CITY OF CARLTON
CITY COUNCIL REGULAR MEETING AGENDA
TUESDAY, SEPTEMBER 19, 2017, 7:00 P.M.
CITY COUNCIL CHAMBERS, 191 E. MAIN STREET, CARLTON

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.

		Pages
1)	**Call to Order – Roll Call**	
	1) Salute to the Flag	
	2) Changes to the Agenda	**1**
2)	**Citizen Comments**	
	This section of the agenda allows members of the public to address the City Council on any item not otherwise on the agenda. Members of the public, when recognized by the Mayor, should come forward and identify themselves. Comments are normally limited to three (3) minutes.	
3)	**Announcements/Reports/Presentations**	**2**
	• Tourism Committee Appointment – Christine Andrus	
	• Lower OLCC Special Event Permit Fees for Non-Profit Fundraisers – Carol Fredrick	
4)	**Council Discussion Topics**	
5)	**Consent Agenda**	**3 – 12**
	1) Meeting Minutes	
	• City Council Work Session Meeting Minutes – September 5, 2017	4 – 5
	• City Council Regular Session Meeting Minutes – September 5, 2017	6 – 12
6)	**Ordinance Presentation, Discussion and Potential Action Items**	**13 – 21**
	1) Resolution No. 2017-252: Adopting a Healthy Meetings and Events Policy	13 – 15
	2) Resolution No. 2017-253: Adopting a Workplace Health & Well-being Policy	17 – 20
	3) City Manager Contract Alternatives Discussion	21
7)	**Adjournment**	

MEMORANDUM

To: The Mayor and City Council
From: Chad Olsen, City Manager
Subject: Announcements/Reports/Presentations
Date: September 12, 2017

1. Announcements/Reports/Presentations

1) Tourism Committee Appointment – Christine Andrus

The tourism committee vacancy left by Brian Rake's resignation was advertised on the City's website, Nextdoor, and in the News-Register for three weeks in August. One application was received from Christine Andrus, owner of Gypsy Dancer Wines and member of the Carlton Business Association (CBA). The Visit Carlton Tourism Committee recommended her appointment to the Mayor during their September 6, 2017 regular meeting. The Mayor will make her recommendation for appointment to the Visit Carlton Tourism Committee to be ratified by City Council at their September 19 regular meeting.

2) Lower OLCC Special Event Permit Fees for Non-Profit Fundraisers – Carol Fredrick

At the public hearing regarding OLCC local review application fees on September 5, 2017, Carol Fredrick suggested the City consider lowering the OLCC Special Events for Winery (SEW) permit application fee when requested for non-profit fundraising events. The City currently charges a $35.00 local review administration fee, as set by Resolution No. 2005-26 on December 12, 2005. The $35.00 remained unchanged during the fee schedule amendment approved in accordance with ORS 471.164 and ORS 471.166 on September 5 by Resolution No. 2017-250. Carol Fredrick was invited to attend the City Council's regular meeting on September 19 to begin discussions on her proposal.

Memorandum

To: The Mayor and Members of the City Council
From: Jennifer Nelson, City Recorder
Subject: Consent Agenda - Minutes Approval
Date: September 13, 2017

Recommendation

Staff recommends that at its September 19, 2017 regular meeting the Council approve and authorize the Mayor to sign the City Council work session and regular meeting minutes from September 5, 2017, as submitted, for preservation and permanent retention in the City's historical records.

Background

The City of Carlton City Council held a public meeting and minutes were recorded by digital audio recording and written text. In accordance to Oregon State Records Management law, the City of Carlton must approve and preserve these minutes in hard copy form for permanent retention.

Fiscal Impact

None.

Alternatives

1. Do not approve
2. Approve with amendments
3. Postpone approval until another date with direction to staff for amendments.

Attachments

1. City Council Work Session Minutes from September 5, 2017
2. City Council Regular Session Minutes from September 5, 2017

R:\City Recorder\Agenda Packets\City Council\Regular Session\2017\2017-0919\Council Memo - Minutes.docx

City Council Work Session Minutes
SEPTEMBER 5, 2017, 6:00 PM
Carlton City Hall, Council Chambers (191 E. Main Street)

1. CALL MEETING TO ORDER & ROLL CALL

Mayor Kathie Oriet called the meeting to order at 6:01 PM. No changes were made to the agenda.

Members Present:	Kathie Oriet, Mayor	Scott Carl, Council President	Scott Chitwood (6:05 PM)
	Gwen Jernstedt	Carey Rhoads	Shirley Ward-Mullen
	Amy Wilder		

Staff Present:	Chad Olsen, City Manager	Walt Gowell, City Attorney (6:07 PM)
	Christy Martinez, Finance Director	Bryan Burnham, Public Works Director
	Megan George, Assistant to the City Manager	Kevin Martinez, Chief of Police
		Jennifer Nelson, City Recorder

Others Present: Gordon Munro (Tetra Tech), Janet Zuelke, Karen Brock, Janet Herring-Sherman, Lauri Lewis, Patty Williams, Annette Madrid, Raymond (Paul) Junker, Terry McIntyre, Carol Fredrick, Starla Pointer (News-Register), Lynnette Shaw, Randy Stapilus, Linda Watkins, and David Brock

2. WORK SESSION AGENDA ITEMS

1) Carlton Street Fund & Transportation Projects Update — 6:02 PM

Olsen introduced the topic for discussion tonight and the items that will be presented.

