



# Annual Report 2016



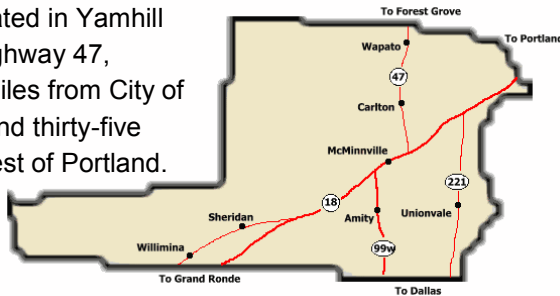
Enhancing the vitality and livability of the community





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Carlton is located in Yamhill County on Highway 47, roughly five miles from City of McMinnville and thirty-five miles southwest of Portland.



# Annual Report 2016

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# City of Carlton's Mission

The mission statement represents the purpose of the City organization and acts to guide the actions of the City Council. The statement illuminates the organization's overall goals and guides the Mayor and Council's decision-making. The statement provides the framework within which the City's strategies

are developed and clarifies the City government's purpose.

In addition, the City's Strategic Plan is a set of specific actions identified to move the city forward in the next five years. The Task Force identified seven critical issue categories.

**“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.”**

## City of Carlton Critical Issue Categories

1. Transportation
2. Business Development
3. Citizen Participation
4. Downtown Revitalization
5. Neighborhood Clean-up
6. Parks and Recreation
7. Public Infrastructure



# Mayor's Message



Kathie Oriet,  
Mayor

We are pleased to deliver the City of Carlton's 2016 Annual Report. As a Carlton resident, you know that we pride ourselves on a strong community, vibrant downtown, rolling hills, and, of course, our agriculture. Over this past year we completed many projects that are important to our community's vitality and will continue to do so during this next fiscal year.

Last year, one of our primary goals was to improve the City's infrastructure. We replaced the City's water transmission line and distribution lines in the downtown district, we opened the doors to a new Pool House in the Upper Park and we finished a major street project on Monroe Street. We will continue to target street, sidewalk and storm system improvements in the future.

Next year we look forward to continuing our work on the water and wastewater systems and I expect good news from ODOT concerning the funding of the Main Street Project.

Finally, I'd like to thank our hardworking City Council, Boards and Commissions, volunteers and staff. We are blessed with so many dedicated individuals in our community which makes Carlton such "A Great Little Town".

Sincerely,

Mayor Kathie Oriet

## FY 2016 Accomplishments

### Meadowlake Transmission

This year we completed the replacement of the Meadowlake Transmission Line. The larger transmission line will allow for improved fire flow and water pressure throughout Carlton which would not be possible without this investment.

- \$1.3 million investment
- Line replaced from steel reservoir on Meadowlake Rd. to the Yamhill and Main Street intersection
- New line is 18-inches
- Replaced all old water meters with new radio read water meters
- Low interest loan with approximately \$225,000 principal forgiven by the state

### Water Distribution Lines

Construction was completed replacing the water lines in the downtown business district. This will improve fire flow and water pressure to businesses and outlying residential neighborhoods. These improvements are part of the Regional Solutions Water Distribution Project.

- \$1 million investment
- Portions of Main, Grant, Yamhill, Monroe, Kutch and Pine Streets were improved
- 3,780 lineal feet of improvements
- Partially funded with a \$500,000 grant from the Regional Solutions Program

### Pool House Project

In 2016, the City replaced the pool house and pool mechanical systems in Upper Wennerberg Park. The pool house facility had been constructed in the 1930s and was no longer up to code, ADA compliant, or structurally sound.

- \$1.5 million investment
- 3,650 square foot facility
- This was a multi-source funding project including a bond measure, monies from the City of Carlton, grants, and community fundraising activities. Tiles celebrating prominent donors are displayed at the Pool House
- The pool house officially re-opened in July of 2016



Carlton Community Pool during construction



Fire Flow Testing



Pool House Ribbon Cutting Ceremony, 08/2016



Water Distribution Lines, 12/2015

## FY 2016 Accomplishments

### 2016 Highlights and Achievements

#### SUMMARY OF PARKS DEPT. PERFORMANCE MEASURES

FISCAL YEAR 2016

**88%** RATE CITY  
PARKS AS GOOD  
OR EXCELLENT

**9** REC ACTIVITIES  
OFFERED

FISCAL YEAR 2017

**\$4,700** MAINTENANCE  
COST PER ACRE

### Monroe Street Improvements

The rebuild of E. Monroe Street was completed. Rebuild included water, sewer, stormwater, curb, gutter, sidewalk, streetscape, lights and undergrounding the overhead utilities.

