



**CITY COUNCIL AGENDA
TUESDAY, AUGUST 21, 2018**

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.

6:00 PM WORK SESSION	Pages
1. CALL TO ORDER	
2. ROLL CALL	
3. ANNOUNCEMENTS/REPORTS/PRESENTATIONS	3 – 27
A. Backyard Burning Follow-up	3 – 10
B. Community Grant Distribution	11 – 27
C. Council Meeting Schedule	--
4. ADJOURN TO REGULAR MEETING	
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7:00 PM CITY COUNCIL REGULAR MEETING	
1. CALL TO ORDER	
2. ROLL CALL	
3. PLEDGE OF ALLEGIANCE	
4. CHANGES OR ADDITIONS TO THE AGENDA	
5. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS	29 – 42
A. Visit Carlton Tourism Committee Appointments	29 – 38
B. Special Event Request – Carlton Crush, Pat Swanick, Carlton Business Association	39 – 42
6. CITIZEN COMMENTS	
<i>This section of the agenda allows members of the public to address the City Council on any item <u>not</u> otherwise on the agenda. Members of the public, when invited by the Mayor, 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.</i>	
7. CONSENT AGENDA	43 – 56
A. Meeting Minutes – July 3, 2018	44 – 47
B. Police Department Monthly Report	48 – 50
C. Accounts Payable Report	51 – 54
D. Declaration of Surplus Property – Sale of Tanks	55 – 56
8. ORDINANCES/RESOLUTIONS/DISCUSSION/ACTION ITEMS	57 – 90
A. Resolution No. 2018-269: Social Media Policy	57 – 63
B. Resolution No. 2018-270: 2019 SCA Grant Application – East Main Street	65 – 76
C. Bid Award – 2018 Paving Projects – Brix Paving	77 – 81
D. Ladd Fountain Monument – Visit Carlton Recommendation	83 – 90
9. FUTURE AGENDA ITEMS/COUNCIL DISCUSSION TOPICS	
10. ADJOURNMENT	

This facility is ADA accessible.

If you need special accommodations, please contact the City Recorder at 503.852.7575 at least 24 hours prior to this meeting.



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WORK SESSION MATERIAL – INFORMATION ONLY

3. ANNOUNCEMENTS/REPORTS/PRESENTATIONS

A. Backyard Burning Follow-up

From: [Kevin Martinez](#)
To: [Dennis Durham](#); [Christy Martinez](#)
Cc: [Jennifer Nelson](#)
Subject: Backyard Burning Council Action Items & Follow-up - 7/3/18
Date: Tuesday, July 10, 2018 9:28:20 AM
Attachments: [20180709132059.pdf](#)
[20180709132110.pdf](#)

Fire Chief Terry Lucich provided the following comment:

“The fire district has no enforcement powers, we use our power of persuasion to get them to extinguish the fire if necessary. We can turn people into DEQ and have had mixed results, they do not send people out as a rule. We general do not make people extinguish small camp type fires in their back yards in the evening. If it has illegal material or causing health problems for their neighbors we will ask them to extinguish the fire. We are usually the ones that get called first on illegal burning in the city”

When a complaint about a backyard burn is called in to YCOM, generally that call will be dispatched to Carlton Fire District for response.

If the Carlton Police Department responds to a backyard burn complaint, that contact could result in the following outcomes:

1. A verbal warning for any violations noted
2. Issuance of a citation for violation of city ordinance if violation is observed related to the burning
3. Referred to DEQ and /or fire department

Carlton City Ordinance related to burning states:

Chapter 8.24 - BURNING OF GRASS, WEEDS, REFUSE OR OTHER MATERIAL

Sections:

8.24.010 - Fire chief authority to issue permits.

The fire chief of the city of Carlton shall have printed and keep on hands for use by himself or herself, suitable and appropriate blanks for issuance by himself or herself, authorizing the setting of fires for burning grass, trash, refuse, or other article within the corporate limits of the city of Carlton, Oregon; the blanks being so prepared as to designate the location where the grass, trash, refuse, or other material shall be burnt, and the fire chief shall have authority to issue the necessary permit or permits to persons applying therefore, for burning such grass, weeds, trash,

refuse or other material in the city of Carlton upon application being made for such permit.

rd. 231 § 1, 1939)

8.24.020 - Permit application.

Any person, firm or corporation desiring to burn any grass, weeds, trash, refuse or other material within the city limits of the city of Carlton, Oregon, shall, in advance of and before burning same, procure from the fire chief, a permit for each fire to be set, and when applying for such permit shall advise the officer to whom such application is made as to the nature and kind of grass, weeds, trash, refuse or other material to be so burnt, and in burning same shall be governed by the directions of the permit so issued as to the location upon such grounds where the same shall be burnt, and the application herein mentioned shall be made and the permit therefore granted by the fire chief in advance of any person, firm or corporation burning in the city of Carlton any grass, weeds, trash, refuse or other material.

rd. 231 § 2, 1939)

8.24.030 - Permit issuance.

Permits for burning grass, weeds, trash, refuse, or other material in the city may be issued by the fire chief when for by any person, firm or corporation, pursuant to and under the provisions of this chapter, and the fire chief is given full power and authority to issue the necessary permits for that purpose.

rd. 231 § 3, 1939)

8.24.040 - Violation—Penalties.

Any person, firm or corporation setting fires within the corporate limits of the city of Carlton, Oregon, in violation of the provisions and conditions of this chapter, or failing and neglecting to comply with the terms and conditions of this chapter, shall be guilty of a misdemeanor and upon conviction thereof in the recorder's court shall be punished by a payment of a fine of not less than one dollar nor more than twenty-five dollars (\$25.00) for each offence, together with the costs of prosecution, and in default of paying same shall be confined in the city jail one day for each two dollars of such fine.

4. A referral to Department of Environmental Quality (DEQ) may be sent for violations observed including:

- Burning that creates a nuisance of public safety hazard
- Open burning of any wet garbage, plastic, asbestos, wire insulation, automobile part, asphalt, petroleum product, petroleum treated material, rubber product, animal remains, or animal or vegetable matter resulting from the handling, preparation, cooking, or serving of food or of any other material which emits dense smoke or noxious odors
- Burning on a day or time in which DEQ has notified the State Fire Marshal that such open burning is prohibited

DEQ regulations state the following related to burning:

Department of Environmental Quality

Chapter 340

Division 264

RULES FOR OPEN BURNING

340-264-0060

General Prohibitions Statewide

This rule applies to all open burning, unless expressly limited by any other rule, regulation, permit, ordinance, or order or decree of the EQC or other agency having jurisdiction:

- (1) The following persons are strictly liable for open burning in violation of this rule:
 - (a) Each person who is in ownership, control or custody of the real property on which open burning occurs, including any tenant thereof;
 - (b) Each person who is in ownership, control or custody of the material that is burned; and
 - (c) Any person who causes or allows open burning to be initiated or maintained.
- (2) No person may cause or allow to be initiated or maintained any open burning that creates a nuisance or a hazard to public safety.
- (3) No person may cause or allow to be initiated or maintained any open burning of any wet garbage, plastic, asbestos, wire insulation, automobile part, asphalt, petroleum product, petroleum treated material, rubber product, animal remains, or animal or vegetable matter resulting from the handling, preparation, cooking, or service of food or of any other material which normally emits dense smoke or noxious odors.
- (4) No person may cause or allow to be initiated or maintained any open burning of any material in any part of the state on any day or at any time if DEQ has notified the State Fire Marshal that such open burning is prohibited because of meteorological or air quality conditions pursuant to OAR 340-264-0070.
- (5) No agency may issue any fire permit authorizing any open burning of any material at any location on any day or at any time if DEQ has notified the State Fire Marshal that such open burning is prohibited because of meteorological or air quality conditions. If an agency issues a permit in violation of this rule, the permit does not excuse any person from complying with this section.
- (6) No person may cause or allow to be initiated or maintained any open burning authorized by this division during hours other than specified by DEQ.
- (7) No person may cause or allow to be initiated or maintained any open burning at any solid waste disposal site unless authorized by a Solid Waste Permit issued pursuant to OAR 340-093-0050.
- (8) No person may cause or allow to be initiated or maintained any open burning of debris removed from the property of origin unless the person receives a letter permit pursuant to OAR 340-264-0180. A letter permit is not required to burn agricultural waste removed from the property of origin provided the waste remains under control of the same responsible person.

NOTE: This rule is included in the State of Oregon Clean Air Act Implementation Plan that EQC adopted under OAR 340-200-0040.

Statutory/Other Authority: ORS 468.020, 468A.025, 468A.575 & 468A.595

Statutes/Other Implemented: ORS 459.205, 468A.025, 468A.555 - 468A.620, 477.515 & 477.520

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(Ord. 231 § 1, 1939)

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(Ord. 231 § 2, 1939)

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(Ord. 231 § 3, 1939)

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(Ord. 231 § 4, 1939)

Open Burning Regulations for the Mid-Willamette Valley



State of Oregon
Department of
Environmental
Quality

Air Quality Division
Open Burning Program
Western Region
750 Front St. NE, Ste. 120
Salem, OR 97301-1039
Phone: (503) 378-8240
(800) 349-7677
Fax: (503) 378-4196
Contact:
Felica D. Sonnenschein
www.deq.state.or.us

Pollution from outdoor burning can pose a threat to public health and the environment and can be a public nuisance. Using fire to dispose of debris is a major source of complaints to fire departments and environmental agencies.