a. Pavement Management Program Budget Options Report — 6:03 PM

George offered an overview of the Pavement Management Program Budget Options Report with a slideshow summary from the previous presentation given by Joel Conder of Capitol Asset & Pavement Services (see official meeting record for full report). The City contracted with Capitol Asset and Pavement Services (CAPS) in June to conduct a pavement condition assessment of all City streets. The assessment determined the calculated average city-wide pavement condition index (PCI) is 69 on a scale of 1-100 and includes five scenarios that detail funding impacts on the City's average PCI (see agenda packet for full report).

b. Street Fund 5-Year Financial Forecast

This item was reviewed by staff during the street committee recommendation portion at the end of the agenda. The forecast is provided on page 95 of your packet. Deb Galardi was not present.

c. East Main Street Sidewalk Project Predesign Report – Gordon Munro — 6:09 PM

City Engineer Gordon Munro, Tetra Tech, presented an overview of the City's proposed East Main Street Sidewalk Project Predesign Report which will provide new curb and sidewalk infrastructure on both sides of East Main Street from Pine Street to 6th Street (see agenda packet for full report).

d. South 3rd Street and Polk Street — 6:18 PM

Olsen reported the City applied for a bicycle/pedestrian/stormwater improvement project on South 3rd Street and Polk Street to be included in ODOT's 2018-2021 Statewide Transportation Improvement Program Plan (STIP). This project was not selected. Renegotiation of the scope of project with ODOT is needed since the City cannot proceed. Staff will select three to five potential projects the City can do to replace this project and determine what can be funded. The Mid-Willamette Valley Area Commission on Transportation (MWVACT) does

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have discretionary funds they may be able to release. The enhancement fund may have some money left as well; however, Carlton will still have to contribute.

e. Oregon Department of Transportation (ODOT) Transportation Projects 6:27 PM

- **OR47: Urban Upgrade**

Olsen reported this project was included in ODOT's 2018-2021 Statewide Transportation Improvement Program Plan (STIP). It will include upgrading sidewalks, parking, bike facilities, and ADA compliance to enable future or concurrent pavement preservation project on Highway 47. The project is slotted for construction in 2020 and the total project cost is $3,394,600 (see agenda packet for full report)

- **OR47: Main Street – W. Lincoln Street**

This project was included in ODOT's 2018-2021 STIP. It will include construction of improved intersection alignment, a pedestrian crossing, sidewalks, and bike lanes on Highway 47. The project has been delayed to 2020 to coordinate with other work being completed on Highway 47. The total project cost is $2,228,909 (see agenda packet for full report). Ward-Mullen asked about time period for project to affect downtown businesses which staff estimated at six months with traffic detours.

f. Streets/Pedestrian/Stormwater Citizen Advisory Committee Recommendation 6:32 PM

Olsen introduced the citizen committee members present and reported the committee has met since December of 2016. The committee's primary task was to investigate funding options for ongoing maintenance of City streets, stormwater, and pedestrian facilities. The City does not currently have any local funding to assist with the maintenance and construction of transportation and stormwater facilities. The committee's recommendation is to implement a transportation utility fee that would target $100,000 per year in revenue (see agenda packet for full report). Annette Madrid provided additional material and Patty Williams presented the committee's recommendations which differ from what was included in the packet (see official meeting packet for full report). Recommendations included:

- Review/Increase existing franchise fees and dedicate them to the Street Fund.
- Examine franchise fees for destructive impacts to streets and assess fees with dedication to Street Fund.
- Examine mileage fees from waste transfer stations that pass through Carlton (see official meeting packet for material submitted).
- Pass a resolution to allow Recology to offer yard debris services to Carlton residents on voluntary basis.
- Work an access fee into the Yamhelas Westsider Trail to defray expenses associated with its use.
- Add a Transportation Utility Fee with a 60/40 split between businesses and residents to utility bills with a sliding scale for senior homeowners and dedicate revenues to the Street Fund.
- Review "creep" in the General Fund for savings with spending remaining at current levels.
- Re-examine Council policies, priorities, and spending.

3. FUTURE WORK SESSION AGENDA ITEMS - No discussions occurred regarding future work session items.

4. ADJOURNMENT

The meeting adjourned at 7:04 PM.

APPROVED by the City of Carlton City Council on this 19th day of September, 2017.

ATTEST:

Jennifer L. Nelson, City Recorder

Kathie Oriet, Mayor

City Council Regular Meeting Minutes
SEPTEMBER 5, 2017, 7:00 PM
Carlton City Hall, Council Chambers (191 E. Main Street)

1. CALL MEETING TO ORDER & ROLL CALL

Mayor Kathie Oriet called the meeting to order at 7:10 PM. The resolution on inclusivity was moved to after the public hearing and before public comments.

Members Present:	Kathie Oriet, Mayor	Scott Carl, Council President	Scott Chitwood	Gwen Jernstedt
	Carey Rhoads	Shirley Ward- Mullen	Amy Wilder	

Staff Present:
Chad Olsen, City Manager
Kevin Martinez, Chief of Police
Bryan Burnham, Public Works Director
Megan George, Assistant to the City Manager
Walt Gowell, City Attorney
Christy Martinez, Finance Director
Jennifer Nelson, City Recorder

Others Present: Janet Herring-Sherman, Starla Pointer (News-Register), Lauri Lewis, Lynnette Shaw, Janet Zuelke, Karen Brock, David Brock, Kris Wessel, Patty Williams, Russell Burchell, Marie Frugia, Raymond (Paul) Junker, Dax Garlinghouse, Peter Shultz, Tara Forsman, Kevin Forsman, Terry McIntyre, Carol Fredrick, Sharon Marsh, Christine Andrus, Pat Swanick, Shay McClean, AJ Davis, Tara Milton, Elise Marraro, Kristian Sorbo, David Samuel Hill, Joylin Kent, Amy Kavicky, Janelle Cook, Laurie Busse, Rebecca Wallis, Kim Scott, Marilyn Shultz, Jennifer Nordstrom, M. Welroch, Henry Gilbert, Stephanie Findley, Randy Stapilus, Linda Watkins, David Brock, John Dorner, James Taylor, Annette Madrid, and Maggie Woodrow

The Pledge of Allegiance was performed.

