandate: Website update/accessibility as required by the U.S. Department of Justice
13. Review of law enforcement structure and potential General Fund impacts, including tradeoffs related to general fund operations, community engagement, policing, and safety

## **Financial Analysis**

14. Variance analysis of funds
15. Risk assessment related to high reserve levels
16. Five- to ten-year fund projection

## **Suggested Council Sorting Categories**

To support discussion, staff recommends sorting each item into one of the following categories:

1. **Scope/Proceed/Schedule:** Item may be worth pursuing, but staff needs time to research cost, workload, timeline, and decision points for Council consideration at a future work session.
2. **Refer to Existing Process:** Item should be handled through budget, current work processes, legal review, utility operations, fee schedule review, or future goal setting.

3. **Defer:** Item is valid but not urgent or not currently feasible within existing staff capacity.
4. **Pause / Remove:** Item should not remain on the active work plan at this time.

Staff recommends Council first identify any items that require near-term action because of consultant availability, budget timing, legal considerations, infrastructure concerns, or public notice requirements. Remaining items can then be sequenced based on staff capacity.

### **Attachments**

1. 2026-27 Council Goals approved and adopted February 3, 2026
2. Individual Goal Reviews
3. Goal Summary Table
4. Economic and Urban Renewal Vitality Audit Information

\*Water conservation information for Council direction is within the text of the individual goal review

# Attachment 1



**Mayor & City Council**

191 E. Main Street  
 Carlton, OR 97111  
 Phone: (503) 852-7575  
[www.ci.carlton.or.us](http://www.ci.carlton.or.us)

**2026-27 Council Goals**

The Mission of the City of Carlton is to safeguard and enhance the vitality and livability of the community by providing essential services with professionalism and integrity.

**Goal 1: Effective & Efficient Infrastructure**

***A continuing commitment to periodic assessment, improvement, and ongoing maintenance of public infrastructure and facilities that are essential to Carlton's livability.***

**Plans Associated with Goal 1:**

- |   |                               |                      |
|---|-------------------------------|----------------------|
| 1. Comprehensive Plan: Goal 8;<br>Goal 11; Goal 12; Goal 13 | 3. Emergency Operations Plan  | 6. Parks Master Plan |
| 2. Wastewater Master Plan                                   | 4. Water Master Plan          |                      |
|   | 5. Transportation System Plan |                      |

**Strategic Actions & Status**

		TYPE	STATUS
ACTION 1.1	Continue to implement the five-year replacement plan, including identifying funding strategies, for streets, water, and sewer assets. (Wastewater System Improvements)	OG	IP
ACTION 1.2	Secure an inter-governmental agreement for emergency water supply with McMinnville Water & Light and work with partners such as Yamhill Regional Water Authority, to develop a long-term water supply plan.	ST	IP
ACTION 1.3	Implement the 2025 City Transportation System Plan (TSP) prioritizing paving and maintenance of roads, and bike/pedestrian paths for better connectivity and accessibility throughout town.	ST	IP
ACTION 1.4	Use the 2025 utility rate study and projections to guide FY26-FY30 budgets.	OG	IP
ACTION 1.5	Update and maintain the City's emergency management plan.	ST	IP
ACTION 1.6	Promote, educate, train, and engage community members in public safety activities and emergency planning.	OG	IP
ACTION 1.7	Continue to develop approaches to implement the plan to provide a functional and safe Civic Center including staff continuing to work on final tasks and warranty work.	ST	IP
ACTION 1.8	Continue to research opportunities to explore Highway 47 safety enhancements, effective traffic management in the downtown area, and robust support for businesses and residents.	OG	IP
ACTION 1.9	Continue sidewalk system improvements, minimizing resident financial burden for replacement or repair, and maximize safe and accessible pedestrian routes for residents and businesses.	OG	IP



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**2026-27 Council Goals**

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ACTION 1.10	Continue discussions with Yamhill County to explore options for controlling or purchasing the rail corridor within City limits, with the objective of enhancing public safety to include fire and police services, improving transportation through better road crossings, and expanding bike and pedestrian infrastructure to support community connectivity and mobility.	ST	IP
ACTION 1.11	Update public works design standards including ADA crosswalks and ramps.	ST	IP

**Near-Term Actions (Next 12 Months)**

- Action 1.1 – Complete W. Main, Grant St. sanitary work; WWTP upgrade. Begin E. Main sanitary work.
- Action 1.2 – Continue work with MW&L for an IGA for emergency water
- Action 1.3 – W. Main Paving, Phase 2 Workforce Sidewalk Project, W. Main (North side) & Cunningham sidewalks
- Action 1.4 – Include in FY27 budget
- Action 1.5 – Work with workgroup to update City’s emergency management plan
- Action 1.6 – Contact Lions for training opportunities
- Action 1.7 – Work through outstanding items list
- Action 1.8 – Dependent on ODOT funding
- Action 1.9 – See 1.3 regarding Phase 2
- Action 1.10 – Obtain executed access agreement
- Action 1.11 – Schedule work session. Work on public works standards updates.

**Goal 2: Housing & Livability**

**Establish policies and opportunities for quality and a diversity of housing options that maintain community character while making living in Carlton attainable for a wide range of individuals and income levels.**

*Plans Associated with Goal 2: Comprehensive Plan: Goals 2-7 & Goal 10*

**Strategic Actions & Status**

		TYPE	STATUS
ACTION 2.1	Monitor and continue to keep current and viable areas of the City’s Comprehensive Plan and Development Code, by directing the Planning Commission to update and continue to recommend to the City Council policies that: <ul style="list-style-type: none"> <li>• Support and regulate housing and development approaches that promote increased supply, diversity, affordability, and homeownership opportunities,</li> <li>• Mitigate the impacts of vacation/rental properties on community livability; and</li> <li>• Support and regulate greenspace initiatives that encourage wetland protection and waterways, as well as trees and pollinators.</li> </ul>	OG	IP
ACTION 2.2	Explore the possibility of an economic and urban renewal vitality audit for incentives to support Carlton’s historic character and properties.	ST	NS

**Near-Term Actions (Next 12 Months)**

- Action 2.1 – Work session on Zoning
- Action 2.2 – Council Decision on Economic Vitality Audit & determine any incentives for historic properties.



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## 2026-27 Council Goals

The Mission of the City of Carlton is to safeguard and enhance the vitality and livability of the community by providing essential services with professionalism and integrity.

### Goal 3: Citizen Involvement

*Continue to identify, implement, and promote strategies and tools that expand community education and involvement in City government activities and decision-making.*

*Plans associated with Goal 3: Comprehensive Plan Goal 1*

<i>Strategic Actions &amp; Status</i>		<b>TYPE</b>	<b>STATUS</b>
ACTION 3.1	Continue public communication with routine updates and multiple distribution venues (e.g., website, newsletter, and social media platforms) including Community Corner.	OG	IP
ACTION 3.2	Continue to implement approaches to promote community involvement and appreciation in City decision-making and activities.	OG	IP
ACTION 3.3	Continue leadership development and other volunteer opportunities for community members including youth.	OG	IP

#### **Near-Term Actions (Next 12 Months)**

- Continue existing work

### Goal 4: Good Governance

*To be responsive, approachable, welcoming, fair, and accountable internally and externally. Facilitate on-going conversation that captures all the considerations involved in ensuring interests are addressed and reflected in city policy initiatives.*

<i>Strategic Actions &amp; Status</i>		<b>TYPE</b>	<b>STATUS</b>
ACTION 4.1	Annually identify and provide education and training opportunities for City Council, advisory boards/commissions, and staff.	OG	IP
ACTION 4.2	Continue to investigate opportunities to coordinate with regional partners to provide mutually beneficial community resources.	OG	IP

#### **Near-Term Actions (Next 12 Months)**

- Continue existing work



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**2026-27 Council Goals**

The Mission of the City of Carlton is to safeguard and enhance the vitality and livability of the community by providing essential services with professionalism and integrity.

**Goal 5: Financial Sustainability**

Continue to enhance the physical character of Carlton through responsible policies and programs that foster an attractive and stable environment for businesses, organizations, and residents to continue meeting the public service expectations.

**Plans Associated with Goal 5:**

1. Comprehensive Plan Goal 9 & 14
2. Carlton "Sight Seers" Community Vision & Strategic Plan
3. Economic Development Marketing

**Strategic Actions & Status**

		TYPE	STATUS
ACTION 5.1	Investigate strategies to attract businesses and promote economic development.	OG	IP
ACTION 5.2	Implement long-term strategies to maintain and enhance levels of service for all city services, including parks greenspaces and trails, while minimizing the financial impact on the community.	OG	IP
ACTION 5.3	Continue to investigate opportunities to minimize utility and fee rate impacts on community members.	ST	IP

**Near-Term Actions (Next 12 Months)**

- Action 5.1 & 5.2 – Council Decision on Economic Vitality Audit
- Action 5.3 – Rate Structure Analysis in FY27

**COUNCIL GOALS TABLE KEY**

**Colors:** Orange – Ongoing/Continuous      Green – Short term action planned  
**Master Plan:** WMP, water      WWMP, wastewater      PMP, parks  
**Project Status:** NS, not started      IP, in-progress      OH, on-hold      R, removed      C, completed

## Attachment 2

## Individual Goal Reviews

### Goal 1: Effective & Efficient Infrastructure

#### Adopted Goal Statement

A continuing commitment to periodic assessment, improvement, and ongoing maintenance of public infrastructure and facilities that are essential to Carlton's livability.