“Open Burning” includes any burning conducted outdoors. A fire in a burn barrel is open burning, as is burning debris in an outdoor fireplace or backyard incinerator. Other examples include burning piles of yard debris, stumps, construction debris or the remains of demolished structures.

It's against the law to conduct any open burning that:

- Is not attended by a responsible person
- Unreasonably interferes with enjoyment of life or property
- Creates a public or private nuisance
- Is a hazard to public safety

DEQ regulations prohibit open burning any time, anywhere in Oregon of the following materials:

- Rubber products, including tires
- Plastic
- Wet garbage and food waste
- Petroleum and petroleum-treated materials
- Asphalt and asbestos
- Wire insulation
- Automobile parts
- Animal remains
- Any material that produces dense smoke or noxious odors

DEQ regulations prohibit open burning of commercial waste in the Willamette Valley.

Examples of commercial waste are waste material from:

- Offices
- Wholesale and retail yards and outlets
- Warehouses
- Restaurants
- Mobile home parks
- Domestic waste removed from property of origin
- Waste from dwellings that contain four or more living units

Special Control Areas:

Special Control Areas have been established to minimize the impacts of open burning on populated or congested areas. Special Control Areas are established around cities and extend 3 or 6 miles from the city limits, depending on population.

County	Cities	Miles
Benton	Corvallis	6 Miles
Benton	Albany	3 Miles
Benton	Philomath	3 Miles
Linn	Albany	3 Miles
Linn	Brownsville	3 Miles
Linn	Harrisburg	3 Miles
Linn	Lebanon	3 Miles
Linn	Lyons	3 Miles
Linn	Mill City	3 Miles
Linn	Sweet Home	3 Miles
Linn	Tangent	3 Miles
Marion	Salem & Keizer	6 Miles
Marion	Aumsville	3 Miles
Marion	Gervais	3 Miles
Marion	Hubbard	3 Miles
Marion	Jefferson	3 Miles
Marion	Mill City	3 Miles
Marion	Mt Angel	3 Miles
Marion	Silverton	3 Miles
Marion	Stayton	3 Miles
Marion	Sublimity	3 Miles
Marion	Turner	3 Miles
Marion	Woodburn	3 Miles
Polk	Salem	6 Miles
Polk	Dallas	3 Miles
Polk	Falls City	3 Miles
Polk	Independence	3 Miles
Polk	Monmouth	3 Miles
Polk	Willamina	3 Miles
Yamhill	Amity	3 Miles
Yamhill	Carlton	3 Miles
Yamhill	Dayton	3 Miles
Yamhill	Dundee	3 Miles
Yamhill	Lafayette	3 Miles
Yamhill	McMinnville	3 Miles
Yamhill	Newberg	3 Miles
Yamhill	Sheridan	3 Miles
Yamhill	Willamina	3 Miles

Special Control Areas also include any area between the areas listed above, where 3 miles or less separate the boundaries.

When is open burning allowed?

Open burning is allowed on approved burn days. Call your local fire department's burn line for information regarding burn days and times.

Inside Special Control Areas burning is usually allowed March 1 through June 15, and October 1 through December 15. Local burning ordinances may be more restrictive than DEQ rules.

Outside Special Control Areas burning may occur on any approved burn day.

What Can You Burn?

Inside a Special Control Area:

- Yard debris

Outside a Special Control Area:

- Construction waste
- Demolition waste
- Yard debris
- Residential waste

What is Considered Yard Debris?

Materials from trees, shrubs or plants that grow in your landscaped yard, for example:

- Grass clippings
- Tree leaves and needles
- Small branches
- Rose bush clippings

What is Domestic Waste?

Household waste generated in or around a house, such as:

- Paper
- Cardboard
- Clothing

What is Demolition Waste?

- Material from a complete or partial destruction of any man-made structure
- Clearing any site for land improvement or cleanup

What is Construction Waste?

Material from a building or a construction project, such as:

- Lumber and other building material
- Crating and packing material

What is Agricultural Waste?

Agricultural waste is material generated by an agricultural operation that uses, or intends to use, land primarily for the purpose of obtaining a profit in money by raising, harvesting and selling

crops or raising and selling animals (including poultry), or the products of animal husbandry. Prohibited materials can't be burned, even in an agricultural setting.

Agricultural activities may include clearing land, but does not include the construction and use of dwellings. The burning of materials associated with a dwelling is not considered part of the farming operation.

DEQ does not have the authority to regulate agricultural burning. However, some fire departments require agricultural burning permits. Contact your local fire department for more information.

Agricultural field burning is the burning of residue left from the harvest of grass seed or cereal grain crops, and is regulated in the Willamette Valley under a separate program operated by the Oregon Department of Agriculture.

What is Slash Burning?

Slash burning (burning debris from logging) is limited to burning on forestlands for forest management, and is usually managed by the Oregon Department Forestry. It is not the clearing of forestland for any other purpose. Contact your local Department of Forestry Office for more information.

What are other Alternatives to Open Burning?

- Donate unwanted clothing, furniture, and toys to friends, relatives or charities. Give unwanted magazines and books to hospitals or nursing homes.
- Separate the recyclable items from other waste and prepare them for collection or drop-off at a local recycling station. Chip wood waste and use as mulch. Compost organic material and use as a soil amendment.
- Arrange for your non-recyclable waste to be picked up or take it to a transfer station or landfill.

For more information contact your local fire department or DEQ's Western Region-Salem Office at (503) 378-8240 ext. 278 or toll free at 1-800-349-7677.



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3. ANNOUNCEMENTS/REPORTS/PRESENTATIONS

B. Community Grant Distribution

Requestor	FY14-15 Request	FY14-15 Award	FY15-16 Request	FY15-16 Award	FY16-17 Request	FY16-17 Proposed Award	FY16-17 Actual	FY17-18 Request	FY17-18 Actual	FY18-19 Request
Your Community Mediators	\$1,335		\$1,748	\$1,748	\$2,980	\$1,800	\$1,800	\$2,980	\$1,900	\$3,000
Homeward Bound Pets			\$750	\$750	\$750	\$800	\$800	\$2,000	\$900	\$2,000
American Legion	\$300		\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
UNIDOS Bridging Community			\$500	\$500	\$500	\$500	\$500	\$500	\$500	
CBA Hanging Flower Baskets - 50/50 split ≤ \$750				\$660	\$750	\$750	\$605	\$750	\$750	
The Blessing Room - Community Garden Project					\$500	\$500	\$500	\$1,200	\$500	
Carlton Fire District - Community Room Rental					\$100	\$100	\$100			
YCAP/YC Elementary Friday Family Food Program								\$3,000	\$2,000	
Yamhill County Transit Area - NEW										\$3,054
Champion Team - NEW										
Yamhill Carlton Together Cares - NEW										\$750
Totals			\$3,498	\$4,158	\$6,080	\$4,950	\$4,805	\$10,930	\$7,050	\$9,304



Your Community Mediators of Yamhill County

P.O. Box 444, McMinnville, OR 97128

503-435-2835

Empowering people to make positive changes in the way they respond to conflict

February 15, 2018

2018 FUNDING REQUEST

\$3,000

Chad Olsen, City Manager
City of Carlton
191 E. Main Street
Carlton, OR 97111

Spring Greetings from Your Community Mediators!

The Board and staff of Your Community Mediators wish to again thank the City of Carlton for supporting community mediation and education. We are proud of how well we leverage your annual contribution to support YCM's team of 20-25 dedicated volunteer mediators, coordinated by YCM's executive director, to continue building a "*culture of peace*" in the Carlton community.

At about this time each year, YCM provides to the City of Carlton administration, Budget Committee and City Council the previous fiscal year's Case Statistical Summary which details the types of case services for Carlton residents, numbers of residents served, mediations performed and direct operational/staff expenses associated with those services.

In addition, the Summary outlines the number of hours and dollar value of volunteer mediator time associated with each of those case types. By contrast, paying for the same number hours of service from professional paid mediator time (at \$100-\$150 per hour) that would cost significantly more. And this doesn't include hours that would also be billed for case intake, scheduling, office overhead, etc.

Without Your Community Mediators and the City's collaborative support, many Carlton residents needing to resolve many types of disputes would turn to City employees to address them, or simply would have to do without help and *the conflict might well escalate to become a public safety concern*.

The Summary also contains information about our Budget, including revenue sources that fund our work. We apply annually for various grants and it is **critically important** that we receive municipal support from the City of Carlton to show that our community leaders value the services we provide to their residents (in addition to the funds helping keep our office doors open!)

Mediating and facilitating various types of community, family and small claims issues is our core function. We also provide public conflict resolution education and training to anyone interested in developing these skills, e.g.

- Provide semi-weekly conflict resolution classes to youth at the **County Juvenile Detention Center**,
- Hold annual **Basic Mediation Trainings** to increase the public roster of trained **conflict resolution "specialists,"** and

(over)

- Make **educational and skill-building presentations** to local groups whenever possible. Please ask if you'd like a presentation for a City department meeting, service club, etc.
- Your Community Mediators partners with the Yamhill County School Attendance Court, local school districts, the Juvenile Department and social service agencies in developing an effective **School Truancy Mediation Program** that effectively addresses school truancy issues in Carlton.