2. PUBLIC HEARING

1) Oregon Liquor Control Commission (OLCC) License Application Local Review Fees **7:11 PM**
(Legislative Hearing)
- Resolution No. 2017-250: Updating OLCC License Application Local Review Fees

Mayor Oriet opened the public hearing at 7:11 PM and called for any conflicts or abstentions; none appeared. City Recorder Jennifer Nelson presented the staff report (see agenda packet for full report). Oriet opened the floor to public testimony.

Carol Fredrick suggested the City consider lowering fees on Special Event Winery applications for non-profit events. Laurie Busse agreed. Oriet replied this could be considered at another time after public hearing and resolution was addressed. Oriet closed the public hearing and testimony at 7:16 PM and moved into deliberations; none appeared.

MOTION: Wilder/Jernstedt to approve and authorize the Mayor to sign Resolution No. 2017-250 updating the Oregon Liquor Control Commission (OLCC) license application local review fees and amending the fee schedule for the City of Carlton. Motion carried (7 Yes/0 No/0 Absent/0 Abstain).

7. ORDINANCE PRESENTATION, DISCUSSION & POTENTIAL ACTION ITEMS

1) Resolution No. 2017-251: Declaring Carlton as an Inclusive City **7:18 PM**

This item was heard out of agenda order. Olsen reviewed the staff report and the proposed resolution declare Carlton as being an "Inclusive City" recognizing the community's diversity and freedom from discrimination to ensure public trust in local government as requested by Council at their August 15, 2017 work session (see agenda packet for full report). Walt Gowell, City Attorney, briefed the Council on the resolution and clarified the difference between inclusive and sanctuary. He said the resolution is a compilation of and substantially similar to the Cities of Forest Grove, McMinnville, and Monmouth and read the entire resolution noting the recitals are factual findings that form the basis for the resolves or operating provisions (see agenda packet for full report). Gowell said the resolution is a statement of aspiration, public policy, and compliance with state law. It says the City is not using resources outside the realm of police activities and will not discriminate with services provided.

Citizen Comments:

John Dorner, Carlton resident, said he has served in U.S. military and was honorably discharged. He put his life on the line in Vietnam for the Country and for this resolution. He said it was a good idea that needs to be extended to other cities and thanked the Council.

Kim Scott, Newberg, read a statement on behalf of Newberg City Councilor Denise Bacon who was unable to attend with Newberg's Council meeting being held on the same evening. Bacon's testimony offers support for Carlton's statement of inclusivity to reach out to those we are dependent upon to labor in our grape-growing and rich agricultural region. Bacon said this is a chance to be brave, to tell our neighbors they matter too, and to offer comfort, knowledge, and recognition for the part they play to make us the communities we love so dearly (see official meeting record for full report).

Rebecca Wallis, Newberg resident and wine industry employer, spoke of being blessed by immigrants who choose to contribute to our great economy and helped Oregon rank at the forefront of the wine industry. She witnessed the fear rippling through the industry, impacting the labor field and wage increases due to shortages. The work is hard with long hours and minimal pay. Vineyards have been forced to leave fruit hanging and buy machines to replace the labor they cannot find. It would be helpful if towns put out the word they will not instigate the fear in communities that benefit from their labor. It's the least we can do to help those who helped us grow to where we are. She hoped the Council supports becoming an inclusive city.

Elise Marraro, Yamhill resident, empathized with those who fear their rights and voices will be silenced with this resolution. As a sexual assault survivor, she's experienced disrespect and degradation, and has been told her rights were worthless which makes it is easy to fall into the fold of victimhood, but she says no to that. Despite her experience she is still a white woman of privilege and will never experience being told she is up to no good for silently standing on her street or that she is an animal or terrorist for standing to say her life matters. She or her people will not be disrespected, emblazoned in chalk on the sidewalk, intimidated in her local post office, or pass symbols of hate against her on her neighbor's lawn. But, she doesn't pretend it doesn't exist in this town or elsewhere just because it hasn't happened to her. Hate doesn't just thrive on fear and might, it loves complacency, festers with silence, and will not disappear unaddressed. She is a transplant to this town, but it impact on her life is beautiful and profound. Carlton's motto is "a great little town" but she refuses to say it just to appease starry-eyed tourists and loves this town and its people too much for such complacency. Carlton may never be much on a national or international scale, but is at a crossroads. She asked Council and the people here will chose complacency, silence, tolerance of intolerance, or to practice what they preach and when the tourists leave and the going gets tough, show what a great little town in America can truly be. The choice tonight will be all of ours to own as well.

David Samuel Hill, Carlton resident, said he is a U.S. Navy veteran and the Republican County Chair for Yamhill County. He believes the resolution is a good gesture within our town; however, the real problem lies within a culture the federal government created by inaction and by certain people taking actions to open borders against federal law without enforcement. Congress is not correcting the laws which are not working for people coming here. His neighbors and people working on his house may be at risk because of issues brought up tonight. It needs to be fixed at the federal level and is a conflict of law between the state and federal levels. He has been on front lines, boots on the ground, face-to-face with the feds, over disagreements with federal overreach. This may be the right direction but there must be more so lives and people are not at risk. If this resolution passes, it needs to be sent all the way up to the federal level calling for corrective actions.