#### Where We Are Now

Goal 1 is the City's largest and most active body of work. Several major infrastructure projects are underway, nearing completion, or moving into the next phase. The W. Main / Grant Street sanitary sewer work and the Wastewater Treatment Plant upgrade are beginning to wrap up. The E. Main sanitary sewer work still needs coordination with the USDA to begin bid development and project timeline. The City also received a \$1.8 million state grant for water improvements in SE Carlton which will require coordination with the state and additional project planning with public works, engineering, and administration.

Transportation and sidewalk work have also advanced. The Workforce Sidewalk Project is complete, and the W. Main and Cunningham sidewalk work is complete. The City continues to coordinate with ODOT on W. Main paving and other street benefits for the community within the grant scope.

Several Goal 1 items are now shifting from Council-adopted goals into staff implementation, consultant/engineer coordination, or outside-agency coordination. The emergency management plan workgroup has provided direction, but completion of the plan is now back on staff's plate. With current projects, staff may need consultant support to finalize the plan. The rail corridor access agreement has been executed, and next steps will depend on continued coordination with Yamhill County as the County proceeds through its own legal and policy considerations regarding the corridor and trail.

A work session is scheduled for public works design standards. Staff recommends combining that discussion with the Stormwater Master Plan so Council can discuss both items with the City Engineer at the same meeting. This approach will help minimize City Engineer time while allowing Council to ask questions about the Stormwater Master Plan and discuss the process for updating public works design standards, including ADA ramps and crosswalks as identified during goal setting.

**Near-Term Actions / Current Status**

Item	Status	Notes / Next Step
W. Main / Grant Street sanitary sewer work; Wastewater Treatment Plant upgrade	Close to Complete	Construction is beginning to wrap up. Staff will continue project closeout, coordination, and remaining follow-up items.
<b>Water Projects Action 1.1</b> SE Carlton water improvements; S. 2 <sup>nd</sup> St (Wilson to Polk); Main St. (Kutch to Pine); E. Main possible	Implementation	Approved in FY27 Capital Improvement Plan. City received a \$1.8 million state grant for water improvements to create a looped system around the school. Staff will continue funding, engineering, and implementation coordination.
<b>Wastewater Projects Action 1.1</b> E. Main sanitary sewer work; S. 2 <sup>nd</sup> St possible	Implementation	Approved in FY27 Capital Improvement Plan. Project needs to move into the next phase. Staff will continue funding, engineering, and implementation coordination.
<b>Transportation Projects Actions 1.3, 1.4 &amp; 1.9</b> W. Main paving; E. Main; SE Water Improvement areas; grant dependent crossings W. Grant/S. Yamhill; S. 3 <sup>rd</sup> /E. Polk; OR-47 Intersection Improvements	In Progress / Outside Agency Coordination	Approved in FY27 Capital Improvement Plan. Staff continues to coordinate on W. Main paving. Timing remains dependent on project coordination and outside-agency processes. Staff will continue funding, engineering, and implementation coordination.
Workforce Sidewalk Project; W. Main and Cunningham sidewalks	Completed	Project is complete.
Emergency Management Plan Update Action 1.5	Needs Staff / Possible	Workgroup has provided direction. Completion is now back on staff's

	Consultant Support	plate, and consultant support may be needed to finalize the plan.
Emergency/Long-term Water Supply Action 1.2	In Progress	Staff working on interagency coordination with MW&L. Working with the COG on a grant/contractor for plan development for water regionalization.
Rail Corridor Access Agreement Action 1.10	Completed / Next Steps Dependent on County	Executed access agreement has been obtained. Staff will continue coordination with Yamhill County as the County proceeds through related legal and policy considerations.
Stormwater Master Plan and public works design standards work session Action 1.11	To be scheduled / Needs Council Discussion	Combining the Stormwater Master Plan discussion with public works design standards to maximize the City Engineer's time and allow Council to discuss ADA ramps, crosswalks, and design standard update process.

### **Staff Capacity / Readiness Considerations**

Goal 1 is the City's heaviest active workload area. Even when projects are funded or consultant-supported, they require substantial staff time for coordination, grant administration, engineering communication, public communication, construction follow-up, meeting preparation, document review, payment processing, project tracking, and Council updates.

As several large projects move from planning into implementation, staff capacity becomes a major factor. Adding new infrastructure or emergency management work without sequencing may affect staff's ability to complete existing priorities successfully.

### **Recommended Next Step**

Staff recommends continuing current implementation work on funded infrastructure projects.

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## Goal 2: Housing & Livability

### Adopted Goal Statement

Establish policies and opportunities for quality and a diversity of housing options that maintain community character while making living in Carlton attainable for a wide range of individuals and income levels.

### Where We Are Now

Goal 2 includes both long-range policy work and more immediate questions about zoning, development standards, housing options, and preservation of Carlton's community character. Action 2.1 connects directly to potential future zoning. A zoning and code review could require substantial staff, planner, Planning Commission, legal, consultant, and public engagement time. Staff recommends defining the questions, desired outcomes, funding level, and timeline. Without that direction, the topic may be too broad to prepare efficiently and could consume significant staff and consultant time without producing a clear policy outcome.

### Near-Term Actions / Current Status

Item	Status	Notes / Next Step
Zoning and development code review, including design standards and community character Action 2.1	Needs Direction / Scope First	Council, in work session, should identify desired outcomes, review estimated cost, timeline, and staff capacity impacts.
Economic Vitality and Urban Renewal Audit / historic property incentives Action 2.2	Needs Direction	Council reviewed the concept during goal setting and at the March 3 work session. Direction is needed on whether to proceed, defer, narrow scope, or remove from the active work plan.

### Items Requiring Council Direction

Council direction is needed on whether to proceed with the Economic Vitality and Urban Renewal Audit.

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### Goal 3: Citizen Involvement

#### Adopted Goal Statement

Continue to identify, implement, and promote strategies and tools that expand community education and involvement in City government activities and decision-making.

#### Where We Are Now

Goal 3 is ongoing operational work that staff performs throughout the year. Public communication, community engagement, volunteer coordination, and opportunities for resident involvement are continuing responsibilities carried out through daily City operations, Council and committee support, project updates, public notices, website updates, social media, community events, and direct communication with residents.

Staff will continue this work as part of regular operations. However, Council should recognize that effective citizen involvement requires staff time for planning, writing, coordination, follow-up, content creation, public notice, accessibility, meeting support, and response to resident questions or concerns.

#### Near-Term Actions / Current Status

Item	Status	Notes / Next Step
Routine public communication and distribution Action 3.1	Ongoing / In Progress	Updates continue through the website, newsletter, social media, public meetings, and other available channels.
Community involvement in City decision-making and activities Action 3.2	Ongoing / In Progress	Staff supports Council meetings, work sessions, public comment, outreach, advisory bodies, project-specific engagement, and Community Corner-style opportunities.
Leadership development and volunteer opportunities, including youth Action 3.3	Ongoing / In Progress	Staff looks for opportunities as capacity and timing allow.

#### Items Requiring Council Direction

No direction is needed unless Council wants to add a new engagement initiative, communication tool, volunteer program, or youth leadership opportunity.

### **Staff Capacity / Readiness Considerations**

Goal 3 is not passive. Public communication and community involvement already consume significant staff time and resources throughout the year. Routine updates, website content, social media, public notices, newsletter items, agenda materials, community events, resident follow-up, volunteer coordination, and public engagement efforts all require staff time to prepare, coordinate, publish, and maintain. These responsibilities are built into regular City operations and will continue regardless of whether additional items are added to the Council work plan. New engagement work would require additional capacity.

### **Recommended Next Step**

Continue current Goal 3 work as an ongoing operational priority. Any new communication, engagement, volunteer, or youth leadership initiative should be added to the work plan only if Council identifies a specific desired outcome and confirms how it should be prioritized against existing adopted goals and emerging requests.

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## **Goal 4: Good Governance**

### **Adopted Goal Statement**

To be responsive, approachable, welcoming, fair, and accountable internally and externally. Facilitate ongoing conversation that captures the considerations involved in ensuring interests are addressed and reflected in City policy initiatives.

### **Where We Are Now**

Goal 4 is ongoing operational work, including training, onboarding, compliance, public meeting support, public communication, Council follow-up, and regional coordination. Staff has also identified website review and ADA accessibility compliance as a possible time-sensitive Goal 4 priority. These actions are important to the City's effectiveness and accountability, but they are also part of the City's continuing workload and require staff time throughout the year.

The City's current website is a closed platform, limiting flexibility and leaving the City dependent on the current vendor's tools, pricing, and technology options. The U.S. Department of Justice's Title II rule requires public entity websites and mobile

applications to meet WCAG 2.1 Level AA standards. For smaller public entities, the current compliance deadline is April 26, 2028.

### **Near-Term Actions / Current Status**

Item	Status	Notes / Next Step
Council, advisory board/commission, and staff education and training Action 4.1	Ongoing	Staff continues to identify and support training opportunities.
Regional coordination and partnerships Action 4.2	Ongoing	Staff coordinates with regional partners, agencies, service providers, and community organizations.
Website review, ADA accessibility compliance, and potential website redevelopment	Time-Sensitive Mandate	Staff to review redevelopment to the active work plan due to platform limitations, vendor dependency, technology costs, and federal ADA web-accessibility compliance requirements.

### **Staff Capacity / Readiness Considerations**

As an ongoing goal, Goal 4 consumes staff time and resources throughout the year through Council agenda preparation, meeting support, advisory board and commission coordination, training coordination, public records and public meeting compliance, public communication, follow-up on Council direction, regional coordination, intergovernmental communication, and partner-agency work.