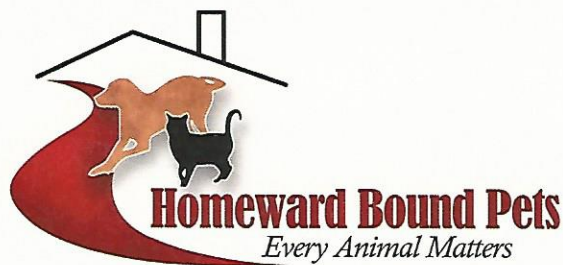
We're excited about the advance of effective conflict resolution in the Carlton community, and we look forward to more in-depth discussion with you about our continued collaboration to ensure that Carlton residents have full access to YCM's valuable range of services.

Wishing you Peace and Prosperity in the year ahead, and always...



Renee Vorm, YCM Board Chair

Marlena I. Bertram, Executive Director



January 16, 2018

City of Carlton
jnelson@ci.carlton.or.us

Mayor and City Council Members,

The mission of Homeward Bound Pets is to improve the lives of cats and dogs in our community. To further this mission, we opened the Homeward Bound Pets Spay/Neuter Clinic in the fall of 2017; with the goal of providing low-cost spay neuter services to all residents of Yamhill County.

We have been working hard to make our vision come to life and raised all the funding necessary to remodel the donated clinic building and to purchase the needed equipment and supplies. We gathered a professional experienced staff consisting of a Clinic Manager (DVM), a Surgical Veterinarian and 2 veterinary technicians and a support team of trained and dedicated volunteers. In the 38 days of operation in 2017, the clinic performed 456 spay/neuter surgeries, over 70% of which were further subsidized due to financial qualification.



The benefits for our county of a low-cost spay/neuter program in a local clinic are many:

- An affordable spay/neuter program is the key to manage cat/dog populations (especially in a county with a history of feral/stray cat overpopulation)
- Spay/neuter programs reduce the high volume of cats and dogs needing adoption; shelters and rescues cannot adopt their way out of pet overpopulation
- Each animal at the clinic receives a free exam which may be critical to determine further healthcare needs
- The local SN clinic is accessible to Yamhill County citizens, many of whom cannot afford the higher S/N costs at local veterinary hospitals

Early in 2018, we will be expanding our services to include vaccine clinics offering vaccinations, microchips and basic care products (such as treatment for fleas, mites and worms). In order to be accessible to all county residents, we have kept our clinic fees as low as possible and offer further discounted fees to those qualifying for assistance. The clinic is a non-profit business but we need to cover our expenses in order to continue to serve our community.

The lower costs of S/N that our clinic provides to residents, rescues and shelters helps to create a community of healthy and managed cat and dog populations, which in turn makes for happier, more humane neighborhoods. We have seen how much joy and comfort our pets add to our lives, regardless of our financial status, whether wealthy or homeless. We are asking for your support in the amount of \$2,000, that we may continue to be of benefit and service to the community in which we live.

With deepest appreciation of your past support,


Ronnie Vostinak
Homeward Bound Pets
Executive Director 

Homeward Bound Spay/Neuter Clinic
723 NE Evans Street
McMinnville, OR 97128
971-267-2567

Homeward Bound Pets Adoption Shelter
PO Box 8; 10601 SE Loop Road
McMinnville, OR 97128
503-472-0341

Homeward Bound Pets Thrift Shop
1120 NE Lafayette Avenue
McMinnville, OR 97128
503-434-6545

www.hbpets.org





535 NE 5th St
McMinnville, OR 97128
503.474.4900 or 503.538.7433
www.yctransitarea.org

January 31, 2018

City of Carlton
Attn: City Manager, Chad Olsen
191 E. Main St.
Carlton, Oregon 97111

Re: YCTA Budget Request

Dear Mr Olsen,

It is hard to believe it is already budget time again. This letter serves as a formal request to the City of Carlton to approve \$3,054 for Yamhill County Transit Area (YCTA). The City of Carlton is by resolution part of the YCTA transit district and the goal is for each jurisdiction in the YCTA district to include a line item in their budgets for the YCTA district.

YCTA is facing challenges with its aging fleet and although successful in securing grant funds to purchase new buses, there is a match requirement of 10 – 20 %. Match funding is the greatest immediate need for the district this coming fiscal year. We heard loud and clear during community outreach that bus stop improvements and new buses are a priority for riders and stakeholders.

The new HB 2017 funding for transit will certainly provide financial support for ongoing operating costs and implementation of short term service adjustments included in the Transit Plan. There will still be an ongoing need for match funding from the jurisdictions within the YCTA district.

Your city is part of the transit district and your contribution is essential. It leverages a considerable amount of service for your residents and visitors. Attached is a summary of ridership, service hours, and other performance data for your community.

We are very pleased that Andrew Eldien is serving on the YCTA Advisory Committee to represent the City of Carlton. As you know, YCTA received a Transportation Growth Management grant for a county-wide Transit Development Plan. This planning effort is approximately 50% complete and YCTA has received valuable input from your residents, visitors and stakeholders throughout the district. The second round of outreach will take place in February 2018 and provide a forum for feedback on proposed short and long term service options.

We believe there is a strong need for public transportation services throughout the YCTA district. We hope you will decide to make this very important contribution to ensure YCTA can continue to provide services in Carlton and throughout the YCTA district.

Thank you in advance for your consideration of this request and we look forward to working with you and your team in adopting and then implementing the Transit Development Plan in 2018/19.

Sincerely,

A handwritten signature in black ink, appearing to read "Cynthia Thompson". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Cynthia Thompson
Transit Manager

Carlton County Transit Area
thompsonc@co.yamhill.or.us
503-474-4910



Yamhill County Transit Area

YCTA provides commuter service between McMinnville and Hillsboro on Route 33. The Service makes five round trips per day, Monday through Friday. Additionally, YCTA also offers Dial-A-Ride services on a limited basis and provides the vehicle, insurance driver background checks and training for the Yamhill Carlton Volunteer Program which supplies demand response service for Yamhill/Carlton. In 2016-2017, 2,280 hours of service were provided on Route 33 with an annual ridership of 20,424 and an actual cost of \$100,252. Additionally, the Yamhill County Volunteer Program traveled 17,283 miles and provided 933 rides in calendar year 2017.

FISCAL YEAR 2016/2017

	Children	Senior Disabled	General Public	Total Boardings
McMinnville DAR	62	29317	86	29465
Newberg DAR	37	11909	28	11974
Total	99	41226	114	41439
Route 2	2081	9362	30624	42067
Route 3	2597	10134	31626	44357
Route 5	390	2014	5000	7404
Route 7	301	1318	4692	6311
Total	5369	22829	71942	100139
Route 11	356	3304	12981	16641
Route 22	616	6878	31317	38811
Route 24S	78	485	2042	2605
Route 33	591	2896	16937	20424
Route 44	1799	11133	72705	85637
Route 45	61	901	4828	5790
Route 46	254	948	6106	7308
Total	3756	26545	146915	177216
Special Event	6	14	33	53
McMinnville Total	8496	75358	209251	293105
Newberg Total	728	15242	9719	25689
Fixed Route Total	9125	49374	218857	277355
System Total	9230	90614	219004	318847



Yamhill County Transit Area Accomplishments July 2016 – Dec 2017

◆ Operations

- Contract oversight, monthly meetings, ongoing communication with First Transit Manager, review and respond to customer complaints and incident reports.
- YCTA provided 318,847 rides during fiscal year 2016/17 with 37,177 hours of service provided in Yamhill County and 697,855 revenue vehicle miles.
- First Transit contract revised and extended through June 2019.
- Working with First Transit for short term modifications to improve route timing, reporting and customer service prior to completion of Transit Development Plan.

◆ Buses and Maintenance

- Purchased used buses to fill the gap until new buses arrive
 - (1) 2003 Eldorado Aerotech bus, 21 passenger
 - (2) 2006 Champion CTS buses, 35 passenger
- Completed procurement process to purchase (6) new buses and buses were ordered June 20, 2017. Anticipate delivery of all buses by summer 2018.
- Completed bid process for bus shelter maintenance and bus shelter cleaning and contracts are drafted. Anticipate board approval February 2018.

◆ Marketing/Customer Information

- Created new YCTA website and YCTA transit plan project website
- Participated in community events; Turkey Rama, UFO Festival
- Provided shuttles for the UFO Festival
- Rider Alerts and Community Event Notices posted on website, buses, and shelters.
- Temporary logo graphics installed on all buses without any YCTA markings

- YCTA branding and bus graphics concepts underway and anticipate implementation to take place over the summer.
- ◆ Technology
 - New digital Radios ordered and anticipate installation complete by February 2018
 - New scheduling software for demand response bid complete and anticipate implementation prior to the end of June 2018.
 - Real time information for fixed route with access for Smart phones procurement is underway. Anticipate implementation by summer 2018.
- ◆ Federal and State Compliance
 - Completed all requirements for the ODOT compliance audit.
- ◆ Planning
 - Transit Development Plan
 - Kick off January 2017 and scheduled for adoption September 2018.
 - Conducted numerous activities related to the plan
 - Organized Project Advisory Committee and prepared stakeholder mailing list and solicited PAC members from over 20 different organizations
 - Developed and continue to maintain (TDP) Project web site for TDP
 - Conducted numerous outreach activities such as on-board customer surveys, ride checks- passenger counts on all routes
 - Organized and assisted with 4 focus groups in McMinnville and Newberg and two outreach events
 - Organize YCTA/PAC meetings
 - Organize and staff community events with TDP information and distribute community surveys
- ◆ Grants
 - Special Transportation Fund Operating
 - STF sub-provider agreements adopted by the Board of Directors
 - STF Discretionary technology and bus match grant agreement approved by the Board
 - Mobile Radios- Procurement process completed
 - Radios ordered January 2018
 - Paratransit Scheduling system procurement process completed
 - Anticipate purchase order February 2018
 - Webinars with numerous potential technology vendors for smart bus technology for fixed routes
 - Procurement process underway
 - 5310 Operating Grant
 - 5310 2017-19 biennium grant agreement approved by the Board