Janelle Cook, Carlton residents, submitted a written copy of her testimony for the record (see official meeting packet for full report). In summary, she felt it was disingenuous to say the resolution is not about declaring Carlton a Sanctuary City and since Oregon is already a Sanctuary State, a local resolution is unnecessary. The resolution undermines the rule of law and federal law takes precedence. Encouraging federal immigration statutes to be undermined is encouraging law breaking and can result in undermining freedom of speech and expression by excluding those who disagree with the inclusive definition which does not state all belief systems will be welcome in Carlton. She mentioned flying the Confederate flag as an example and said Christianity is already under attack in our nation. She has experienced discrimination as a Christian and is assumed intolerant. She is not in favor of bigotry; however, she has two sons in the military willing to give their lives so a bigot, Christian, or anyone labeled as intolerant has the freedom to hold and express their beliefs. Remaining silent would make her sons' sacrifice and service meaningless. A resolution on inclusiveness is a moral statement and morality cannot be legislated. It is not up to elected officials to state what individuals should believe in. She applauded the removal of the racial slur and hoped all in Carlton would do the same. But, said passing this resolution is not the best response to discrimination as it has already caused hate speech and discord in our community. A friend of hers was vilified on social media for expressing her concerns about this resolution, which further divides the community. She said the Civil War was fought over the same issue of whether a federal law prohibiting slavery should take precedence over state laws allowing it. Anyone believing a Sanctuary State policy should take precedence over federal law would have sided with the South and by today's standards must be a bigot and unwelcome in Carlton if this resolution is passed.

Sharon Marsh, Carlton residents, agreed with statements made previously and said part of this country's division is that cities and states protect criminals who breaking our laws by being here illegally. As bad as she feels for some people, they know what they are doing is illegal. They are not citizens and don't have the right to break our laws and down our government. This action is going against our federal government which gives you these rights. A friend of hers was degraded simply because of different opinions, so she asked who and where is the hate. It's coming from those believing differently and it's just wrong and criminals are being protected.

Maggie Woodrow, Carlton resident, said it's really short-sighted to think this is about only one minority or field worker; it's about all of us. Today it may be about one field worker, tomorrow about someone in a red gingham shirt, or Chevy truck owners over Ford. But its way bigger than all of us combined and this resolution gives us all a chance to be collectively together. We can't start putting labels on one particular thing. It's about protecting not just one group of people, but all of us, with blue eyes, green eyes, and brown eyes, and creating a community based on character, morals, family, togetherness, working together, being a part of something bigger, better.

AJ Davis, Carlton resident, asked what will change that the City is not already practicing. Oriet replied it puts

something in writing for future Council members to be carried on. City Attorney responded it is an aspirational statement of intent to treat all those coming here with equality without prejudice or discrimination and it does not amend any City ordinance. It is a statement of intent to comply with state law as it relates to the enforcement of federal immigration law.

Karen Brock, Carlton, resident, said this is not a law and the Council does not have power to take away constitutional rights. It is a statement of what we like and will focus on. She pointed out there are four middle-class white women and three middle-class white men on the Council. She is a privileged middle-class white women who doesn't know what it is like to be discriminated against. She likes that Council wants to make a claim for Council's going forward that this is what we are about. That we will make hiring decisions complying with this and consider different living areas equal. We want to see peace in our community going forward. Criminals are still covered by the law and the police chief still needs to do his job. We are still going to need to take care of each other. They're not changing what we get to do, just improving what people who don't look like any of us in this room don't get to do.

Lynnette Shaw, Carlton resident, read a list of names as a small sampling of Americans from small towns, not big cities, murdered by hate crimes and said the Department of Justice reports over 260,000 hate crimes each year target people simply for who they are. She asked if we deserve the affirmation, commitment, and protection of our communities and if it is a waste of time. She said when this was discussed last month, there was push back that Carlton is such a great town with no discrimination and there is so much love for everyone else so it's unnecessary. She disagreed because there was racist graffiti and she has personally been verbally harassed on Main Street. This week a lot of folks expressed the other face of this community not so focused on loving and accepting neighbors. She wondered how compassion became so political and how accepting and valuing neighbors was wrong with resistance to compassionate efforts a political badge of honor. Misinformation was spread about this resolution by citing dangers of Sharia Law, pedophiles, gays, Muslims, threats to Christianity and free speech, and drag racing on Main Street as reasons we should not affirm we are a welcoming place. She heard people say to their neighbors: "know your place," "learn to speak the language," and "go back to where you came from." There are still plenty of gun-toting residents in town and Carlton is definitely not flowing with love and good will; not for all of us. She said we need this resolution although it will not end discrimination and it may or may not prevent hate crimes. It will confirm our community leaders stand with the most vulnerable citizens, set an example, clearly state hate is not a value here, send a message all are welcome, and show we are determined to create a culture of kindness, acceptance, and generosity towards all of our residents. It is an opportunity to lead, to have the heart and spine to do this when it is being politicized.

Laurie Busse, Carlton resident, assumed the resolution will progress and asked Council to advocate for affordable family housing when addressing inclusion in our community. Businesses here rely on minimum wage employees and increased costs of living families have forced some to relocate. Employees do not commute to Carlton for work, they live here, but cannot afford to. She currently works for a small business on Main Street and won't be able to continue if she cannot live here. She owns and operates a local non-profit that serves disadvantaged families in the community offering equal access to quality education as one of the first steps out of poverty. She asked Council to consider inclusionary zoning requiring new development to provide a part of the housing for households under 50% of the poverty level and residential districts could be designated to ensure adequate family housing is maintained for our growth and development. She requested to be placed on the agenda for the next City Council meeting to properly present and expand on this topic so action at the Council level can be put behind our statement. Added her duplex is up for sale as a short-term rental and she and her neighbor are both active in Carlton and would be directly affected if they lost their housing in Carlton.