Website review and ADA accessibility compliance would add another significant body of work. Even if vendor or consultant support is used, staff would still need to coordinate the project, review existing website content, identify current and outdated materials, work with departments on content updates, evaluate accessibility requirements, review vendor options, prepare budget information, and bring recommendations back to Council. Staff would also need to consider ongoing training or internal procedures so future website content, documents, forms, agendas, and public notices are created and posted in accessible formats.

## Goal 5: Financial Sustainability

### Adopted Goal Statement

Continue to enhance the physical character of Carlton through responsible policies and programs that foster an attractive and stable environment for businesses, organizations, and residents to continue meeting public service expectations.

### Where We Are Now

Goal 5 currently requires direction on water conservation incentives related to the FY27 Rate Structure Analysis. Council has already approved the rate structure analysis for FY27.

### Near-Term Actions / Current Status

Item	Status	Notes / Next Step
Promote Economic Development Action 5.1	In Progress	Staff works with businesses to develop economic development opportunities
Maintain Enhance Levels of Service Action 5.2	In Progress	Parks opportunities being researched. Discussions with other cities to share costs for paving.
Utility & Fee Rate Impacts	In Progress	Utilizing 5.2 opportunities and rate structure analysis to assist in achieving this goal.
FY27 Rate Structure Analysis	Approved / Moving Forward	Previously authorized at approximately \$15,500 to \$18,000.
Water Conservation Incentives	Needs Direction	Adding conservation incentive analysis would increase the total not-to-exceed amount to approximately \$25,000.

### **Water Conservation Incentive Scope and Cost Considerations**

Adding conservation incentive analysis to the FY27 Rate Structure Analysis would bring the total not-to-exceed amount to approximately **\$25,000**, or about **\$7,000 above** the high end of the prior estimate. The expanded scope would include rate structure options, fixed and volume charge options, water volume rate options, low-income discount structures, sample customer bill comparisons, written findings, staff review meetings, and up to two Council meetings.

### **Items Requiring Council Direction**

Staff needs direction on whether to:

- Proceed with the FY27 Rate Structure Analysis only; or
- Add conservation incentive analysis to the rate structure work.

### **Staff Capacity / Readiness Considerations**

The rate analysis is consultant-dependent, but it still requires staff time to gather materials, coordinate meetings, respond to questions, review drafts, and prepare Council materials. Timely Council direction is needed so consultants know whether to reserve time for Carlton or release that time for other work, and so staff can plan the internal time needed to support the work effectively.

### **Recommended Next Step**

Provide direction on whether to include water conservation incentives in the FY27 rate structure scope. If approved, staff will finalize the consultant scope and not-to-exceed amount so work can begin this fiscal year.

## Attachment 3

### Attachment 3: Council Goal Review Summary Table

This table summarizes the current status of each adopted Council goal, identifies near-term Council direction needed, and highlights staff capacity or timing considerations.

Goal	Current Status	Near-Term Council Direction Needed	Staff Capacity / Timing Notes
<b>Goal 1: Effective &amp; Efficient Infrastructure</b>	Major infrastructure work is active, nearing completion, or moving into implementation. W. Main / Grant sewer and WWTP work are close to complete; E. Main sewer, SE Carlton water improvements, W. Main paving, emergency management, stormwater, and design standards remain active.	Confirm sequencing expectations; provide direction on emergency management consultant support; confirm combined Stormwater Master Plan / Public Works Design Standards work session.	Heaviest active workload area. Requires grant administration, engineering coordination, construction follow-up, public communication, project tracking, and Council updates.
<b>Goal 2: Housing &amp; Livability</b>	Zoning, development standards, housing policy, community character, and the Economic Vitality / Urban Renewal Audit are active policy questions.	Decide whether to proceed with the Economic Vitality / Urban Renewal Audit; determine whether to scope a zoning and Development Code work session.	Broad policy area. Needs scoping before significant staff, planner, consultant, Planning Commission, legal, or public engagement time is committed.
<b>Goal 3: Citizen Involvement</b>	Ongoing operational work. Staff continues communication, public engagement, volunteer coordination, and youth/community involvement as capacity allows.	No direction needed unless Council wants to add a new engagement initiative, communication tool, volunteer program, or youth leadership opportunity.	Ongoing but not passive. Communication, outreach, notices, social media, events, and resident follow-up already consume staff time.

### Attachment 3: Council Goal Review Summary Table

Goal	Current Status	Near-Term Council Direction Needed	Staff Capacity / Timing Notes
<b>Goal 4: Good Governance</b>	Ongoing operational work. Website ADA accessibility compliance and potential redevelopment may need to be added due to federal requirements and current platform limitations.	Decide whether staff should return with a phased website/ADA compliance plan, including platform options, costs, training needs, workload, and timeline.	Ongoing governance work already consumes staff time. Website compliance/redevelopment would be a significant added project even with vendor or consultant support.
<b>Goal 5: Financial Sustainability</b>	FY27 Rate Structure Analysis is approved. Council direction is needed on whether to add water conservation incentive analysis.	Decide whether to proceed with rate structure analysis only or add conservation incentive analysis, increasing the not-to-exceed amount to approximately \$25,000.	Consultant-dependent, but still requires staff coordination, data gathering, meetings, draft review, and Council materials.

## Attachment 4



# Should Carlton Conduct an Urban Renewal & Economic Vitality Audit?

**Purpose:** Evaluate whether Carlton's Urban Renewal Plan and economic policies are aligned and working effectively.

**What it would assess:** Whether current tools and funding support adopted goals Gaps or barriers affecting economic growth

**Outcomes:** employment, downtown activity, fiscal health

**Value for decision-making:** Provides factual basis for choices on downtown investment, industrial land use, tourism revenue, and infrastructure priorities.

# What an Audit Could Deliver

## A clear snapshot of:

- What Urban Renewal has accomplished, what remains unfinished, and what opportunities exist
- How well current investments align with goals for employment, downtown vitality, and tax base growth

## Assessment of:

- Opportunities to strengthen downtown and industrial areas -
- Available local, state, and federal resources for economic growth
- How tourism, infrastructure, and economic development efforts can work under a unified strategy

## Actionable recommendations for:

- Capital improvement planning
- Urban Renewal project selection
- Economic development and tourism initiatives

**Council Question:** Is this analysis a priority for Carlton in 2026?



HSC

MARCH 11TH 2026

# Project Proposal

Urban Renewal & Economic Vitality Audit

Healthy Sustainable Communities  
Jon Legarza  
8840 SW Holly Lane Suite 103  
Wilsonville, OR 97070

**Healthy Sustainable Communities**

8840 SW Holly Avenue Suite 103, Wilsonville, OR

March 11, 2026

City of Carlton  
Shannon Beaucaire, City Manager  
191 E. Main Street  
Carlton, OR 97111

**RE: Proposal for Urban Renewal & Economic Vitality Audit**

Dear Shannon,

Healthy Sustainable Communities is pleased to submit this proposal to assist the City of Carlton with an Urban Renewal & Economic Vitality Audit. This work will provide a factual basis to guide decisions on downtown investment, industrial land use, tourism strategy, and infrastructure prioritization - directly supporting Council Goal 5 actions related to long-term financial sustainability and economic development. The final deliverable will be a comprehensive report and presentation to City Council outlining findings, opportunities, and recommended next steps.

**Scope of Work****Task 1 - Project Kickoff & Data Review**

We'll meet with City staff to confirm goals, review existing plans and available data, and set the project timeline.

- Kickoff meeting with City staff
- Review of Urban Renewal Plan, adopted goals, and available economic data
- Finalized project work plan and communication schedule

**What this means for Carlton:** Most cities start projects without a clear shared understanding of what success looks like. This kickoff ensures the work stays focused on the questions that actually matter to Council and staff.

**Task 2 - Urban Renewal Audit**

We'll assess what Urban Renewal has accomplished, what remains unfinished, and how current investments align with Carlton's adopted priorities.

- Review of Urban Renewal project history and outcomes
- Analysis of tax increment funding performance and remaining capacity Identification of gaps, barriers, and near-term opportunities
- Assessment of alignment with employment, downtown vitality, and tax base goals

**What this means for Carlton:** Most cities only see annual reports showing revenues and expenses - with little insight into whether the work is actually moving the needle. This audit will give Carlton a clear, honest picture of what’s working, what isn’t, and where to focus next.

**Task 3 – Economic Vitality Analysis**

We’ll evaluate Carlton’s economic base and identify opportunities to strengthen downtown and industrial areas.

- Review of employment trends and key industry sectors using QCEW data
- Assessment of downtown activity and retail environment
- Identification of relevant local, state, and federal funding resources

**What this means for Carlton:** Carlton has real economic strengths - agriculture, wine tourism, and independent retail - but limited data to back up decisions about where to invest. This analysis turns that around, giving the City grounded, current information to work from.

**Task 4 – Final Report & City Council Presentation**

All findings come together in a clear, actionable report delivered directly to City Council.

- Snapshot of Urban Renewal accomplishments and remaining opportunities
- Alignment review of current investments against adopted goals
- Prioritized strategies and next steps for:
  - Capital improvement planning
  - Urban Renewal project selection
  - Economic development and tourism initiatives
- City Council presentation and discussion

**What this means for Carlton:** Council will walk away with a short list of prioritized actions - not a stack of data to sort through. The goal is a clear roadmap that staff can actually use.