- 5311 Operating Grant
 - 5311 2017-19 biennium grant agreement approved by the Board
- 5339 Bus Grant
 - Bus grant agreement approved by the Board for two medium duty buses; \$593,000
 - Submitted 5339 grant proposal for two medium duty buses, \$271,912, anticipate notice of grant award from FTA by February 2018.
- ◆ **Financial/Budgets**
 - Grant Reports completed on time and submitted to ODOT quarterly
 - Transit Reports submitted on time to ODOT/FTA
 - County Audit
 - Assisted with 2016/17 audit
 - No findings in 2016/17 for transit
 - Budgets
 - Prepared budgets for 2017/18
- ◆ **Committees**
 - STF Advisory Committee (Feb, May, Aug, Nov)
 - Quarterly Meetings
 - YCTA/PAC Advisory Committee
 - Quarterly Meetings (Jan, Apr, Jul, Oct)
 - The YCTA Advisory Committee and the Project Advisory Committee for the transit plan are meeting jointly until the Transit Plan is completed in September.
- ◆ **Bus Stops/Shelters**
 - Developed map of bus stops
 - Bus Shelter installed in Lafayette
 - Negotiated with fairgrounds for a space where bus shelters can be assembled and stored until installation occurs.
 - Completed bid process for outside vendor to assist with shelter/stops
 - Ongoing repair of broken glass or damaged shelters
 - Two Display panels for schedules and notices installed at Transit Center
 - New bathroom privacy panels installed in Transit Center bathrooms to replace broken panels.
- ◆ **State Funding**
 - HB 2017 included transit funding and estimates for Yamhill County Transit Area are approximately 1 - 1.5 million.



Yamhill County Transit Area Goals 2018/19

- Transit Development Plan
 - Complete and adopt Transit Development Plan
 - Prepare Implementation plan for short term service changes
- New buses delivered and placed in service and continue to seek grants and secure funding for bus replacements
- Request for Proposal for service provider. Contract with First Transit ends June 2019.
- Secure funding to cover shortfall for capital match \$50,000
- If DHS Contract is not adopted by June 2018, complete and adopt DHS/YCTA agreement to capture full cost reimbursement for DHS client transportation.
- Transit Technology Grant
 - Real Time Information for customers if not implemented by the end of the fiscal year
- Marketing/Customer Information
 - New image and look for YCTA buses if not completed by June
- Bus Stops/Shelters
 - Work with ODOT, Cities, and County to develop sustainable approach for siting bus stops/shelter, cleaning, maintenance, and installation.
 - Install existing shelters at key locations identified by the Transit Plan
 - Write grant for additional bus stop improvement dollars



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

2/14/2018

Dear Members of Carlton City Council,

A new year is upon us and Champion Team is moving forward. We are asking that you consider partnering with us in our ongoing mission to those with mental diversity issues, homelessness, etc. here in Yamhill County.

Champion Team is a Peer run/Peer supported agency that provides many services beyond just a seven-day-a-week drop-in center. We offer groups that address vital issues like *Suicide Prevention*, *PTSD*, *Co-Dependency*, *Women's Empowerment*, and *Beyond the Bars* to name a few. There are also *Dual Diagnosis Anonymous (DDA)* meetings that address issues beyond that which are encompassed in normal AA or NA settings.

We also have on staff *Peer Support Specialists* that provide one-on-one peer support. These are specifically trained and certified by the Oregon Health Authority. Champion Team strives to offer peer support to all its members in the most personable and professional manner available.

It is unfortunate that Champion Team has found itself operating on a reduced budget this year and we really can use your generous support. Will you please partner with us, so we can continue to provide these most needed services to Yamhill County? Your contribution will go a long way in our continuing this mission. Thank you for your support.

Sincerely,

Heather Hunter

Heather Hunter, PSS

Executive Director

Champion Team



Champion Team

Heather Hunter
Executive Director

PO Box 1634
1300 NW Adams St Suite B
McMinnville, Oregon 97128

Phone / 503.474.4600
Fax / 503.474.4600
Email / Heather.ChampionTeam@gmail.com



Champion Team "Peers Helping Peers"

About Us

Champion Team is a non-profit 501(c)3 organization run by peers that are committed to promoting personal growth, recovery and wellness for adults in Yamhill County with mental health or co-occurring challenges.

We understand that a person's recovery is priceless and we are honored to contribute to this process by offering all our services FREE of charge to members with a self-identified need.

Our Services

Drop-In Center: Relaxation room, Resource room, Meeting facilities, Creativity room/Open Art Studio, Social room & more

Support Groups: Codependency Support, Wellness, Healthy Relationships, Mindfulness & Meditation, Dual Diagnosis Anonymous (DDA), "Friends", Depression & Anxiety, Creative Healing, Stress Reduction

Outings: Movies, Plays, Concerts, Zoo, Parks, Bowling, Art Galleries, Mall, Beach, Sporting events & much more

Activities: Holiday parties, Bingo, Karaoke, Spa days, Movies, Board games, Scrapbooking, Pool, Air Hockey, Music, Crafts, Healing Art

Peer Support: Always offered during business hours. One on one or in a group setting. Supporting YOU is what we do! Come see us today!

(503) 474-4600

1300 B NW Adams McMinnville, Oregon

Peers Helping Peers

WWW.YAMHILLCOUNTYCHAMPIONTEAM.ORG

FACEBOOK.COM/YAMHILLCOUNTYCHAMPIONTEAM

- Want to learn more or become a volunteer?
- Want to give your spare change, your unused items, or any amount in memoriam?
- Want to invest in our future by considering a board position or sharing your skills?

DONATE

Time • Money • Talents

All donations are tax-deductible. Call the office for more information, or send your contributions to
PO Box 1634 McMinnville, OR 97128.

Hours of Operation

Monday 10am-3pm
Tuesday 11am-7pm
Wednesday 11am-7pm
Thursday 11am-7pm
Friday 10am-3pm
Saturday 10am-3pm
Sunday 10am-3pm

Contact Us

1300 B Adams Street

PO Box 1634

McMinnville, Oregon 97128



Logan Patrick Jahnke
PO Box 821
Carlton, OR 97111
503-852-4405
www.yctogethercares.com

May 9, 2018

City of Carlton
191 E. Main Street
Carlton, OR 97111
(503) 852-7575

Dear Mr. Chad Olsen,

Learning for Life (L4L) Preschool opened their doors to the youth and families of Yamhill and Carlton in 2008. L4L was founded to provide crucial social/emotional and academic learning for the young students of Yamhill and Carlton as they prepare for Kindergarten. Since its inception, Learning for Life educators have encouraged hundreds of students to develop positive attitudes toward themselves and toward learning. Learning for Life's mission is to help kids develop a positive self image and self-confidence while learning how to navigate the classroom and communicate effectively with instructors and fellow students. This upcoming school year (2018/19) will mark the eleventh year of Learning for Life Preschool, which is now housed inside Yamhill Carlton Elementary School. Learning for Life preschool has always been and still is represented by Yamhill Carlton Together Cares (YCTC), a local 501(c)(3) non-profit. Yamhill Carlton Together Care's mission is to create opportunities to empower and strengthen the community, and L4L fits perfectly into this mission. YCTC is extremely proud to represent Learning for Life and to continue providing necessary opportunities for early childhood education our community.

Learning for Life is turning ten years old this year, and as a result is in desperate need of facilities upgrades that will continue to support and further encourage the success of young students for years to come. Many of the supplies in the L4L classroom are original purchases that no longer fit the needs of the L4L educators. Included in the outdated classroom resources are

the educational and art tables. In the last decade, educators and psychologists have challenged the traditional theories on optimal classroom layout and the psychology of space and design. Put simply, studies have found that students are more likely to learn academically and work collaboratively when their classroom design encourages equal participation with circular seating. This research has proved especially impactful and has produced dramatic results in learners of all ages. The educators in the Learning for Life classroom have experimented with circular classroom design in small parts of their curriculum (reading, sharing time, etc.) with great success and are ready to introduce circular classroom design into their entire program!

Re-designing the Learning for Life classroom with circular tables for all components of learning (academic, art, and socio/emotional) is an investment that will enhance the quality of education for all 3-5 year olds enrolled in L4L for many years to come. Unfortunately, re-structuring the L4L classroom is cost prohibitive under the current program budget. A mainstay of L4L (and YCTC as a whole) is to charge the absolute minimum tuition to ensure that early childhood education is available to all families in our community regardless of socioeconomic status. At present, we are writing to request support from the City of Carlton in the amount of \$750 to help offset the cost of three new circular tables for the Learning for Life classroom. Learning for Life and Yamhill Carlton Together Cares are happy about the possibility of partnering with the City of Carlton to support the youth and families of our community by providing quality early childhood education for all students in need.