The next available rental option is $600 per month above what they are paying now.

Annette Madrid, Carlton residents, spoke of census information related to income in the materials she submitted for the work session packet is why the advisory committee wanted to keep more fees off of the utility bills. Regarding the Councils vote on this resolution she quoted Abraham Lincoln, “It is a crime to remain silent when it is your duty to protest.”

David Brock, Carlton resident, was glad started off with the attorney reading the entire resolution and repeated the first words of the title “a resolution to declare the City of Carlton as an Inclusive City for all persons…” All of this mincing of words about whether that means he is losing his rights to speech, religion, whatever, to him it means exactly the opposite. This is a statement that reinforces and reminds us we all have and need to have these rights and if we don’t all get them we are going to suffer for it.

City Recorder Jenn Nelson read written testimony received from McMinnville resident Shay McClean into the record: “I want to thank the City Council for considering this resolution It is now more important than ever that we unite and send the clear message that hatred and bigotry have no place in our community, and will not be tolerated.”

Janet Herring-Sherman, Carlton resident, said she wants it in black and white to give her peace-of-mind that her son, a young man of color, will be accepted and tolerated in this community. Most of the people here are not the color of the people that gets discriminated against. So, when we say it doesn’t happen here, we wouldn’t know because we’re not living it.

Linda Watkins, Carlton resident, she agreed this is more of a aspirational statement and sometimes people go through life not realizing their beliefs are not exactly what is happening in the world. It can be unsettling when your view of the world is questions, but it is not a bad thing to examine those perceptions and talk to people you don’t know who are different from you. She hopes this makes everyone think a little bit and that those interested in moving to Carlton will look at what is going on. When she moved here, she spent time looking at ordinances and talking to people and felt like the town did not have bias or a narrow interpretation of life. Businesses and neighborhoods with diversity benefit more economically. She is happy to see this happening.

Janelle Cook added her objections are not about discrimination and she is against it, but a resolution from City Council is not the right way to handle this. The intent is good, but wrong way. It’s up to individuals to stand up for each other. It is not wise to pass this resolution. Oriet opened deliberations at 8:06 PM.

Chitwood applauded the people in attendance coming to stand up for what they believe in and stand against prejudice. He said this piece of paper takes everyone to make it work and be nice to each other, and work on loving and treating people fairly. It’s a good thing. He’s done his research and nothing harmful can come out of what they are trying to do here. Voting on this will not stop anything and the police are going to do what they need to do when someone is breaking the law. He reminded everyone to be kind to each other.

Carl said he doesn’t have an issue with the majority of the resolution but because he took an oath of office he doesn’t feel good about inviting someone here illegally. He is not prejudice, he doesn’t discriminate, and has lived his entire life here as descendant of this community’s founders. His only issue is that we are a little heavy-handed on inviting folks here who shouldn’t be avoiding the process of becoming a natural citizen. He’s worked with people who have gone through the process and they are the angriest with those who avoid it. He agrees

with everything here about not discriminating, but he cannot put his name on something that permits people to reside in the community illegally.

Ward-Mullen thanked everyone for coming and felt as leaders they have a moral obligation to set the aspirational tone and moral compass to be incorporated in all statements. She proudly supports the resolution.

MOTION: Wilder/Ward-Mullen to approve and authorize the Mayor to sign Resolution No. 2017-251 declaring the City of Carlton as an Inclusive City for all persons, regardless of race, color, national origin or perceived national origin, immigration or refugee status, ethnicity, religion, sex, gender identity (including gender expression), sexual orientation, mental, emotional and physical ability, age, veteran status, or socioeconomic status. Motion carried (6 Yes/1 No [Carl]/0 Absent/0 Abstain).

Oriet recessed for five minutes at 8:13 PM and reconvened at 8:18 PM.

3. CITIZEN COMMENTS – No citizens appeared to make comments on any non-agenda items.

4. ANNOUNCEMENTS/REPORTS/PRESENTATIONS **8:18 PM**

- Proclamation – Diaper Need Awareness Week

A request was received from A Family Place Diaper Bank Committee to proclaim September 25 – October 1, 2017 as Diaper Need Awareness Week in Carlton. By issuing the proclamation, the City will bring awareness to the community and call for support to help families obtain the diapers needed to keep all babies clean, dry, and healthy. The proclamation was declared and signed by the Mayor by consensus.

5. COUNCIL DISCUSSION TOPICS

6. CONSENT AGENDA **8:20 PM**

1) Meeting Minutes
- **City Council Work Session Meeting Minutes – August 15, 2017**
- **City Council Regular Session Meeting Minutes – August 15, 2017**

2) Department Monthly Reports

3) Accounts Payable Report

MOTION: Wilder/Jernstedt to approve the consent agenda and authorize the Mayor to sign the City Council work session and regular meeting minutes from the August 15, 2017, as submitted. Motion carried (7 Yes/0 No/0 Absent/0 Abstain).

7. ORDINANCE PRESENTATION, DISCUSSION & POTENTIAL ACTION ITEMS

1) Resolution No. 2017-251: Declaring Carlton as an Inclusive City

This item was heard out of agenda order after the public hearing and before citizen comments.

2) Voting Delegate: League of Oregon Cities Annual Conference **8:21 PM**

Olsen presented the staff report (see agenda packet for full report). No Council members plan to attend the conference this year.