**Budget and Timeline**

Task	Budget	Timeline
Project Management & Kickoff	\$1,500	Week 1 & Throughout
Urban Renewal Audit	\$4,500	Weeks 2-5
Economic Vitality Analysis	\$3,500	Weeks 6-9
Final Report & Council Presentation	\$2,500	Week 10
<b>Total Cost</b>	<b>\$12,000</b>	<b>Approximately 10 weeks</b>

### Expected Outcomes

This work will give Carlton a clear, evidence-based picture of where Urban Renewal stands, how the local economy is performing, and where the greatest opportunities lie ahead. Rather than relying on outdated reports or anecdotal observation, the City will have structured findings, identified funding resources, and a short list of prioritized next steps to move forward with confidence.

Submitted by:



Jon Legarza,  
Principal Healthy Sustainable Communities



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**CITY COUNCIL REGULAR SESSION AGENDA**  
**TUESDAY, JULY 7, 2026**  
**VIA ZOOM & 191 EAST MAIN STREET, CARLTON OR**

*The Mission of the City of Carlton is to safeguard and enhance the vitality and livability of the community by providing essential services with professionalism and integrity.*

**7:00 PM CITY COUNCIL REGULAR MEETING**

**Page**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. CHANGES OR ADDITIONS TO THE AGENDA**
- 5. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS**
- 6. CITIZEN COMMENTS**

*This section of the agenda allows members of the public to address the City Council on any items off or on the agenda. When invited by the Mayor, members of the public shall come forward, state their name and street address, and direct all comments to the Mayor. Comments are typically limited to three (3) minutes unless additional time is allowed by the Mayor.*

**7. CONSENT AGENDA**

- |  |    |
|--|----|
| A. Meeting Minutes – Approve                     |    |
| 1. City Council – June 2, 2026 (Regular Session) | 36 |
| B. Accounts Payable report                       | 38 |
| C. Pool Report                                   | 42 |
| D. Insurance Renewal information                 | 44 |
| E. Council Liaison/City Manager Update           | 52 |

**8. ORDINANCES/RESOLUTIONS/DISCUSSION/ACTION ITEMS**

None.

**9. ADJOURNMENT to SPECIAL WORK SESSION**

Zoom Access Details

For virtual attendance of this meeting, we have added security measures to combat Zoom threats from occurring. Please contact City Recorder Aimee Amerson at [aamerson@ci.carlton.or.us](mailto:aamerson@ci.carlton.or.us) by 5pm on the day prior to the meeting for the zoom meeting link to be emailed to you. Thank you for your understanding.



**City Council Minutes**  
**Tuesday June 2, 2026**  
**Via Zoom and at 191 E Main Street, Carlton, Oregon**

**REGULAR MEETING****6:07 PM****1. CALL TO ORDER**

Mayor Linda Watkins called the regular meeting to order at 6:07 PM.

**2. ROLL CALL**

**Members Present:** Mayor Linda Watkins, Council President Skipper, Councilors Grant Erickson, David Samuel Hill, Carolyn Thompson-Rizer, Susan Turrell, and Shirley Ward-Mullen.

**Members Absent:** None

**Staff Present:** City Manager Shannon Beaucaire, Assistant City Manager Christy Martinez, City Attorney Tyler Yeoman-Millette, Utility Billing Clerk Hanna Amerson.

**Others Present:** Felix Madrid, Catherine Dorner, Lindsey Perticone, Steven McAtee, Dean Craig, and Abisha Romano.

**3. PLEDGE OF ALLEGIANCE****6:08 PM**

The Pledge of Allegiance was performed.

**4. CHANGES OR ADDITIONS TO THE AGENDA****6:08 PM**

None.

**5. PUBLIC HEARING OPENS****6:08 PM**

Assistant City Manager Christy Martinez provided an overview of the resolutions presented to Council. Council President Skipper opened the public hearing for public testimony at 6:10pm.

- Felix Madrid of 1000 E Main St shared concerns for general fund expenditures.

Skipper closed the public testimony portion of the public hearing at 6:13pm.

**A. Fiscal Year 2026/2027 State Revenue Sharing (SRS) Funds****Resolution No. 2026-377: Declaring the city's election to Receive State Revenues**

**MOTION: Ward-Mullen/Hill** to approve and authorize the Mayor to sign Resolution No. 2026-377 declaring the city's election to receive State Revenues in the Fiscal Year 2027. Motion Carried. (7 Yes [Watkins, Skipper, Erickson, Hill, Thompson-Rizer, Turrell, and Ward-Mullen] / 0 No/0 Abstain/0 Absent).

**Resolution No. 2026-378: Certifying the city's eligibility to Receive State Revenues**

**MOTION: Ward-Mullen/Hill:** to approve and authorize the Mayor to sign Resolution No. 2026-378 certifying the City of Carlton's eligibility to receive state revenue shared funds. Motion Carried. (7 Yes [Watkins, Skipper, Erickson, Hill, Thompson-Rizer, Turrell, and Ward-Mullen] / 0 No/0 Abstain/0 Absent).

**B. Fiscal Year 2026/2027 City Budget****Resolution No. 2026-379: Adopting the Fiscal Year 26/27 City Budget, Making Appropriations, Imposing and Categorizing the Tax**

**MOTION: Hill/Erickson:** to approve and authorize the Mayor to sign Resolution No. 2026-379, adoption the fiscal year 2026-2027 City Budget, making appropriations, and imposing and categorizing the tax. Motion Carried. (6 Yes [Watkins, Skipper, Erickson, Hill, Thompson-Rizer, and Ward-Mullen] / 1 No [Turrell] /0 Abstain/0 Absent).

Public hearing closed at 6:31 PM

**6. CITIZEN COMMENTS****6:31 PM**

None given.

**7. CONSENT AGENDA****6:31 PM****A. Meeting Minutes – Approve**

1. City Council – May 5, 2026 (Regular and Work Sessions)

**B. Accounts Payable report****C. Finance Reports**

**MOTION: Ward-Mullen/Thompson-Rizer:** to approve the Consent Agenda including May 5, 2026 City Council meeting minutes, accounts payable report, and finance reports. Motion Carried. (7 Yes [Watkins, Skipper, Erickson, Hill, Thompson-Rizer, Turrell, and Ward-Mullen] / 0 No/0 Abstain/0 Absent ).

## 8. ORDINANCES/RESOLUTIONS/DISCUSSION/ACTION ITEMS

6:31 PM

### A. Contract City Planner Services Introduction Guest: MacKay Sposito

New city planning staff introduced themselves and discussed their qualifications and goals for the coming years.

### B. East Main Workforce Sidewalk Project Update Guest: Abisha Romano, SEDCOR

6:40 PM

Dean Craig with Willamette Workforce and Abisha Romano with SEDCOR gave a presentation showing the progress made on the East Main Sidewalk project.

### C. Resolution 2026-380: Master Fee Schedule for FY27

6:44 PM

**MOTION: Ward-Mullen/Hill:** to authorize the Mayor to sign Resolution No. 2026-380 Updating the Master Fee Schedule, revising fees and charges for the City of Carlton with the rates included in the adoption of the FY27 Budget. Motion Carried. (6 Yes [Watkins, Skipper, Hill, Thompson-Rizer, Turrell, and Ward-Mullen] / 1 No [Erickson]/0 Abstain/0 Absent ).

### D. Authorization to Execute ORWARN Mutual Aid and Assistance Agreement

6:51 PM

**MOTION: Turrell/Thompson-Rizer:** to authorize the City Manager to execute the Oregon Water/Wastewater Agency Response Network (ORWARN) Mutual Aid and Assistance Agreement related membership documents on behalf of the City of Carlton. Motion Carried. (7 Yes [Watkins, Skipper, Erickson, Hill, Thompson-Rizer, Turrell, and Ward-Mullen] / 0 No/0 Abstain/0 Absent).

### E. Ordinance 2026-757; Amending Park Rules

6:57 PM

**MOTION: Turrell/Erickson:** to authorize the first reading of Ordinance 2026-757 by title only. Motion Carried. (7 Yes [Watkins, Skipper, Erickson, Hill, Thompson-Rizer, Turrell, and Ward-Mullen] / 0 No/0 Abstain/0 Absent).

City Manager Shannon Beaucaire introduced the ordinance regarding amending park rules. Councilors shared concerns for not allowing dogs to be off leash in the park.

**MOTION: Ward-Mullen/Thompson-Rizer:** to accept the second reading of Ordinance 2026-757. Motion Carried via Roll call vote. (3 Yes [Skipper, Erickson, and Turrell] / 4 No [Watkins, Ward-Mullen, Hill, and Thompson-Rizer]/0 Abstain/0 Absent).

### F. Council Liaison and City Manager Updates

7:11 PM

Beaucaire and councilors provided updates on upcoming meetings and events.

## 9. ADJOURNMENT

7:21 PM

The Regular Session meeting adjourned at 7:21 PM.