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Memorandum

To: The Mayor and Members of the City Council
From: Jennifer Nelson, City Recorder
Subject: Visit Carlton Tourism Committee Appointment
Date: August 14, 2018

Recommendation

The Visit Carlton Tourism Committee members recommend the Mayor and City Council to appoint Michael LeClair, Lynn Van Horn, and Joka Moreé to the Visit Carlton Tourism Committee for three-year terms to expire on June 30, 2021.

Background

Visit Carlton Tourism Committee members Carrie Simonson and Justin Hovey had terms that expired on June 30, 2018. Carrie Simonson applied for reappointment for another three-year term to expire on June 30, 2021. The Council approved the Mayor's reappointment of Carrie on July 3, 2018.

Justin Hovey did not apply for reappointment which left one vacant seat on the committee as of June 30, 2018. Staff advertised to fill the vacancy in July. Three applicants were reviewed by the tourism committee at their August 1, 2018 meeting. The committee recommended the Mayor to appoint all three candidates, Michael LeClair, Lynn Van Horn, and Joka Moreé to the Visit Carlton Tourism Committee and requested the City Council to approve those appointments.

Fiscal Impact

None.

Alternatives

1. Do not appoint.

Attachments

1. Vacancy Announcement - July 2018
2. Carlton Municipal Code, Chapter 2.14 – Tourism Committee
3. City of Carlton Board & Committee Applications

191 E. Main St.
Carlton, OR 97111



Phone (503) 852-7575
FAX (503) 852-7761

ADMINISTRATION DEPARTMENT

PRESS RELEASE DATE: JULY 18, 2018

COMMITTEE VACANCY

VISIT CARLTON TOURISM COMMITTEE MEMBER

(Volunteer)

The City of Carlton is currently seeking applicants to fill one (1) vacancy on the Visit Carlton Tourism Committee with a term expiring on June 30, 2021.

The purpose of the Visit Carlton Tourism Committee is to assist the Carlton City Council with the disbursement of Transient Room Tax (TRT) funds for the express purpose of promoting tourism to Carlton. The Committee is authorized to propose tourism, advertising programs, and evaluate regional tourism related partnerships and tourism funding related proposals brought by third parties such as business associations, individual business owners, or Carlton residents.

The Visit Carlton Tourism Committee consists of the Mayor of the City of Carlton and not less than five members appointed by the City Council. The committee shall include one additional member of the City Council and not less than four at-large members. At large members shall be generally representative of the tourism and hospitality interests represented in the community (i.e. lodging, wineries, restaurants, retail, etc). Preference will be given to applicants that represent lodging businesses or the interests of lowest representation by the current membership.

The position is a volunteer and the appointment will become effective immediately upon Council approval of the Mayor's selection. **Meetings are held the first Wednesday of each month at 3:00 PM at the Carlton City Hall, Council Chambers, 191 East Main Street, Carlton, Oregon.**

If you are interested in the Visit Carlton Tourism Committee position, you may download the City of Carlton Application for Boards/Commissions from the city's website www.ci.carlton.or.us/jobs or pick up an application at Carlton City Hall.

Please mail, email, fax or drop off your application to: Jennifer Nelson, CMC
City Recorder
191 E. Main Street, Carlton, OR 97111
Fax: (503) 852-7761
jnelson@ci.carlton.or.us

To be considered during the first review of applications, please submit on or before:

Thursday, July 26, 2018 by 4:00 PM

Applications will be accepted until the position is filled.

IMPORTANT DATES:	First review of applications	July 27, 2018
	Committee interviews	August 1, 2018
	<i>(if more than one application received)</i>	
	Appointments approved by City Council	August 21, 2018

The City of Carlton is an Equal Opportunity Provider

The City of Carlton employment decisions are made without regard to race, color, gender, national origin, religion, marital status, age, prior industrial injury, mental or physical disabilities unrelated to job performance, veterans, or any other status protected by federal, state or local laws.

Chapter 2.14 - TOURISM COMMITTEE

Sections:

2.14.010 - Establishment.

There is hereby created a Tourism Committee for the City of Carlton, Oregon.

(Ord. No. 700, § 1, 1-14-2013)

2.14.020 - Definition of tourism.

For the purposes of this chapter:

"Tourism" means the business of attracting and providing services and accommodations to those persons who are traveling for recreational or cultural purposes.

(Ord. No. 700, § 1, 1-14-2013)

2.14.030 - Membership.

The tourism committee shall consist of the Mayor of the City of Carlton and not less than five members appointed by the city council. The committee shall include one additional member of the city council and not less than four at-large members. At large members shall be generally representative of the tourism and hospitality interests represented in the community. The city administrator and city finance director shall act as ex officio members of the committee and shall have no voting rights.

(Ord. No. 700, § 1, 1-14-2013)

2.14.040 - Terms of office.

All members shall serve at the pleasure of the city council. Appointed members shall be appointed for three-year terms. Terms shall expire on June 30th of each year. All appointee's terms shall commence on January 1, 2013. Three of the initial appointee terms will expire on June 30, 2014. The remaining initial appointee terms will expire on June 30, 2015.

(Ord. No. 700, § 1, 1-14-2013)

2.14.050 - Vacancies and removals.

Any vacancies on the committee shall be filled for the unexpired term by appointment by the mayor and approval by the council. A member of the committee who is absent from two consecutive meetings without an excuse approved by the committee chair is presumed to be in nonperformance of duty and the city council may declare the position vacant and appoint a new member to fill the unexpired term.

(Ord. No. 700, § 1, 1-14-2013)

2.14.060 - Meetings; quorum.

The committee may adopt its own rules for appointment of officers and the frequency and conduct of its meetings. All meetings are subject to the requirements of the Oregon Public Meetings Law (ORS Chapter 192.610 to 192.690). A majority of the members of the committee shall constitute a quorum for the conduct of business and the concurrence of a majority of those members present shall be required to decide any matter. Minutes of committee meetings shall be forwarded to the council after approval by the committee.

(Ord. No. 700, § 1, 1-14-2013)

2.14.070 - Responsibilities, powers, and duties.

The tourism committee shall have the responsibilities, obligations and duties of an advisory public body as provided for in laws of the State of Oregon and the ordinances and resolutions of the City of Carlton. The tourism committee shall have authority to:

- A. Adopt rules for the appointment of officers and the frequency and conduct of its meetings, provided that the tourism committee meets at least once every third calendar month or as directed by city council.
- B. Develop a proposed budget using estimated resources from the transient room fee ordinance for recommendation to the City of Carlton Budget Committee.
- C. Develop a long-range plan that promotes tourism in the city through the use of transient room tax and other revenues.
- D. Recommend to the city council programs, contracted services or staffing for which the use of transient room tax fee revenues would be appropriate.
- E. Coordinate with city staff on tourism issues.

(Ord. No. 700, § 1, 1-14-2013)



Application for Boards/Commission

Contact Information

Name: Michael LeClair
 Street Address: [REDACTED]
 Mailing Address: PO Box [REDACTED] Yamhill, Or. 97148
 City/State/Zip Code: Carlton, Or. 97111
 Home Phone: 503-852-[REDACTED]
 Work Phone:
 E-Mail Address: [REDACTED]@yahoo.com

Background

Years of Residence in Carlton: 20
 Place of Employment: Lil' Queenie
 Occupation: Retired
 Educational Background: BA Marietta College

Prior Civic Activities: 1986-1991 Mayor Yamhill
 1991-1993 Municipal Court Judge Yamhill
 1995-1998 Mayor Yamhill
 2005-2016 Postmaster Yamhill
 2010-2014 YC School Budget Committee

Boards/Commissions of Interest

Please check which Boards/Commission your requesting to serve on:

- City Council
- Budget Committee
- Planning Commission
- Visit Carlton Tourism Committee
- Ad-hoc Advisory Committee

Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board/Commission to which you are applying.

Experience gained in prior activities.

Motivation

Discuss your motivation for serving on this Board/Commission.


retirement has given me extra time.

Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon. A sample reporting form is available from Carlton City Hall indicating the type of information you will be required to disclose if you are appointed.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Michael D. LeClair
Signature	
Date	7/6/2018

Our Policy

It is the policy of the City of Carlton to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The City of Carlton accepts applications from potential board/commission members throughout the year and will hold applications until vacancies exist on specific boards/commissions.

Thank you for completing this application form and for your interest in volunteering with us.

Application for Boards/Commission

Contact Information

Name:	Lynn Van Horn
Street Address:	[REDACTED]
Mailing Address:	
City/State/Zip Code:	Carlton, OR 97111
Home Phone:	503 [REDACTED]
Work Phone:	
E-Mail Address:	[REDACTED]@gmail.com

Background

Years of Residence in Carlton:	12+
Place of Employment:	Carlton Winemakers Studio
Occupation:	Tasting Room Associate
Educational Background:	Penn State University, BA Communications, 1987 Eastern Washington University, BS Biology, 1996
Prior Civic Activities:	YCES PTO YCES Greenhouse Project YCTC Preschool YCES Art and Science Fair YCIS Robotics League Flavors of Carlton Auction Committee Juliettes House Auction Committee CBA Adult Prom Committee

Boards/Commissions of Interest

Please check which Boards/Commission your requesting to serve on:

- | | |
|--|---|
| <input type="checkbox"/> City Council | <input checked="" type="checkbox"/> Visit Carlton Tourism Committee |
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Ad-hoc Advisory Committee |
| <input type="checkbox"/> Planning Commission | _____ |

Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board/Commission to which you are applying.

BA Communications (advertising), Penn State, 1987
currently employed in local wine and hospitality industry
community organizing (moreland monster march)

Motivation

Discuss your motivation for serving on this Board/Commission.