MOTION: Jernstedt/Wilder to appoint City Manager Chad Olsen as the voting delegate for the City of Carlton at the League of Oregon Cities' Annual Membership meeting to be held on September 30, 2017 during the 92nd Annual LOC Conference. Motion carried (7 Yes/0 No/0 Absent/0 Abstain).

3) Personal Services Agreement: Ladd Fountain Foundation Repair Services – Ram Jack 8:23 PM

Peter Shultz reported he and Ken Wright are working on saving the Ladd Fountain in Upper Park and looking to get Ram Jack West to level the sinking fountain and a local mason, Rick Arnold, to build a seating area including pavers. Shultz provided a drawing of the design plan (see official meeting record). Shultz and Wright met with Olsen and Oriet regarding plumbing, which was not in their original plans. He spoke of the fountain's history with Charles and Sarah Ladd. Sarah placed the fountain in the park as a tribute to her husband, the town, and its history with the intent for it to be the gateway to the park. Discussions followed about adding recognition for both the Ladds for their contributions to the community. Charles Ladd was the first owner of the saw mill and helped bring electricity to Carlton. Sarah was a well-known photographer of the Columbia River and Gorge. She formed the civic committee to build the pool and put up the fountain to remind people what community is.

Oriet asked if staff can look into the costs to add a bubbler to get water running through the fountain again. Bryan Burnham mentioned finding an early drawing of the Upper Park design, which used to be called the Charles Elliott Ladd Public Park. Discussions followed about when the park name may have changed and if they should consider going back to that name. Schultz added there are no guarantees that the old masonry on the fountain and there is a chance it will break up when it is moved.

Olsen read staff recommendation (see agenda packet for full report). The City could not use the original contractor's agreement and wrote the personal services agreement to replace. The payment will be donated by Shultz and Wright to the Carlton Community Foundation in order to benefit from the donation, and CCF will reimburse the City for the repair expenses.

MOTION: Carl/Rhoads to approve and authorize the Mayor to sign a personal services agreement with Ram Jack West to make repairs to the Ladd Fountain in Upper Wennerberg Park. Motion carried (7 Yes/0 No/0 Absent/0 Abstain).

8. ADJOURNMENT

The meeting adjourned at 8:34 PM.

APPROVED by the City of Carlton City Council on this 5th day of September, 2017.

ATTEST:

Jennifer L. Nelson, City Recorder

Kathie Oriet, Mayor

DRAFT

To: The Mayor and Members of the City Council
From: Chad Olsen, City Manager
Subject: Resolution No. 2017-252: Adopting a Healthy Meetings and Events Policy
Date: September 13, 2017

Recommendation

Staff recommends that at its September 19, 2017 regular meeting the City Council approve and authorize the Mayor to sign Resolution No. 2017-252 adopting a healthy meetings and events policy for the City of Carlton.

Background

The HEAL Cities Campaign is an initiative of the Oregon Public Health Institute in partnership with the League of Oregon Cities and Kaiser Permanente that currently works with approximately 40 cities across the state to adopt policies and systems to promote healthy communities.

During the June 6th Council work session staff presented background information material and steps for joining the campaign. On June 20, 2017, Council joined the HEAL Cities Campaign with an "Active City" designation by passing Resolution No. 2017-247 establishing a commitment to put healthy options within reach of all residents and having at least one HEAL policy in effect before joining the campaign. Staff was directed to assess and recommend to two new HEAL policies for Council consideration, allowing Carlton to increase its designation to either "Fit" or "Fabulous" depending on whether one or two new policies are adopted and implemented.

The Healthy Meetings and Events Policy is the first of the two policies staff will recommend for Council consideration that is in line with the HEAL Policy Menu.

Alternatives

1. Do not approve. The City would remain in the HEAL Campaign at the "Active City" level.
2. Modify the proposed policy.

Fiscal Impact

None.

Exhibit

1. Resolution No. 2017-252 – Adopting a Healthy Meetings and Events Policy
2. Exhibit A – Healthy Meetings and Events Policy

This facility is ADA accessible.
If you need special accommodation please contact the City Recorder at 503.852.7575 at least 24 hours prior to this meeting.

RESOLUTION NO. 2017-252

A RESOLUTION ADOPTING A HEALTHY MEETINGS AND EVENTS POLICY FOR THE CITY OF CARLTON

RECITALS:

WHEREAS, on June 20, 2017, the City of Carlton adopted Resolution No. 2017-247 setting forth a commitment to put healthy options within reach of all residents for the City of Carlton, Oregon and by that action joined the *Healthy Eating Active Living (HEAL) Cities Campaign*; and,

WHEREAS, the City of Carlton, as a HEAL City, is committed to promoting health, preventing disease and injury, and aligning agency practices to help support a culture of health for employees, business partners, and customers; and,

WHEREAS, a healthy diet and regular physical activity prevents obesity and other major chronic diseases like heart disease, diabetes, and some cancers, including breast and colon cancer; and,

WHEREAS, despite the well-known benefits of physical activity, many adults lead a relatively sedentary lifestyle and are not active enough to achieve these health benefits; and,

WHEREAS, supporting healthy meetings and events gives participants the chance to eat fruits, vegetables, and whole grains without worrying about eating too many calories or unhealthy fat while attending meetings or events; and,

WHEREAS, creating a meeting or conference environment that encourages physical activity can help increase participant's productivity, reduce attrition, and improve morale; and,

WHEREAS, it is the goal of the City of Carlton and in the interest of employee, partner, and customer health to promote the availability of healthy food and beverages during all meetings and events sponsored by the City of Carlton; and,

WHEREAS, proper implementation of a healthy meetings and events policy will ensure the meetings and events sponsored by the City of Carlton provide healthy food options and, when practical, physical activity breaks during the meeting or event.