- \$771,344 Investment
- Street replaced from Kutch Street to the railroad right-of-way
- Proportionally the project was 49% water improvements; 43% street, stormwater and streetscape; and 8% sewer improvements
- Water improvements partially funded with Regional Solutions grant
- \$50,000 ODOT Small City Allotment grant contributed to street improvements

### Picnic Shelter in Lower Park

Lower Wennerberg Park provides approximately 20-acres of green space adjacent to the South Yamhill River. During the spring of 2016, the City started construction of a new large day-use shelter in the park. In July the shelter was opened for reservations.

- \$160,000 Investment
- Multi-source funding with a \$75,000 grant from the Oregon Parks and Recreation Department, \$20,000 from the Oregon Community Foundation and City Park reserves
- Dual purpose facility also available for special events
- Facility can be reserved between Memorial Day and Labor Day. City Hall will begin taking reservations for upcoming season beginning March 1st



## Paving Unpaved Streets

Beginning in 2015, the City began inventorying its street assets with the intention of paving unpaved streets and improving right-of-way's. The City is committed to paving at least one unpaved street section a year.

- \$46,567 Investment
- E. Washington Street between 1st and 2nd Streets was selected as the first project
- Improvements to E. Washington Street included paving a two block section and stormwater enhancements

## Strategic Planning Process

The Strategic Plan Advisory Committee began meeting in fall of 2015 with a focus on improving City governance. The Committee undertook the first ever community-wide citizen survey. The Committee and City Council used the results to update the City Mission Statement and create a Vision Statement.

- 166 responses were received
- 78% of residents were generally satisfied with provision of government services
- Future priorities should include developing community consensus between water supply and future growth and continuing work on the City's infrastructure

### 2016 Highlights and Achievements

#### SUMMARY OF ADMIN/FINANCE PERFORMANCE MEASURES

FISCAL YEAR 2016

**2** TOWN HALLS

**75** AVERAGE ATTENDEES

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FISCAL YEAR 2017

**\$7M** IN FY 2017 BUDGET

## FY 2016 Accomplishments



Police & Youth Photo, 05/2016



Monroe Street Reconstruction, 10/2015



New Picnic Shelter Lower Wennerberg  
Park, 08/2016

## 2016 Highlights and Achievements

### SUMMARY OF POLICE DEPT. PERFORMANCE MEASURES

FISCAL YEAR 2016

**15** COMMUNITY POLICING EVENTS

**27** POLICE PARTNERSHIPS

FISCAL YEAR 2017

**1** MINUTE AVERAGE  
RESPONSE TIME  
BY CARLTON PD

## Skate Park Design

Last May the Skate Park Advisory Committee completed the final draft of the skate park design and presented it to the City Council. The Council was pleased with the final design and directed staff to proceed with the project.

- Location will be on the old rail spur bordered by Kutch and Yamhill Streets, the “Rose Building” to the south and the market to the north
- Design includes a “street section” and large “bowl section”, landscaping, lights and walkways

This park will provide another quality recreation opportunity to our community’s youth.

## Community Outreach/ Engagement

A component of the City’s Performance Management Program is to emphasize citizen engagement and community outreach. The City Council recognizes citizen engagement as one of the keys to the City of Carlton’s success. To that end, the City has initiated numerous programs and activities.

- E-Newsletter
- Nextdoor
- Town Hall Meetings
- Community Speaker Series
- Welcome Bags
- Online Bill Pay
- Citizen Advisory Committees
- Citizen Surveys

## FY 2017 Upcoming Projects

### Meadow Lake Transmission Line Project - Continued

This project will continue during the fall and winter. Next steps include:

- Complete concrete reservoir's structural rehabilitation
- McMinnville Water/Light Intertie
- Installation of isolation valves on the 7-mile supply line
- Continue leak detection efforts with goal to reduce aggregate water loss to 15%.

### Water Conservation Efforts

In addition to structural improvements to the City water system, the City will begin a water conservation initiative to improve the efficient use of City Water. This will include an active citizen participation element.

### Wastewater System Upgrades

In this upcoming year the Carlton Public Works Department will seek to renew their wastewater National Pollution Discharge Elimination System (NPDES) permit. This process includes:

- Identifying all required system upgrades
- Completing high strength testing
- Rate methodology analysis

In addition, the City has submitted an application to the Oregon Finance Infrastructure Authority (IFA) for a part loan, part grant to update its Wastewater Facilities Plan and Wastewater Capital Improvements Plan. This will be required as the City targets improvements to the sewer system. This is the start of a large, multi-year effort.