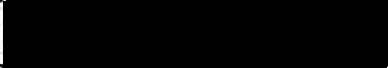
I believe Carlton possesses terrific potential in infrastructure, business, and people. I'm interested in promoting all the best our village has to offer to a wide and diverse market in an effort to increase overall economic vitality. I'd like to be part of the group that steers the short and long term vision of Carlton as a Pacific NW destination town.

Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon. A sample reporting form is available from Carlton City Hall indicating the type of information you will be required to disclose if you are appointed.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	lynn van horn
Signature	
Date	07/01/18

Our Policy

It is the policy of the City of Carlton to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The City of Carlton accepts applications from potential board/commission members throughout the year and will hold applications until vacancies exist on specific boards/commissions.

Thank you for completing this application form and for your interest in volunteering with us.



Application for Boards/Commission

Contact Information

Name:

Joka-Elisabeth Moree

Street Address:

[Redacted]

Mailing Address:

P.O. Box [Redacted]

City/State/Zip Code:

Carlton 97111

Home Phone:

[Redacted]

Work Phone:

[Redacted]

E-Mail Address:

[Redacted] @gmail.com

Background

Years of Residence in Carlton:

since dec-2016

Place of Employment:

Carlton Inn

Occupation:

Innkeeper

Educational Background:

*college ballet flower shop, nursing:
of Alzheimer's care*

Prior Civic Activities:

Fundraising in Laguna

Boards/Commissions of Interest

Social committee

Please check which Boards/Commission your requesting to serve on:

City Council

Visit Carlton Tourism Committee

Budget Committee

Ad-hoc Advisory Committee

Planning Commission

Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board/Commission to which you are applying.

*Hospitality: Restaurants Innkeeper
Social Committee*

Motivation

Discuss your motivation for serving on this Board/Commission.


*Love to make a contribution to this
great little town, now my community.*

Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon. A sample reporting form is available from Carlton City Hall indicating the type of information you will be required to disclose if you are appointed.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed) *Toka-Elisabeth Moree*
Signature 
Date *July 22, 2018*

Our Policy

It is the policy of the City of Carlton to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The City of Carlton accepts applications from potential board/commission members throughout the year and will hold applications until vacancies exist on specific boards/commissions.

Thank you for completing this application form and for your interest in volunteering with us.



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Carlton CRUSH 2018



OREGON LIQUOR CONTROL COMMISSION

PLAN TO MANAGE SPECIAL EVENTS

When the expected attendance per day in the area where alcohol will be sold or consumed is 501 or more, any applicant for a Temporary Sales License (TSL-NP and TSL-FP), Special Event Winery (SEW), Special Event Grower (SEG), Special Event Brewery-Public House (SEBPH), Special Event Brewery (SEB), Special Event Distillery (SED), or a Temporary Use of an Annual License (TUAL) event must complete this form (unless exempted from this requirement by the OLCC) and submit it with the application to the OLCC.

Other applicants (those expecting 500 or fewer attendees per day in the licensed area) may choose to use this form. In some cases, even if the expected daily attendance is 500 or fewer, the OLCC may require this form.

Examples of times when the OLCC may require more detailed information, even if the expected daily attendance in the area where alcohol will be sold or consumed is 500 or fewer, include a licensed area projecting an emphasis on alcohol consumption, projecting an emphasis on entertainment, or proposing to allow minors and alcohol together in the same area.

Please note that for some licensed areas, in order to convince the OLCC that you will adequately manage the licensed area, the OLCC may require more details in addition to your completed PLAN TO MANAGE SPECIAL EVENTS form or any other information you submitted regarding how you will control the licensed area.

If there will be more than one of the above licensees making alcohol available in the same area(s) of the same event, all licensees may agree to submit and follow one plan.

1. Applicant Name: Carlton Business Association

2. Email: info@carltonbusinessassociation.com or stonegriffonvineyard@gmail.com

3. Event Name: 2018 Carlton Crush

4. Date(s) of event: September 8, 2018

5. Start/end hours of alcohol service: 12 am pm to 9 am pm

6. Event Street Address
Carlton Lower Wennerberg park, W Grant

7. City: Carlton

8. County: Yamhill

9. Zip: 97111

10. Will minors be allowed at the event? Yes No

11. If yes, will minors and alcohol be allowed together in the same area? Yes No

12. Will any portion of the licensed premises be prohibited to minor patrons? Yes No

If yes, describe your plan to prevent minor patrons from gaining access to the prohibited area:

Patrons will receive wrist bands identifying those who have had their id checked and determined that the patron is over 18, alcohol vendors are to only serve and allow consumption by banded individuals. There will be alcohol monitors patrolling the licensed area. Patrons will be watched for excess alcohol consumption and the number of drinks by the monitors and the vendors. There will be coordination with local law enforcement. Monitors and vendors to watch for pass-offs to minors.

13. Expected total attendance per day in the area(s) where alcohol will be sold or consumed)? 1000

14. List name(s) and contact phone(s) of alcohol manager(s) on-duty and in the licensed area:

Terry McIntyre 971 237 1045

Carol Fredrick 971 237 4279

Dede Small 503 307 4658

15. Describe the primary activities within the licensed area:

Harvest festival; grape stomp competition, vendors with food, crafts, wineries, beer crafters

16. Do you estimate that 30 percent or more of the people attending the event will be between 15-20 years of age?

Yes No

<p>17. Do you estimate the <u>number</u> of patrons in the licensed area will be about the same during the entire time that alcohol is sold or consumed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If no, what are the estimated times that a greater number of patrons will attend? Largest number in late afternoon to early evening 3 pm to 9 pm</p>
<p>18. At any one time, what is the average range of the number of staff (such as managers, servers, security, alcohol monitors, ID checkers, etc.) on-duty, at the event, and whose job includes monitoring patron behavior? Average staff will be 20</p>
<p>19. Will Alcohol Monitors work in the licensed area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(An Alcohol Monitor is a person in addition to alcohol servers and security staff who monitors the sale, service, and consumption of alcoholic beverages to help ensure that unlawful sales, service, and consumption of alcoholic beverages do not occur.)</i></p>
<p>20. If yes to #19, list the <u>minimum</u> number of Alcohol Monitors you estimate will work during the estimated times when a greater number of patrons will attend and the estimated times when a regular number of patrons will attend:</p> <p>4 ___ Minimum number during estimated times of greater patron attendance</p> <p>2 ___ Minimum number during estimated times of regular patron attendance</p>
<p>21. If yes to #19, describe how Alcohol Monitors will be readily identifiable as such to patrons: Crush Crew t-shirts plus id tags identifying them as monitors</p>
<p>22. Will all Alcohol Monitors be required to have a service permit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>23. If no to #22, those Alcohol Monitors without a service permit must be uncompensated volunteers who are directly supervised in the licensed area by an individual who has successfully completed an Alcohol Server Education course within the last five years. Please list the name(s) of the supervisor(s) and their server education completion date(s): Terry McIntyre 548401 Carol Fredrick 548400 Dede Small 550138</p>
<p>24. Is the applicant a nonprofit or charitable organization with an Oregon Registry Number issued by the Oregon Secretary of State's office? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list Oregon Registry Number (OLCC does not accept a federal registry number or an EIN number): 46103198</p>
<p>24a. If yes to #24, will the applicant use servers who don't hold a service permit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>25b. If yes to 24a, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons: Train id checkers as to current, valid forms of id, how to spot invalid id, train monitors as to the same plus signs of intoxication, who to contact upon witnessing a visibly intoxicated person</p>

26. Will servers, security, or ID checkers wear clothing or other designation which readily identifies them as such to patrons? Yes No

If yes, please describe:
 Security and ID checkers will be wearing Carlton Crush Crew event shirts. Servers will be provided by each alcohol vendor.

27. Describe for alcoholic beverages meant for consumption in the licensed area:

	Size of Container (in which the Alcohol will be Served)	Maximum Amount of Alcohol in the Container
Malt Beverages	16 oz	16 oz
Wine	12 oz	5 oz
Cider	16 oz	16 oz
Distilled Spirits	none	none

28. Describe how containers used to serve alcoholic beverages for consumption in the licensed area will be of a - different color and type when compared to containers used to serve nonalcoholic beverages:
 Alcoholic drinks will only be served in event glasses, which are provided with the entry fee to each id checked patron. Non-alcoholic drinks will be served in vessels supplied by vendors.

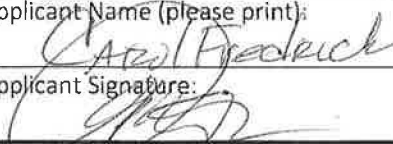
29. What is the maximum number of containers of alcoholic beverages meant for consumption in the licensed area that a patron may possess at any one time? 1 per person

30. Describe the level of lighting the licensed area will have to ensure the proper monitoring of patrons:

A level of lighting sufficient to read common newspaper print; or
 A level of lighting that will be (please describe):

31. If other methods for adequately managing the licensed area will be used, describe them here (or submit a separate written, dated, and signed plan):

32. Applicant Name (please print):
 Carol Fradrich

33. Applicant Signature: 

34. Date: 8/14/18



Memorandum

To: The Mayor and Members of the City Council
From: Jennifer Nelson, City Recorder
Subject: Consent Agenda
Date: August 15, 2018

Recommended Motion

It is moved that the City Council approve the consent agenda and authorize those items to be signed including the City Council meeting minutes from July 3, 2018, the monthly department reports, accounts payable report, and a declaration of surplus property.