THE CITY OF CARLTON RESOLVES AS FOLLOWS:

1. The City of Carlton hereby establishes a Healthy Meetings and Events Policy, as described in Exhibit A, to provide guidelines for the provision of healthy food and beverages and physical activity breaks for all meetings and events sponsored by the City of Carlton.
2. This Resolution will take effect immediately upon passage by the City Council and execution by the Mayor and shall continue in full force and effect until revoked or replaced.

ADOPTED by the City Council of the City of Carlton, Oregon, on the 19th day of September, 2017 by the following votes:

AYES: **NAYES:** **ABSENT:** **ABSTAIN:**

APPROVED and signed by the Mayor this 19th day of September, 2017.

_____
Kathie Oriet, Mayor

ATTEST: _____
Jennifer L. Nelson, City Recorder

City of Carlton
Policy on Healthy Meetings and Events

The following is the City of Carlton's policy for healthy meetings and events. Proper implementation of this policy will ensure the City of Carlton's sponsored meetings and events provide healthy food options and, when practical, physical activity breaks during the meeting or event. This policy covers all of the City of Carlton's meetings and events. All staff members responsible for planning meetings and events must follow this policy.

Meetings and events under three hours in length

1) At meetings that do not take place during usual meal times and are less than three hours in length, food will not be offered. The following guidelines apply when offering beverages:
   a. Always provide tap or bottled water when food or beverages are served.
   b. Beverage services may also include coffee, non-fat/low-fat milk or soy milk, teas, 100% juice, unsweetened iced tea, or other non-caloric beverages.
   c. Do not serve sugar-sweetened beverages such as soda, sweetened teas, and juice drinks.
2) Provide a minimum of five minutes for physical activity in addition to other breaks when practical.

Meetings and events three to five hours in length

1) When providing food at meetings and events sponsored by the City of Carlton that last three to five hours in length, the following guidelines apply:
   a. Always provide tap or bottled water when food or beverages are served.
   b. Beverage services may also include coffee, non-fat/low-fat milk or soy milk, teas, 100% juice, unsweetened iced tea, or other non-caloric beverages.
   c. Do not serve sugar-sweetened beverages such as soda, sweetened teas, and juice drinks.
   d. Meals will offer foods that follow nutrition standards set by the City of Carlton based on the *2010 Dietary Guidelines for Americans*.
2) Provide a minimum of 15 minutes for physical activity in addition to other breaks when practical.

Meetings and events seven to nine hours in length

1) When providing food at meetings and events sponsored by the City of Carlton that last seven to nine hours in length, the following guidelines apply:
   a. Always provide tap or bottled water when food or beverages are served.
   b. Beverage services may also include coffee, non-fat/low-fat milk or soy milk, teas, 100% juice, unsweetened iced tea, or other non-caloric beverages.
   c. Do not serve sugar-sweetened beverages such as soda, sweetened teas, and juice drinks.
   e. Meals and snacks will offer foods that follow nutrition standards set by the City of Carlton based on the *2010 Dietary Guidelines for Americans*.
   2) Provide a minimum of 30 minutes for physical activity in addition to other breaks when practical.

To ensure these policies and guidelines are implemented, staff members involved in planning events will approve only those menus and agendas that meet these policies and guidelines. Staff members responsible for ordering food for meetings and creating agendas for City of Carlton meetings and events will receive training on how to select healthy food choices.

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To: The Mayor and Members of the City Council
From: Chad Olsen, City Manager
Subject: Resolution No. 2017-253: Adopting a Workplace Health and Well-Being Policy
Date: September 13, 2017

Recommendation

Staff recommends that at its September 19, 2017 regular meeting the City Council approve and authorize the Mayor to sign Resolution No. 2017-253 adopting a workplace health and well-being policy for the City of Carlton.

Background

The HEAL Cities Campaign is an initiative of the Oregon Public Health Institute in partnership with the League of Oregon Cities and Kaiser Permanente that currently works with approximately 40 cities across the state to adopt policies and systems to promote healthy communities.

During the June 6th Council work session staff presented background information material and steps for joining the campaign. On June 20, 2017, Council joined the HEAL Cities Campaign with an "Active City" designation by passing Resolution No. 2017-247 establishing a commitment to put healthy options within reach of all residents and having at least one HEAL policy in effect before joining the campaign. Staff was directed to assess and recommend to two new HEAL policies for Council consideration, allowing Carlton to increase its designation to either "Fit" or "Fabulous" depending on whether one or two new policies are adopted and implemented.

The Workplace Health and Well-Being Policy is the second of the two policies staff will recommend for Council consideration that is in line with the HEAL Policy Menu.

Alternatives

1. Do not approve. The City would remain in the HEAL Campaign at the "Active City" level.
2. Modify the proposed policy.

Fiscal Impact

None.

Exhibit

1. Resolution No. 2017-253 – Adopting a Workplace Health and Well-Being Policy
2. Exhibit A – Workplace Health and Well-Being Policy

This facility is ADA accessible.
If you need special accommodation please contact the City Recorder at 503.852.7575 at least 24 hours prior to this meeting.