**APPROVED** by the City of Carlton City Council on July 7, 2026.

ATTEST:

\_\_\_\_\_  
City Staff

\_\_\_\_\_  
Linda Watkins, Mayor

cmartinez  
6/30/2026 10:44 AM



Vendor No	Vendor Name	Check Date	Check Amount
	AKS Engineering & Forestry, LLC	05/07/2026	3,231.25
	ASCAP	05/07/2026	14.26
	Bend Mailing Services, LLC	05/07/2026	933.13
	Carlton Corner Service	05/07/2026	1,081.86
	Caselle, Inc.	05/07/2026	417.00
	CINTAS	05/07/2026	273.63
	City Sweepers, LLC.	05/07/2026	1,155.00
	Coverall North America, Inc	05/07/2026	1,274.00
	Dept of Environmental Quality	05/07/2026	132.08
	Dept. Consumer & Business Serv	05/07/2026	89.60
	First Federal Card Services	05/07/2026	3,685.06
	Les Schwab Tire Center	05/07/2026	1,583.38
	LOWE'S Home Improvement	05/07/2026	270.93
	Mid-Willamette Valley Council Of Governmer	05/07/2026	4,646.40
	News-Register	05/07/2026	232.22
	OHA Cashier	05/07/2026	2,000.00
	Portland General Electric	05/07/2026	11,047.27
	Precision Locating, Inc.	05/07/2026	802.00
	Primo Brands	05/07/2026	41.47
	Recology Western Oregon	05/07/2026	888.52
	Springbrook Holding Company LLC	05/07/2026	8.00
	Tetra Tech, Inc	05/07/2026	64,874.21
	Thomas Kay Flooring & Interiors	05/07/2026	3,807.00
	Data Solutions, Inc TransUnion Risk and Alter	05/07/2026	100.00
	Jill M Ward	05/07/2026	382.50
	Wilco Farmers	05/07/2026	1,356.45
	Yamhill Communication Agency	05/07/2026	2,998.25
			107,325.47
	Airgas USA, LLC	05/14/2026	330.40
	Larry Blake	05/14/2026	500.00
	Cascade Columbia Dist. Co.	05/14/2026	4,639.84
	CFM Advocates	05/14/2026	4,000.00
	CINTAS	05/14/2026	347.49
	CIT First-Citizens Bank & Trust Co	05/14/2026	697.19
	Control Systems NW LLC	05/14/2026	3,401.00
	Crabtree Rock Company, Inc.	05/14/2026	1,571.44
	Eurofins Drinking Water and Wastewater West	05/14/2026	299.00
	Farnham Electric Co.	05/14/2026	511.13
	Grainger	05/14/2026	506.35
	Hach Co.	05/14/2026	171.54
	ICMA	05/14/2026	784.00
	Les Schwab Tire Center	05/14/2026	62.72

McMinnville Auto Detail	05/14/2026	450.00
News-Register	05/14/2026	302.07
Nice Electric Co.	05/14/2026	75.00
NW Logging Supply	05/14/2026	497.54
One Call Concepts, Inc.	05/14/2026	87.62
Portland General Electric	05/14/2026	1,678.92
Premier Mobile Wash LLC	05/14/2026	1,725.00
Primisys	05/14/2026	6,525.20
Recology Oregon Compost	05/14/2026	94.00
Recology Western Oregon	05/14/2026	1,103.00
Washington Roofing Company	05/14/2026	2,200.00
ZUMAR Industries	05/14/2026	349.01

32,909.46

CINTAS	05/21/2026	115.83
Eurofins Drinking Water and Wastewater West	05/21/2026	254.00
G&G Interiors	05/21/2026	287.37
Gormley Plumbing & Heating	05/21/2026	42.45
Lawson Corp. Excavation	05/21/2026	332,096.15
NW Logging Supply	05/21/2026	1,083.12
Primo Brands	05/21/2026	90.93
Textile Graphics Unlimited Inc.	05/21/2026	128.40
Ziply Fiber	05/21/2026	1,956.00

336,054.25

Jennifer Afonin	05/28/2026	32.44
Botten's Equipment Rental	05/28/2026	3,551.45
C and D Landscape	05/28/2026	575.00
CINTAS	05/28/2026	115.83
Consolidated Supply	05/28/2026	323.87
Core & Main LP	05/28/2026	4,958.98
Eurofins Drinking Water and Wastewater West	05/28/2026	121.00
Farnham Electric Co.	05/28/2026	377.00
Haugeberg, Rueter, Gowell	05/28/2026	2,710.51
Kona Ice of Yamhill	05/28/2026	750.00
Mac Audio Company	05/28/2026	1,500.00
Bernard McKenna	05/28/2026	600.00
McMinnville Auto Detail	05/28/2026	100.00
McMinnville Automotive Professionals	05/28/2026	215.00
Mid-Willamette Valley Council Of Governmer	05/28/2026	2,050.78
Nicole's Face Painting	05/28/2026	1,200.00
North Sky Communication LLC	05/28/2026	68.46
Jonathan Obi	05/28/2026	48.29
Oregon Stationers - Copy Cabana	05/28/2026	936.00
Paradise of Samoa	05/28/2026	700.00
Matt Schlosky	05/28/2026	600.00
Solutions Yes	05/28/2026	459.35
Source Farms	05/28/2026	3,019.50
Southern Tier Telecommunications Inc	05/28/2026	68.46
Teresa Spear	05/28/2026	50.40
Textile Graphics Unlimited Inc.	05/28/2026	399.95
Traffic Safety Supply Co.	05/28/2026	176.83
Trask Mountain Lock and Key	05/28/2026	69.50

Verizon Wireless	05/28/2026	93.56	
			25,872.16
CenturyLink	06/04/2026	1,760.06	
CINTAS	06/04/2026	297.73	
City Sweepers, LLC.	06/04/2026	1,485.00	
CJ Hansen Company, Inc.	06/04/2026	1,251.58	
Core & Main LP	06/04/2026	34,886.90	
Coverall North America, Inc	06/04/2026	1,274.00	
Davison Auto Parts	06/04/2026	34.16	
Lawson Corp. Excavation	06/04/2026	456,387.63	
LOWE'S Home Improvement	06/04/2026	784.84	
Oregon Department Of Revenue	06/04/2026	50.00	
Portland General Electric	06/04/2026	2,762.01	
Precision Locating, Inc.	06/04/2026	468.00	
Print NW	06/04/2026	238.00	
Recology Western Oregon	06/04/2026	936.52	
Verizon Wireless	06/04/2026	916.01	
Jill M Ward	06/04/2026	276.25	
Washington Street Rentals LLC	06/04/2026	200.00	
Washington Street Rentals LLC	06/04/2026	17.52	
Wilco Farmers	06/04/2026	2,675.25	
Yamhill County Sheriff's Office	06/04/2026	48.00	
ZUMAR Industries	06/04/2026	333.06	
			507,082.52
911 Supply LLC	06/11/2026	1,073.00	
American First Aid Supply	06/11/2026	104.90	
Bend Mailing Services, LLC	06/11/2026	842.33	
Larry Blake	06/11/2026	500.00	
Botten's Equipment Rental	06/11/2026	4,642.34	
Carlton Corner Service	06/11/2026	1,675.49	
Cascade Columbia Dist. Co.	06/11/2026	4,856.86	
Caselle, Inc.	06/11/2026	5,554.44	
CFM Advocates	06/11/2026	4,200.00	
CINTAS	06/11/2026	238.60	
CIT First-Citizens Bank & Trust Co	06/11/2026	697.19	
Consolidated Supply	06/11/2026	323.87	
Control Systems NW LLC	06/11/2026	12,744.97	
Department of Transportation	06/11/2026	11.50	
Eurofins Drinking Water and Wastewater West	06/11/2026	121.00	
First Federal Card Services	06/11/2026	4,225.29	
Mac Audio Company	06/11/2026	650.00	
News-Register	06/11/2026	1,140.00	
Portland General Electric	06/11/2026	9,160.52	
Primisys	06/11/2026	6,358.56	
Primo Brands	06/11/2026	41.47	
Tetra Tech, Inc	06/11/2026	44,265.15	
Data Solutions, Inc TransUnion Risk and Alter	06/11/2026	100.00	
Western Alliance Bank	06/11/2026	57,441.00	
Yamhill Communication Agency	06/11/2026	2,998.25	
			163,966.73

Airgas USA, LLC	06/18/2026	339.78
CINTAS	06/18/2026	119.30
Dr HVAC	06/18/2026	600.00
G&G Interiors	06/18/2026	287.37
McMinnville Water and Light	06/18/2026	138.96
Mid-Willamette Valley Council Of Governmer	06/18/2026	498.75
Oregon Department Of Revenue	06/18/2026	500.00
Reid Rental	06/18/2026	203.35
Yamhill County Sheriff's Office	06/18/2026	160.00

2,847.51



## **Memorandum**

**To:** The Mayor and Members of the City Council  
**From:** Elizabeth Ankney  
**Subject:** 2026 Pool Season Update  
**Council Goal:** Goal 4: Good Governance  
**Date:** July 7, 2026

This last month has seen a flurry of activity behind the scenes and at the pool itself. Everything has been cleaned up, spruced up and the pool opened successfully on June 12<sup>th</sup> with a full staff. We are excited to see what the season brings!

### **Season Overview**

The pool opened on June 12, 2026, and will close on August 29, 2026. We are closing slightly earlier than in previous years to align with the earlier school start date. Normal hours of operation for public swim will be 12:00 PM – 8:00 PM, seven days a week with possible intermittent breaks for swimming lessons and private pool reservations.

### **Pool Readiness**

The pool manager, guards and Public Works staff worked very hard the week before opening to put the final touches on the pool house and pool grounds. I am happy to report that everything was completed, and the pool opened on time and without any issues on June 12<sup>th</sup>. The pool house has been spruced up with signage and décor to make it a more inviting space for everyone. We are very proud of the extra effort that has been put forth this year.