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 written minutes for permanent retention in the historical records. Retention for the digital audio files is one year after approval of the written minutes.

Carlton City Charter allows the City Council to approve the accounts payable report and other items on the consent agenda unless a Council member requests to have an item removed for further discussion under action items.

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 Meeting Minutes – July 3, 2018
2. Department Monthly Reports for Police
3. Accounts Payable Report
4. Declaration of Surplus Property – Sale of Public Works Water Tanks



1. CALL TO ORDER/AGENDA REVIEW

Mayor Kathie Oriet called the work session to order at 6:00 PM. Item 3.A. on the work session agenda was tabled to the August 21, 2018 meeting and a presentation by The Carlton Music Project on the Music for Hope event was added after item 3.B.

2. ROLL CALL

Members Present: Mayor Kathie Oriet, Council President Scott Carl, Councilors Scott Chitwood, Gwen Jernstedt, Carey Rhoads, and Amy Wilder

Staff Present: Finance Director Christy Martinez and City Recorder Jennifer Nelson

3. ANNOUNCEMENTS/REPORTS/PRESENTATIONS

A. Backyard Burning Follow-up

This item was tabled to the August 21, 2018 agenda.

B. LOC Legislative Agenda Priorities Survey

6:01 PM

Christy Martinez presented the agenda item stating the League of Oregon Cities (LOC) requested city councils around the state to offer their top four legislative priorities for 2018 and offered staff suggestions. Council members agreed by consensus on the following four issues: Beer and Cider Tax Increase, Infrastructure Financing and Resilience, Permanent Supportive Housing Investment, and PERS Unfunded Liability Revenue Stream Dedication.

C. 2018 Carlton Music for Hope Event

6:08 PM

This item was added to the agenda. City Recorder Jennifer Nelson distributed the special events application (see official meeting record). Scott Carl summarized the plans for the event and change in time from 10:30am-10:30pm, last year they were permitted to be there until 11pm if needed. The event is open to public and free with an option to donate. Staff will follow up with insurance requirements and a concession agreement. The approval of this event was added to the regular meeting consent agenda.

B. Yamhill Carlton School Board Meeting on Declined Enrollment

6:10 PM

This item was added to the agenda mid-meeting. Chitwood spoke about Gwen and his attendance to Yamhill-Carlton School District board meeting to find options for increasing enrollment. The largest impact to enrollment is affordable housing. Chitwood reported the district is considering a two-school district with a consensus to get rid of the Carlton elementary school and move all students to a central campus. Charter schools are the other option in consideration. The next steps are to gather ideas in addition to those options presented. The school district will place another bond on the ballot when the current one drops off.

C. Carlton Fun Days Follow-up

This item was added to the agenda mid-meeting. Chitwood provided a recap of the Carlton Fun Days event noting the unexpected arrival of 116 car show vehicles and extended appreciation to the public works and police department for their help. The committee plans to expand the street closures and parade routes next year to accommodate an expected 200 cars.

Discussions followed about the cancelation of the August 7 council meeting for National Night Out activities, the next meeting on August 21, agendas and minutes consolidation, hiring staff support, communications regarding new water and sewer rates, and details about the stage 1 water restriction.

D. ADJOURN TO REGULAR MEETING

The work session adjourned at 6:39 PM.

REGULAR MEETING

7:00 PM

1. CALL TO ORDER

Mayor Kathie Oriet called the regular meeting to order at 7:00 PM.

2. ROLL CALL

Members Present: Mayor Kathie Oriet, Council President Scott Carl, Councilors Scott Chitwood, Gwen Jernstedt, Carey Rhoads, and Amy Wilder

Staff Present: City Attorney Walt Gowell, Finance Director Christy Martinez, Police Officer Tim Jordan, and City Recorder Jennifer Nelson

Others Present: Linda Watkins and Heidi Larson

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

4. CHANGES OR ADDITIONS TO THE AGENDA

The approval of the 2018 Carlton Music Project special event request was added to Consent Agenda item 7.D.

5. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

A. Visit Carlton Tourism Committee Appointment – Carrie Simonson

7:01 PM

MOTION: Jernstedt/Wilder to approve the Mayor's reappointment of Carrie Simonson to the Visit Carlton Tourism Committee for another three-year term expiring on June 30, 2021. Motion carried (6 Yes/0 No/1 Absent [Ward-Mullen]/0 Abstain).

B. Proclamation – Recognition of City Hall Project Advisory Committee

7:04 PM

Gowell read the proclamation (see meeting agenda packet).

MOTION: Jernstedt/Carl to adopt the proclamation in recognition of the City Hall Project Advisory Committee. Motion carried (6 Yes/0 No/1 Absent [Ward-Mullen]/0 Abstain).

6. CITIZEN COMMENTS

7:06 PM

Oriet called for citizen comments. Linda Watkins thanked the council for all they do.

7. CONSENT AGENDA

7:07 PM

A. Meeting Minutes

- 1. City Council Regular Meeting Minutes – May 15, 2018**
- 2. City Council Work Session Minutes – June 5, 2018**
- 3. City Council Regular Meeting Minutes – June 5, 2018**

B. Department Reports

C. Accounts Payable Report

D. Special Event Request: 2018 Carlton Music for Hope (added during the work session)

MOTION: Carl/Rhoads to approve the consent agenda including City Council regular meeting minutes from May 15, 2018, work session and regular meeting minutes from June 5, 2018, the monthly department reports, the accounts payable report, and the approval of the 2018 Carlton Music for Hope special event request, as submitted. Motion carried (6 Yes/0 No/1 Absent [Ward-Mullen]/0 Abstain).

8. ORDINANCES/RESOLUTIONS/DISCUSSION/ACTION ITEMS

7:08 PM

A. Ordinance No. 2018-718: Adopting Consumption-based Billing Policy for Sewer

C.Martinez summarized the background and staff report (see meeting packet). Gowell explained updates to lien ordinances, measure 50 violations, refund amounts, and owner/tenant agreements and responsibilities.

MOTION: Carl/Wilder to adopt Ordinance No. 2018-718 adopting consumption-based billing policy by title only. Motion carried (6 Yes/0 No/1 Absent [Ward-Mullen]/0 Abstain).

Gowell read Ordinance No. 2018-718 by title only.

MOTION: Carl/Jernstedt to adopt Ordinance No. 2018-718 codifying sewer billing procedures and rates, amending payment responsibility, updating lien attachment and enforcement provisions, and declaring an emergency in the first reading, by title only. Motion carried by roll call vote (6 Yes/0 No/1 Absent [Ward-Mullen]/0 Abstain).

MOTION: Carl/Chitwood to adopt Ordinance No. 2018-718 adopting consumption-based billing policy by title only. Motion carried (6 Yes/0 No/1 Absent [Ward-Mullen]/0 Abstain).

Gowell read Ordinance No. 2018-718 by title only.

MOTION: Carl/Jernstedt to adopt Ordinance No. 2018-718. Motion carried by roll call vote (6 Yes/0 No/1 Absent [Ward-Mullen]/0 Abstain).

B. Resolution No. 2018-266: Accept the Certified Election Results

7:14 PM

Nelson presented the staff report and noted a correction to the date in the recommendation changing the date of the election from May 19, 2015 to May 15, 2018.

MOTION: Carl/Chitwood to approve and authorize the Mayor to sign Resolution No. 2018-266 approving the canvass of city election results for the May 15, 2018 primary election and spreading such results onto the official records of the City of Carlton. Motion carried (6 Yes/0 No/1 Absent [Ward-Mullen]/0 Abstain).

C. Resolution No. 2018-267: Dissolve the City Hall Project Committee

7:16 PM

C.Martinez summarized the report noting the committee’s purpose was served by their recommendations to council (see agenda packet).

MOTION: Chitwood/Carl to approve and authorize the Mayor to sign Resolution No. 2018-267 to dissolve the City Hall Project Citizens’ Advisory Committee. Motion carried (6 Yes/0 No/1 Absent [Ward-Mullen]/0 Abstain).

D. Resolution No. 2018-268: Lease Agreement for Meter & AMI– Core & Main

7:17 PM

C.Martinez summarized the lease agreement (see agenda packet). Gowell asked for findings that sole-source limitations were met for procurement regulations and tabled the item to August 21, 2018 to ensure contract procurement policies were met.

E. Request for Council Action: City Hall/Public Safety Facility

7:22 PM

C.Martinez summarized report recommending Council not to proceed with a bond to ballot a second time (see agenda packet).

MOTION: Wilder/Carl to direct the City Manager to develop an alternative solution for the City Hall/Public Safety facility needs and present for consideration within 90 days. Motion carried (6 Yes/0 No/1 Absent [Ward-Mullen]/0 Abstain).

9. FUTURE AGENDA ITEMS/COUNCIL DISCUSSION TOPICS

7:24 PM

None appeared.

10. ADJOURNMENT

The regular meeting adjourned at 7:25 PM.

APPROVED by the City of Carlton City Council on July 3, 2018.

ATTEST:

Jennifer L. Nelson, City Recorder

Kathie Oriet, Mayor

DRAFT



Memorandum

To: The Mayor and Members of the City Council
From: Kevin Martinez, Police Chief
Subject: Department Report
Date: August 2018

News Articles



Carlton police will pedal patrols



Starla Pointer / News-Register **With help from Officer Tim Jordan, 6-year-old Tanner Rauch checks out one of the Carlton police department's new patrol bicycles. Officers will be able to interact with kids more on the bikes, they said.**

CARLTON — Police have two new patrol vehicles, painted shiny black with gold lettering and trim and equipped with lights and sirens, just like the rest of the fleet.