RESOLUTION NO. 2017-253

A RESOLUTION ADOPTING A WORKPLACE HEALTH AND WELL-BEING POLICY FOR THE CITY OF CARLTON

RECITALS:

WHEREAS, on June 20, 2017, the City of Carlton adopted Resolution No. 2017-247 setting forth a commitment to put healthy options within reach of all residents for the City of Carlton, Oregon and by that action joined the *Healthy Eating Active Living (HEAL) Cities Campaign*; and,

WHEREAS, the City of Carlton, as a HEAL City, is committed to providing employees with a safe, healthy, and supportive environment in which to work; and,

WHEREAS, adult Americans spend a significant amount of the day in the worksite; and,

WHEREAS, creating a worksite culture that supports health and well-being provides many benefits to both employees and employers; and,

WHEREAS, regular physical activity has inarguable benefits on health, the reduction of chronic disease, and overall quality of life; and,

WHEREAS, physical activity reduces the risk of premature death, coronary heart disease, diabetes, arthritis, osteoporosis, and certain types of cancer; and,

WHEREAS, employers that encourage physical activity in the worksite have reported less absenteeism and higher productivity due to lack of illness, obesity, injury, or chronic conditions; and,

WHEREAS, the City of Carlton recognizes that the health and well-being of our employees is important; and,

WHEREAS, the City of Carlton will commit to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.

THE CITY OF CARLTON RESOLVES AS FOLLOWS:

1. The City of Carlton hereby establishes a Workplace Health and Well-Being Policy, as described in Exhibit A, to provide guidelines for
2. This Resolution will take effect immediately upon passage by the City Council and execution by the Mayor and shall continue in full force and effect until revoked or replaced.

ADOPTED by the City Council of the City of Carlton, Oregon, on the 19th day of September, 2017 by the following votes:

AYES: **NAYES:** **ABSENT:** **ABSTAIN:**

APPROVED and signed by the Mayor this 19th day of September, 2017.

_____
Kathie Oriet, Mayor

ATTEST: _____
Jennifer L. Nelson, City Recorder

City of Carlton
Policy on Workplace Health and Well-Being

The following is the City of Carlton's policy for workplace health and well-being. The City of Carlton is committed to providing employees with a safe, healthy, and supportive environment in which to work; recognizes that the health and well-being of our employees is important; and will commit to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged. This policy applies to all employees at the City of Carlton.

Objectives and Strategies

The City of Carlton will:

- Encourage employees to be more physically active by making provisions in the workplaces for activity opportunities (including reducing sitting time where practical).
- Provide healthy eating choices in the workplace through addressing healthy physical settings, food supply, and education.
- Educate employees around safe alcohol consumptions and health effects of smoking.
- Promote awareness of key health issues for employees (including social and emotional well-being).
- Encourage employees to provide input into health and well-being initiatives.

Responsibilities

Employees are encouraged to:

- Understand this policy and seek clarification from management where required.
- Consider this policy while completing work-related duties and at any time while representing the City of Carlton.
- Support fellow employees in their awareness of this policy.
- Support and contribute to the City of Carlton's aim of providing a safe, healthy, and supportive environment for all employees.

Managers have a responsibility to:

- Ensure that all employees are made aware of this policy.
- Actively support and contribute to the implementation of this policy.
- Manage the implementation and review of this policy.

Communication

The City of Carlton will ensure that:

- All employees receive a copy of this policy during the induction process.
- This policy is easily accessible by all members of the organization.
- Employees are informed when a particular activity aligns with this policy.
- Employees are empowered to actively contribute and provide feedback to this policy.
- Employees are notified to all changes to this policy.

Monitoring and review

The City of Carlton will review this policy 12 months after implementation and annually thereafter.

The City Manager for the City of Carlton will appoint an employee to serve in the role of Health and Well-Being Coordinator.

Effectiveness of the policy will be assessed through:

- Feedback from employees, the Health and Well-Being Coordinator, and management.
- Review of the policy by management and the Health and Well-Being Coordinator to determine if objectives have been met.

Health and Well-Being Coordinator:	
Signature:	
Date:	
City Manager:	
Signature:	
Date:	
Date of next review:	September 19, 2018

To: The Mayor and Members of the City Council
From: Chad Olsen, City Manager
Subject: City Manager Contract Alternatives Discussion
Date: September 14, 2017

Dear Mayor and City Council;

As much as I love this great little town I need to make a change. I have been working in public management for thirty years and while the profession is truly rewarding it can be consuming as well. And, while I'm not quite ready to retire, I am ready to step back and spend more time with family and on personal interests. May 31, 2018 is my planned last day. I understand the Council may be interested in some type of "part-time transition plan/arrangement". I would be agreeable to something of this nature if you're interested however I will understand if not.

I'd like to thank you for my time with the City of Carlton. It has been a great experience and one that I've thoroughly enjoyed since February 2012. In my opinion, the Carlton government organization has made great strides during the past five and one-half years. We have accomplished a lot such as organizational development, financial and budgeting, utility management, communications, community engagement and a variety of major capital infrastructure projects. The Mayor and City Council have been extremely gracious and supportive of these efforts and I am sincerely thankful for all you've done to ensure our success.

And, needless to say City staff has been awesome and certainly the organization's success is due to their efforts. It has been a privilege and honor to work side by side with these dedicated professionals. They have been very tolerant and supportive of my various initiatives to continually improve the way we do business. Staff and I share the same vision of constantly improving to be the best small city government in the state. Their support and hard work is something I've been very proud of over the years.

The next 3 – 5 years will continue to be an exciting time for Carlton. There are multiple large capital projects left to complete in the water, sewer and transportation systems and I'm sure Council and staff will have its hands full updating the community's infrastructure.

Thanks again for allowing me to serve this great community.

This facility is ADA accessible.
If you need special accommodation please contact the City Recorder at 503.852.7575 at least 24 hours prior to this meeting.