### **Staffing**

Our staff schedule is in full swing, and we find that with the number of staff we have, we can add one more session of swimming lessons. Our Pool Manager is also considering sessions to teach survival swimming. We are making reservations for private parties as well with a full staff to oversee them.

## **Pool Passes and Pricing**

We have turned over the pool pass sales to the pool staff. To date we have sold 92 family passes. We have children signed up for swimming lessons and several private party reservations are in place and paid for. On July 1, pool prices will change, and all of our forms and signage will be updated.

## **Programs and Rentals**

As mentioned, we are now offering four swimming lesson sessions and private reservations. We have several private party reservations in place and children are signing up for swimming lessons.

## **Next Steps**

In addition to the pass presales, scheduling and finalization of programs, the following milestones are planned:

- **Ongoing** – Continue to sell passes and lessons as well as private reservations.
- **Ongoing** – Supplies are being ordered for the pool house as needed.
- **July 1** – New pricing will begin for the pool with all signage and point of sale being updated.

The Council will receive monthly updates in their packet through the close of the season.



## Memorandum

**To:** The Mayor and Members of the City Council  
**From:** Christy Martinez, Assistant City Manager  
**Subject:** Annual Insurance Coverage Renewal  
**Council Goal:** Goal 5: Financial Sustainability  
**Date:** July 7, 2026

The auditor recommended that the City bring forth the insurance renewals annually in the consent agenda. The FY27 insurance renewal for the City of Carlton, covering the period July 1, 2026, through July 1, 2027, is presented as proposed by CIS, with Brown & Brown Insurance Services, Inc. This renewal is intended to ensure continuity of coverage for the City's core liabilities, safeguard public assets, and manage financial exposure in a predictable, budget-aligned manner.

The FY27 proposal reflects a deliberate balance between appropriate coverage limits and cost containment, including multi-line coordination credits and the selective inclusion of optional coverages where they support the City's municipal risk management goals. This renewal will protect the City against liability and property-related losses while supporting stable financial planning by reducing the likelihood of unexpected and potentially catastrophic expenditures.

Key sustainability considerations include:

- Preserves reserve capacity by reducing the likelihood that extraordinary events will force unplanned withdrawals from reserves or delay capital projects.
- Reduces future budget volatility by limiting "surprise" costs that can occur when losses are uninsured or underinsured.
- Supports prudent long-term planning by reducing exposure to costly remediation, legal defense, and recovery expenses that can disrupt multi-year planning.
- Balances coverage and cost by including targeted enhancements (e.g., cyber and excess crime) while avoiding unnecessary optional layers (e.g., excess quake, excess flood, and additional excess liability options marked "not purchased"), consistent with disciplined spending.



## Property and/or Liability Proposal Summary

**Named Member**  
City of Carlton  
191 E Main St.  
Carlton, OR 97111

**Agent of Record**  
Brown & Brown Insurance Services, Inc.-Portland  
601 SW 2nd Ave, Ste. 1200  
Portland, OR 97204

**Proposal Date:** 5/29/2026  
**Member Number:** 10031  
**Effective Date:** 7/1/2026  
**Termination Date:** 7/1/2027

### *This is not an invoice. Information Only.*

Coverage	Description	Amount	Total
<b>General Liability - Per Occurrence Plan (\$5,000)</b>	Contribution Limit: \$10,000,000	\$60,360.28	
	Multi-Line Credit	(\$3,018.01)	
			<b>\$57,342.27</b>
<b>Auto Liability - Per Occurrence Plan (\$5,000)</b>	Contribution	\$5,863.49	
	Multi-Line Credit	(\$293.17)	
			<b>\$5,570.32</b>
<b>Auto Physical Damage</b>	Contribution	\$5,900.74	
	Multi-Line Credit	(\$295.04)	
			<b>\$5,605.70</b>
<b>Property</b>	Contribution	\$55,856.63	
	Multi-Line Credit	(\$2,792.83)	
			<b>\$53,063.80</b>
<b>Optional Excess Liability</b>	<b>Not Purchased</b>		<b>\$0.00</b>
<b>Optional Excess Quake</b>	<b>Not Purchased</b>		<b>\$0.00</b>
<b>Optional Excess Flood</b>	<b>Not Purchased</b>		<b>\$0.00</b>
<b>Optional Excess Crime</b>	Contribution	\$1,414.00	
			<b>\$1,414.00</b>
<b>Optional Cyber Security</b>	Contribution	\$3,672.00	
			<b>\$3,672.00</b>
<b>Optional Excess Cyber Security</b>	Contribution	\$2,940.00	
			<b>\$2,940.00</b>
<b>Difference in Conditions</b>	<b>Not Purchased</b>		<b>\$0.00</b>
<b>Summary</b>			
	Contribution	\$136,007.14	
	Multi-Line Credit	(\$6,399.05)	

### *This is not an invoice. Information Only.*

**\$129,608.09**



# CIS Public Entity Liability Coverage Proposal

Proposal Date: 5/29/2026

Coverage Period: 7/1/2026 to 7/1/2027

**Named Member**  
 City of Carlton  
 191 E Main St.  
 Carlton, OR 97111

**Agent of Record**  
 Brown & Brown Insurance Services, Inc.-Portland  
 601 SW 2nd Ave, Ste. 1200  
 Portland, OR 97204

**This Proposal Does Not Bind Coverage**  
 Refer to Coverage Forms for terms, conditions, and limitations of coverage

Coverage*	Per Occurrence	Annual Aggregate	Per Occurrence Deductible / SIR*	Agg/Retro Deductible
Public Entity Liability Coverage (Including Auto Liability) as described in CIS General & Auto Liability Coverage Agreement	\$200,000	\$600,000	\$5,000	None

Forms Applicable: CIS General & Auto Liability Coverage Agreement - CIS GLJAL (7/1/2026)

Coverage*	Per Occurrence	Annual Aggregate		
Excess Public Entity Liability Coverage as described in the CIS Excess Liability Coverage Agreement (limits shown are excess of primary coverage limits)	\$9,800,000	\$29,400,000		

Forms Applicable: CIS Excess Liability Coverage Agreement - CIS XS/GL (7/1/2026)

Coverage*	Per Occurrence	Annual Aggregate		
Additional layer of Excess Liability (General and Auto Liability)	Not Purchased	Not Purchased		

\*Refer to the CIS General & Auto Liability Coverage Agreement and CIS Excess Liability Coverage Agreement and endorsements (if any) for detailed coverages, special deductibles, limits, sublimits, exclusions, and conditions that may apply.

Excess Liability Coverage does not provide Uninsured Motorist coverage.

Coverage	Contribution
General Liability	\$60,360.28
Auto Liability	\$5,863.49
Excess Liability	\$0.00
<b>Liability Total</b>	<b>\$66,223.77</b>

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: Christy Martinez  
 Authorized Representative / Agent

Date: 06/26/2026

## Auto Physical Damage Coverage Proposal


**Proposal Date: 5/29/2026**
**Coverage Period: 7/1/2026 to 7/1/2027**

**Named Member**  
 City of Carlton  
 191 E Main St.  
 Carlton, OR 97111

**Agent of Record**  
 Brown & Brown Insurance Services, Inc.-Portland  
 601 SW 2nd Ave, Ste. 1200  
 Portland, OR 97204

**This Proposal Does Not Bind Coverage**  
 Refer to Coverage Forms for terms, conditions, and limitations of coverage

Autos Covered*	Coverage Limit	Comprehensive Deductible	Collision Deductible	Contribution
Scheduled Autos	Per Schedule**	Per Schedule**	Per Schedule**	\$5,900.74
Rented or Leased Autos (60 days or less)	ACV Not to Exceed \$100,000	\$100	\$500	Included
Newly Acquired Autos	Included	\$100	\$500	Included

\*This represents only a summary of coverages. Please refer to CIS Auto Physical Damage Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.

**Total Contribution:** \$5,900.74  
**Forms Applicable:** CIS Auto Physical Damage Coverage Agreement - CIS APD (7/1/2026)  
 \*\*Current CIS Auto Schedule

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: Christy Martinez

Authorized Representative / Agent

Date: 06/26/2026

**Property Coverage Proposal**

Proposal Date: 5/29/2026

Coverage Period: 7/1/2026 to 7/1/2027

**Named Member**

City of Carlton  
191 E Main St.  
Carlton, OR 97111

**Agent of Record**

Brown & Brown Insurance Services, Inc.-Portland  
601 SW 2nd Ave, Ste. 1200  
Portland, OR 97204

**This Proposal Does Not Bind Coverage**  
Refer to Coverage Forms for terms, conditions, and limitations of coverage

**Coverage Limits (Per Occurrence): \***

Building and Contents and PIO	Per current CIS Property Schedule
Mobile Equipment	Per current CIS Mobile Equipment Schedule
Earthquake	\$5,000,000
Excess Earthquake - Coverage applies only if coverage limit is shown.	None
Flood	\$5,000,000
Excess Flood - Coverage applies only if coverage limit is shown.	None
Combined Loss of Revenue and Rental Value	\$1,000,000
Combined Extra Expense and Rental Expense	\$1,000,000
Property in Transit	\$1,000,000
Hired, Rented or Borrowed Equipment	\$150,000
Restoration/Reproduction of Books, Records, etc.	\$100,000
Electronic Data Restoration/Reproduction	\$250,000
Pollution Cleanup	\$25,000
Crime Coverage	\$50,000
Police Dogs (if scheduled)	\$15,000
Off Premises Service Interruption	\$100,000
Miscellaneous Coverage	\$50,000
Personal Property at Unscheduled Locations	\$15,000
Personal Property of Employees or Volunteers	\$15,000
Unscheduled Fine Arts	\$100,000
Temporary Emergency Shelter Restoration	\$50,000
<b>Difference In Conditions - Earthquake &amp; Flood (if any):</b>	<b>\$0</b>
<b>Extra Items (if any):</b>	

\*This represents only a summary of coverages. Please refer to CIS Property Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.