### Paving

The City will continue efforts to pave unpaved streets.

- Carlton Public Works is investigating possibility of N. 5th Street between E. Main and E. Monroe Streets
- 212-lineal foot section of Mason Street between Adam and Taylor Streets completed in July 2016

### E. Main St. Pedestrian Design

Last year, the City Council initiated a pedestrian design project of curb, gutter and sidewalks facilities on E. Main Street between Pine and E. 6th Streets. This will be a multi-year effort with the design and cost estimates expected to be completed during this fiscal year. The goal is to improve connectivity between the elementary school and area neighborhoods.

## Digital Speed Signs

The Carlton Police Department will purchase two digital radar speed signs to support traffic safety enhancement efforts. This is a \$10,000 investment, partially funded by a \$5,000 grant from Spirit Mountain Community Fund

## Hawn Creek Park Improvements

Phase I of Park Improvements is set to begin. This is a multi-phase project with the first phase including a walking trail and irrigation improvements

## Historic Preservation Initiative

The FY17 budget includes funding for the City to investigate a Historical Preservation Initiative and make recommendations to the City Council.

## City Hall Design Project

In FY16, the City Council authorized staff to prepare a Request for Proposals (RFP) for architectural services to investigate the design and development plan for a replacement of the City Hall building. The existing City Hall is undersized and does not provide sufficient workspace for the Police Department or City Hall staff. This project will be a multi-year effort.

## Automatic Meter Reading

Over the past three years, the City has been upgrading its old water meters with new "smart meters" with radio read capabilities. This Automatic Meter Reading (AMR) system will be partially activated this year with the purchase of compatible software and equipment. This system will improve the quality of the City's utility billing system and greatly improve efficiency.

## 2016 Highlights and Achievements

### SUMMARY OF STREETS DEPT. PERFORMANCE MEASURES

#### FISCAL YEAR 2016

**1,056** FEET OF STREETS RESURFACED OR REBUILT

**100%** POT HOLES RE-PORTED FIXED IN 5 DAYS

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#### FISCAL YEAR 2017

**15.35** MILES OF STREETS CLEANED ON TIME

# Carlton City Council



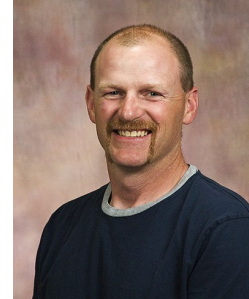
Kathie Oriet, Mayor



Brian Rake,  
Council President



Scott Carl



Scott Chitwood



Gwen Jernstedt



Shirley Ward-Mullen



Carey Rhoads

# Carlton Committees

## Planning

### Commission

Bob Graham, Chair  
Kevin Herwick, Vice-Chair

Karl Schroeder

Dust Bailey

Steve Lowry

Jeff Lorton

Rob Varuska

### Budget Committee

Dean Catherman,  
Chair

Andy Eldien

Sara Meyer

Randy Stapilus

Sandy Schultz

Lauri Lewis

Joe Moore

### Visit Carlton Tourism Committee

Kathie Oriet, Chair

Val Anctil, Vice-Chair

Brian Rake

Felix Madrid

Ivory McLaughlin

Kathy Rich

Roselyn Mostafa

### Carlton Pool

### Advisory Committee

Pat Swanick, Chair

Suzanne McLaughlin

Jake Rehlinger

David Blanchard

Diana Swanick

Annette Madrid

Marlene Tebo

Bob Graham

Terry McIntyre

Mike Larson

Lynn Van Horn

Lauri Lewis

Sara Meyer

Shirley Ward-Mullen

### Urban Renewal

### Advisory Committee

Terry Lucich, Chair

Dean Catherman, Vice-Chair

Carol Fredrick

Mike Larson

Ken Wright

Bob Graham

Sandy Schultz

Dave Grooters

Ned Lumpkin

### Strategic Plan

### Advisory Committee

Scott Baldwin

Scott Bernards

David Blanchard

Cheryl Cox

Carol Fredrick

Michelle Partin

Lynette Shaw

Linda Watkins

### Skate Park Advisory Committee

Scott Chitwood, Chair

Kathie Oriet, Vice-Chair

Eli Harris

Chance Kelley

Annette Madrid

Devin Chitwood

Jake Rehlinger

Danielle Findley

Anne Lane

## Carlton Department Heads



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