<b>Locations Covered:</b>	Per current CIS Property Schedule.
<b>Perils Covered:</b>	Risks of Direct Physical Loss subject to the terms, conditions and exclusions contained in the coverage forms listed below under Forms Applicable.
<b>Deductibles:</b>	\$1,000 Per occurrence except as noted and as follows (if any). \$1,000 Per occurrence on scheduled mobile equipment items. Earthquake and Flood: Special deductibles and restrictions per Section 2 of the CIS Property Coverage Agreement.
<b>Total Contribution:</b>	\$55,856.63 (Property)    \$0.00 (Excess Earthquake) \$0.00 (Excess Flood)    \$0.00 (Difference In Conditions)
<b>Forms Applicable:</b>	CIS Property Coverage Agreement - CIS PR (7/1/2026)

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: Christy Martinez  
Authorized Representative / Agent

Date: 06/26/2026



# Equipment Breakdown Coverage Proposal

**Proposal Date: 5/29/2026** **Coverage Period: 7/1/2026 to 7/1/2027**

**Named Member**  
 City of Carlton  
 191 E Main St.  
 Carlton, OR 97111

**Agent of Record**  
 Brown & Brown Insurance Services, Inc.-Portland  
 601 SW 2nd Ave, Ste. 1200  
 Portland, OR 97204

**This Proposal Does Not Bind Coverage**  
 Refer to Coverage Forms for terms, conditions, and limitations of coverage

**Coverage Limits: \***

Property Damage	Per current CIS Property Schedule or \$100,000,000, whichever is less.
Rental Value/Rental Expense	Included in Property Damage
Extra Expense	Included in Property Damage
Service Interruption	Included in Property Damage
Drying out following a flood	Included in Property Damage
Course of Construction	Included in Property Damage
Computer Equipment	Included in Property Damage
Portable Equipment	Included in Property Damage
CFC Refrigerants	Included in Property Damage
Hazardous Substance	\$2,000,000
Data Restoration	\$250,000
Perishable Goods	\$2,000,000
Expediting Expense	\$2,000,000
Demolition	\$2,000,000
Ordinance or Law	\$2,000,000
Off Premises Property Damage	\$250,000
Contingent Rental Value/Rental Expense	\$250,000
Newly Acquired Locations	\$1,000,000 / 365 Days Max
Extended Period of Restoration	30 Days

\*This represents only a summary of coverages. Please refer to CIS Equipment Breakdown Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.

**Locations Covered:** Per current CIS Property Schedule.  
**Deductible:** \$1,000 All Coverages: 24-hour waiting period applies for service interruption.  
**Contribution:** Included  
**Forms Applicable:** CIS Equipment Breakdown Coverage Agreement - CIS BM (7/1/2026)

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: Christy Martinez  
 Authorized Representative / Agent

Date: 06/26/2026

**Excess Crime Coverage Proposal**

Proposal Date: 5/29/2026

Coverage Period: 7/1/2026 to 7/1/2027

**Named Member**  
City of Carlton  
191 E Main St.  
Carlton, OR 97111

**Agent of Record**  
Brown & Brown Insurance Services, Inc.-Portland  
601 SW 2nd Ave, Ste. 1200  
Portland, OR 97204

**This Proposal Does Not Bind Coverage**  
Refer to Coverage Forms for terms, conditions, and limitations of coverage

**Excess Crime Coverage****Coverage Limits excess of \$50,000 crime coverage provided under the CIS Property Coverage Agreement: \***

Employee Theft - Per Loss Coverage	\$500,000
Forgery or Alteration	Included
Inside Premises - Theft of Money & Securities	Included
Inside Premises - Robbery, Safe Burglary - Other	Included
Outside Premises	Included
Computer Fraud	Included
Money Orders and Counterfeit Paper Currency	Included
Funds Transfer Fraud	Included
Impersonation Fraud Coverage	Maximum recovery** \$250,000
	**Recovery subject to lower limit purchased by member if under \$250,000
Faithful Performance of Duty	Included
<b>Additional Coverages:</b>	
Loss of Client Assets	Included

\*This represents only a summary of coverages. Please refer to the Excess Crime Policy for detailed coverages, exclusions, and conditions that may apply.

<b>Locations Covered:</b>	Per current CIS Property Schedule.
<b>Deductible:</b>	\$50,000 (Satisfied by \$50,000 crime coverage sublimit under the CIS Property Coverage Agreement.)
<b>Contribution:</b>	\$1,414.00
<b>Forms Applicable:</b>	National Union Fire Insurance/Excess Crime Policy

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: Christy Martinez

Authorized Representative / Agent

Date: 06/26/2026



# Cyber Security Coverage Proposal

Proposal Date: 5/29/2026

Coverage Period: 7/1/2026 to 7/1/2027

**Named Member**  
 City of Carlton  
 191 E Main St.  
 Carlton, OR 97111

**Agent of Record**  
 Brown & Brown Insurance Services, Inc.-Portland  
 601 SW 2nd Ave, Ste. 1200  
 Portland, OR 97204

**This Proposal Does Not Bind Coverage**  
 Refer to Coverage Forms for terms, conditions, and limitations of coverage

**Cyber Security Coverage**

**Pool-wide aggregate limits per coverage year: Tier 1 - None; Tier 2 - \$10,000,000.**

Total Coverage Limit*	\$350,000
Tier 1 Coverage Limit	\$100,000
Tier 2 (Excess) Coverage Limit	\$250,000
Data Breach Incident Response	Included
Network Security, Privacy, and Data Breach Liability	Included
Regulatory Liability	Included
PCI Fines and Assessments	Included
Data Restoration	Included
Cyber Extortion	Included
Media Liability	Included
Social Engineering Fraud Event	Maximum recovery** \$500,000
	<i>**When combined with \$250,000 Impersonation Fraud Coverage under CIS Excess Crime Policy</i>
Network Interruption and Recovery	Included
Dependent Network	Included
Reputational Damage	Included

\*This represents only a summary of coverages. Please refer to the CIS Cyber Security Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.

**Deductible:** \$5,000

**Contribution:** Tier 1: \$3,672.00  
 Tier 2 (Excess): \$2,940.00  
**Total: \$6,612.00**

**Forms Applicable:** CIS Cyber Security Coverage Agreement - CIS CYBER (7/1/2026)

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: Christy Martinez  
 Authorized Representative / Agent

Date: 06/26/2026



## Memorandum

To: The Mayor and Members of the City Council  
 From: Shannon Beaucaire, City Manager  
 Subject: Council Liaison & City Manager Update  
 Council Goal: Goal 4: Good Governance  
 Date: July 7, 2026

### City Council Liaison Updates

Liaisons may provide brief verbal updates at the meeting. If no meetings or activities took place, the liaison may report that there was no activity to note.

### Current Liaison Assignments

Mayor Watkins – League of Oregon Cities; Oregon Mayors Association; Yamhill County Mayors; All-Hands Meeting; Mid-Willamette Valley Advisory Transportation Committee.

Council President Skipper – Tourism Committee; CBA Meeting.

Councilor Erickson – Rail corridor coordination/County discussion.

Councilor Hill – Emergency operations manual review.

Councilor Thompson-Rizer – Carlton Fun Days Planning Committee; emergency operations manual review.

Councilor Turrell – Partnership with Yamhill City Council and Yamhill-Carlton School District journalism class newsletter.

Councilor Ward-Mullen – Lions Club

City Manager – Carlton Fire District Board.

### City of Carlton – Community Update

Below is a summary of several major projects and initiatives currently underway or moving through funding, design, construction, or implementation steps.



- **Wastewater Treatment Plant:** Work continues on final equipment installation and startup activities at the wastewater treatment plant. During the week of July 6, the project team plans to install new flowmeters at the Clearwell and Steel Reservoir. These meters are part of the plant's monitoring and control system and will help improve the City's ability to track flows and operate the system efficiently. Electrical and programming work will also be completed so the new meters can communicate properly with the plant's control system.

During the week of July 13, the team plans to begin startup and testing for the irrigation pump station. This testing may include moving additional water into one of the treatment lagoons to ensure there is enough water available for testing. If the flowmeter installation progresses smoothly, some irrigation pump station testing may begin earlier.

Staff and project partners will continue coordinating closely as these dates approach and will provide additional updates as the work progresses. (Funded with \$5.8M State ARPA.)

<https://www.ci.carlton.or.us/projectsland/project/wastewater-treatment-plant-upgrade>

- **W. Grant & W. Main Sewer Improvements:**  
This project is nearing completion. The project team is working on scheduling a punch list walkthrough. (Funded with \$2.2M federal.)  
<https://www.ci.carlton.or.us/projectsland/project/w-grantmain-st-wastewater-and-paving-improvements>
- **W. Main Revitalization:** Following a June 10 walkthrough with the ODOT construction engineer and Tetra Tech, ODOT's environmental review approved several additional items for inclusion in the project: driveway approaches on the north side, which represents an estimated \$50,000 savings to the City; completion of driveway approaches on the south side; and replacement of sidewalk panels on either side of south-side driveway approaches. This will not result in full sidewalk replacement, but it will address many of the poorer sidewalk sections. This represents a broader scope of sidewalk-related work than was initially anticipated.



Several items remain under review. If funding permits, I have asked ODOT to consider updated street signage and posts as part of the project, including applicable speed signs, street name signs, stop signs, traffic-control signs, and related posts. Street-name signage may be limited by ODOT standards, as Carlton's signs are blue and white and ODOT's standard is green and white. Staff also requested consideration of permeable pavers in place of gravel on the north and south shoulders. The goal would be to create a more intentional, finished appearance without increasing impervious surface area or triggering additional requirements which would result in exceeding grant funding. (Funded with \$1.5M secured federal.) <https://www.ci.carlton.or.us/projectsland/project/w-main-street-improvements>

- **E. Main Sewer Project:** The City continues to move through the USDA Rural Development grant process for the East Main sewer project.

USDA Rural Development has indicated that it will accept the City's application in RD Apply, which allows USDA to continue processing the grant application. The City may begin coordinating with Tetra Tech on the scope of work for the next phase of the project; however, no engineering services agreement can be executed until after the grant funds are formally obligated by USDA.

USDA also requires the engineering services agreement to use specific federal contract documents and required Rural Utilities Service provisions. Once a draft agreement is prepared, USDA's engineer will need to review and approve the contract before it is signed.

Staff will continue coordinating with USDA Rural Development and Tetra Tech to keep the project moving while ensuring all federal grant requirements are met. Total project funding is approximately \$1.875M (federal \$1.5M; City match \$375,000). <https://www.ci.carlton.or.us/projectsland/project/e-main-st-wastewater-improvements>

- **Emerald Ash Borer (EAB):** The City has been working with Matt Mills, the Emerald Ash Borer Support Specialist with the Oregon Department of Forestry, to develop a draft Emerald Ash Borer Management Plan for Carlton.



Matt has completed an initial review of the draft plan and noted that he liked what he saw. He also indicated that, once finalized, Carlton's plan may be useful as an example for other similar-sized municipalities because it is compact, practical, and valuable. ODF would like to be able to share Carlton's plan with other municipalities and post it as a resource on OregonEAB.com.

Once the management plan has received further review, the finalized plan will be posted on the City's website. The full Emerald Ash Borer press release is included at the end of the City Manager's Report for Council's reference.

- **SE Carlton water improvements:** This project will improve the water distribution system in southeast Carlton by replacing undersized and aging water mains with larger, modern piping. The improvements are intended to increase water capacity, improve reliability during peak demand, reduce the likelihood of line breaks and service interruptions, and add redundancy by creating a more looped water system. The project will also improve fire protection for the Yamhill-Carlton Elementary School area and surrounding neighborhoods. In practical terms, this project is intended to strengthen the water system serving the school area and surrounding neighborhoods while preparing the area for future growth.

The state legislative award provides \$1.8 million. The state bond proceeds are expected to be available after the bond sale process, which is anticipated in 2027. The City will continue coordinating with Business Oregon, the State, Tetra Tech, Public Works, and administration on contract requirements, design, permitting, bidding, and construction planning.

This is an important infrastructure investment for southeast Carlton and supports the City's ongoing work to improve water reliability, fire protection, system capacity, and long-term community resilience.



**FOR IMMEDIATE RELEASE**

**June 23, 2026**

**Contact:**

Jim Gersbach, ODF Public Information Officer, 503-508-0574,  
[jim.gersbach@odf.oregon.gov](mailto:jim.gersbach@odf.oregon.gov)

## **Emerald ash borer found in several new locations in northern Willamette Valley**

(TUALATIN, Ore.) – The tree-killing emerald ash borer (EAB) pest has been confirmed in at least three new Willamette Valley communities this month –in a shopping center parking lot just east of I-5 in Tualatin, in a parking lot right outside Newberg, and at a private residence in Silverton.

The new detections are within the existing EAB quarantine zone covering the five counties where this pest has been found so far. Counties within the quarantined zone are Clackamas, Marion, Multnomah, Washington and Yamhill. By order of the Oregon Department of Agriculture, tree material from ash, olive, and white fringetree must remain within quarantined counties, along with firewood from any hardwood tree.

Oregon Department of Forestry EAB Support Specialist Matt Mills said, “we have long known that EAB would spread from infested sites to nearby areas, so these new detections are not unexpected. Experience from other states shows that four to five years or so after first being detected EAB spreads from pockets of infested ash trees and becomes much more widespread over an entire county or metropolitan area.”

All three reports were made by private individuals who recognized ash trees that were showing signs of EAB infestation and knew to report them on the invasive species hotline at <https://oregoninvasiveshotline.org>.



Kat Bethea, also an EAB Support Specialist with the Oregon Department of Forestry, said this shows the success of four years of outreach to the public in northwest Oregon with information about EAB and what to expect and where to report sightings.

“We are thankful that people are paying attention to the health of ash trees around them and letting us know when signs point to a possible EAB infestation,” Bethea said.

Bethea added that ODF has sent messages to officials in the affected towns and those in surrounding communities to let them know to keep a close eye on ash trees in their community for signs of EAB.

### **What the public can do**

“This is a good time to identify any ash trees on your property. Decide which ones if any you want to keep and contact a licensed pesticide applicator to begin protective treatment with a systemically injected insecticide,” said Bethea.

Mills said if homeowners plan to remove ash trees already in poor condition, then they should wait until mid-October when adult EAB beetles are no longer flying. “Pre-emptive removal of such trees will allow them to replant with trees that aren’t vulnerable,” he said. “This will start restoring tree canopy and also spreads out the cost of removals. Simply waiting for EAB to start killing trees in your town can become overwhelming in a short period of time and costly.”

Mills said ash trees quickly become brittle and hazardous to climb or work under once they are killed.

“Removal of a dead or rapidly dying ash tree is more dangerous and costly than when it is still alive. That’s why in newly infested areas or areas nearby it’s a best practice to pre-emptively remove any ash trees that are along streets or in parks or yards, and which are in poor condition or planted in the wrong place,” he said.

Mills added that although EAB is spreading naturally through the northern Willamette Valley, people moving firewood more than 10 to 15 miles from an EAB-infested tree risk taking the pest into distant, uninfested areas. “Firewood being moved is a known way EAB is able to travel farther and spread faster than it could on its own. That is why the Oregon Department of Agriculture doesn’t allow hardwood firewood to be moved from quarantined zones.”



For more information on how to identify ash trees or EAB, what the signs of infestation are, and what can be done in response to an infestation, please visit [www.OregonEAB.com](http://www.OregonEAB.com).

### **Newberg**

The pest was first reported in Yamhill County only two years ago. At that time, a single beetle was found on the county's northern border with Washington County. This June the Oregon Department of Agriculture's Max Ragozzino investigated a report called in to the Oregon Invasive Species Hotline. Ragozzino found two trees in a parking lot were heavily infested with EAB. Six others appear to be only lightly infested so far.

### **Tualatin**

After a report came to the hotline about ash trees in a commercial parking lot near I-5 with telltale signs of EAB, ODF was able to visit and confirm that a number of the trees were infested with EAB. The location is especially concerning because it is only about a mile from the Tualatin River, whose banks are shaded by large numbers of Oregon ash.

City of Tualatin Parks Maintenance Manager Tom Steiger states that the city has been following the movement of the emerald ash borer, conducting tests within the city, and learning about treatment and mitigation measures. Additionally, the city has an inventory of where ash trees are located as street trees, and has funding budgeted for a survey along the banks of the Tualatin River and other natural areas, which can help inform next steps in the approach to management and replacement of ash trees within the city.

### **Silverton**

A private pesticide applicator coming to treat an ash tree in a residential neighborhood on the north side of town reported signs of EAB in the tree, which ODF later confirmed. A second report has since come in as well, Mills said.

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**CITY OF CARLTON  
CITY COUNCIL SPECIAL WORK SESSION AGENDA  
TUESDAY, JULY 7, 2026  
IMMEDIATELY FOLLOWING REGULAR SESSION MEETING  
VIA ZOOM & 191 EAST MAIN STREET, CARLTON OR 97111**

*The Mission of the City of Carlton is to safeguard and enhance the vitality and livability of the community by providing essential services with professionalism and integrity.*

**1) CALL TO ORDER – ROLL CALL** Pages

- A. Changes to the Agenda

**2) WORK SESSION AGENDA ITEMS**

- A. Council Goal Review; *continued*

**3) FUTURE WORK SESSION AGENDA ITEMS**

- ~~A. WATER CONSERVATION~~
- ~~B. MODIFY WW PLAN FOR EAST MAIN~~
- C. PUBLIC WORKS DESIGN STANDARDS INCLUDING ADA CROSSWALKS & RAMPS
- D. DISCUSSION OF ZONING/CODE OPTIONS TO IMPLEMENT THE COMPREHENSIVE PLAN VISION, POLICIES & OBJECTIVES
- E. SIDEWALK REPAIR/REPLACE PROGRAM
- F. ADOPT-A-PARK
- G. NEIGHBORS HELPING NEIGHBORS
- H. STREET TREE LIST UPDATE (STATE OF OREGON)

**4) ADJOURNMENT**

Zoom Access Details

For virtual attendance of this meeting, we have added security measures to combat Zoom threats from occurring. Please contact City Recorder Aimee Amerson at [amerson@ci.carlton.or.us](mailto:amerson@ci.carlton.or.us) by 5pm on the day prior to the meeting for the zoom meeting link to be emailed to you. Thank you for your understanding.