They don't run on gas, however. These patrol bicycles depend on pedal power.

Officers Jake Blair and Tim Jordan displayed the new bikes Friday in Ladd Park, the upper city park. They distributed popsicles and water to passersby as they told them about bicycle patrols.

The officers and Chief Kevin Martinez often stop and chat with Carlton youngsters and adults when patrolling in their cars. The bikes will allow them to be more accessible and help start friendly conversations.

"Bikes get us out of the car and lets us go places like the parks to see kids," Jordan said. "We're more approachable."

Blair, who paroled on a bike when he worked for the Linfield College Public Safety Department, added, "It's a whole different dynamic. We see more and hear more."

Martinez said he and his officers always want more interaction with the community. They build relationships by hosting the National Night Out event on the first Tuesday in August, by delivering Christmas teddy bears and through other activities.

The department's motto, printed on its patrol cars, is "Police and Community Together."

His department received a \$3,700 grant from the Cycle Oregon Fund of The Oregon Community Foundation with which to start the bike patrol program. Tommy's Bicycle Shop in McMinnville helped as well, putting the bikes together and attaching all the equipment.

In addition to the bikes themselves, the grant provided uniforms for officers to wear while on two-wheeled patrol. The outfits include bright yellow tops for increased visibility.

The officers wear bike helmets, as well. Not only do the helmets provide protection, they also set a positive example for youngsters, Carlton police said.

"We always wear our helmets," Jordan told children gathered in the park, then asked them, "Do you?"



Carlton police focusing on DUI enforcement

CARLTON -- Police plan "high visibility patrols" to enforce driving under the influence laws during July.

Officers will be watching for drivers who may have been drinking alcoholic beverages or using controlled substances, including marijuana.

"Make responsible decisions by driving sober," Officer Jake Blair said. "If you are impaired, use a designated driver or taxi service."

The additional DUI enforcement is funded by a grant from Oregon Impact, which Carlton police received in November 2017.

Police Chief Kevin Martinez said Carlton officers have seen a positive impact from the increased enforcement. However, he said, "we're still seeing people making bad decisions."

Both DUI and distracted driving -- whether its related to cell-phone use, eating while driving or taking eyes off the road in order to search for something in the back seat -- can cause injury or death, Martinez said.

"As drivers, we have a responsibility and obligation to do our part to keep the community safe," he said. "drivers need to do anything they can to minimize putting themselves in danger or putting the rest of the community in danger."

Accounts Payable

Checks by Date - Summary by Check Date

User: aamerson
 Printed: 8/14/2018 12:32 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
54576	CasCol	Cascade Columbia Dist. Co.	07/03/2018	149.60
54577	CenLin	CenturyLink	07/03/2018	463.25
54578	Comcas	Comcast	07/03/2018	281.79
54579	Con Car	Carole Connell	07/03/2018	1,569.71
54580	ConSup	Consolidated Supply	07/03/2018	201.02
54581	DavAut	Davison Auto Parts	07/03/2018	7.99
54582	DndEle	DND Electrical Contractors	07/03/2018	397.50
54583	DogDept	Dog Waste Depot	07/03/2018	167.98
54584	GenTec	Genuine Technology Group, Inc.	07/03/2018	3,275.00
54585	KamRoc	Kamph Rock Crushing Co.	07/03/2018	231.00
54586	Leaf	Leaf	07/03/2018	54.00
54587	LowHom	LOWE'S Home Improvement	07/03/2018	82.91
54588	MorCar	Morris Carpet Cleaning of Oregon, Inc	07/03/2018	369.00
54589	OneCal	One Call Concepts, Inc.	07/03/2018	35.70
54590	OreVac	Ore Vac	07/03/2018	675.00
54591	YamInf	Yamhill County Information Technology	07/03/2018	331.86
Total for 7/3/2018:				8,293.31
54569	Aflac	AFLAC	07/05/2018	37.00
54570	10001	ASIFlex	07/05/2018	224.16
54571	9985	CIS Trust	07/05/2018	18,958.72
54572	9981	EFTPS	07/05/2018	9,427.14
54573	OreRev	Oregon Dept. of Revenue	07/05/2018	2,425.41
54574	9100	PERS	07/05/2018	2,708.91
54575	10004	VOYA- State of Oregon Plan	07/05/2018	1,650.00
Total for 7/5/2018:				35,431.34
54592	UB*00411	Warren Bacheller	07/11/2018	5.47
54593	BolCar	Boldt, Carlisle & Smith LLC	07/11/2018	19,050.00
54594	CarCor	Carlton Corner Service	07/11/2018	343.75
54595	CasInc	Caselle, Inc.	07/11/2018	136.00
54596	CitCou	CIS Trust	07/11/2018	61,512.95
54597	CltBan	Citizens Bank	07/11/2018	2,588.55
54598	Comcas	Comcast	07/11/2018	574.13
54599	CouGov	Council Of Governments	07/11/2018	1,186.00
54600	CroPro	Crop Production Services Inc	07/11/2018	1,500.00
54601	DatPro	Dataprose	07/11/2018	839.75
54602	DyckJ	Julie Dyck	07/11/2018	110.00
54603	GalCon	Galardi Consulting, LLC	07/11/2018	12,338.20
54604	GenTec	Genuine Technology Group, Inc.	07/11/2018	5,857.86
54605	GorPlu	Gormley Plumbing & Heating	07/11/2018	90.99
54606	GovFin	Government Finance Officers Association	07/11/2018	160.00
54607	IndBil	Indoor Billboard	07/11/2018	74.69
54608	JorRam	Jordan Ramis PC	07/11/2018	1,592.50
54609	LawCom	Lawrence Company	07/11/2018	50.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
54610	LeaCit	League Of Oregon Cities	07/11/2018	1,837.41
54611	LeoExc	Leo's Excavating, Inc.	07/11/2018	2,627.00
54612	OreSta	Oregon Stationers	07/11/2018	66.00
54613	PorGen	Portland General Electric	07/11/2018	1,109.77
54614	PriUti	Private Utility Locating, LLC.	07/11/2018	262.50
54615	RecWes	Recology Western Oregon	07/11/2018	354.18
54616	UB*00412	Kent Smith	07/11/2018	13.07
54617	VinBou	VinBound Marketing	07/11/2018	850.00
54618	WilFar	Wilco Farmers	07/11/2018	568.42
Total for 7/11/2018:				115,699.19
54640	AleAna	Alexin Analytical Laboratories, Inc.	07/18/2018	1,057.00
54641	BluSta	Blue Star Gas	07/18/2018	684.16
54642	BurBry	Bryan Burnham	07/18/2018	89.00
54643	Comcas	Comcast	07/18/2018	365.49
54644	ConSup	Consolidated Supply	07/18/2018	316.89
54645	CorMai	Core & Main LP	07/18/2018	1,050.00
54646	HauRue	Haugeberg, Rueter, Gowell	07/18/2018	2,535.00
54647	LesSch	Les Schwab Tire Center	07/18/2018	336.99
54648	NWLogg	NW Logging Supply	07/18/2018	574.89
54649	PolMag	Police Magazine	07/18/2018	25.00
54650	PorGen	Portland General Electric	07/18/2018	3,738.91
54651	RecWes	Recology Western Oregon	07/18/2018	38.49
54652	SteWat	Stevens Water Monitoring Systems, Inc	07/18/2018	153.10
54653	Univar	Univar USA Inc	07/18/2018	1,194.14
54654	WesVal	West Valley Auto	07/18/2018	338.00
54655	YamCom	Yamhill Communications Agency	07/18/2018	5,056.84
Total for 7/18/2018:				17,553.90
54635	10001	ASIFlex	07/20/2018	108.33
54636	9981	EFTPS	07/20/2018	9,376.78
54637	OreRev	Oregon Dept. of Revenue	07/20/2018	2,470.78
54638	9100	PERS	07/20/2018	2,644.78
54639	10004	VOYA- State of Oregon Plan	07/20/2018	1,800.00
Total for 7/20/2018:				16,400.67
54656	UB*00413	Lee & Cheri Adams	07/25/2018	28.33
54657	CanSol	Canon Financial Services, Inc.	07/25/2018	581.84
54658	Comcas	Comcast	07/25/2018	560.97
54659	CouGov	Council Of Governments	07/25/2018	4,858.50
54660	DaiJou	Daily Journal of Commerce	07/25/2018	303.60
54661	DogDept	Dog Waste Depot	07/25/2018	537.93
54662	FirFedCC	First Federal Card Services	07/25/2018	1,710.24
54663	YamShe	Yamhill County Sheriff's Office	07/25/2018	96.00
54664	GenTec	Genuine Technology Group, Inc.	07/25/2018	1,618.56
54665	HacCom	Hach Co.	07/25/2018	455.40
54666	HawInc	Haworth Inc.	07/25/2018	61,597.05
54667	MorCar	Morris Carpet Cleaning of Oregon, Inc	07/25/2018	369.00
54668	OreRevCT	Oregon Department Of Revenue	07/25/2018	138.75
54669	OreRev	Oregon Dept. of Revenue	07/25/2018	4.19
54670	PriUti	Private Utility Locating, LLC.	07/25/2018	525.00
54671	SteShe	Sherry Stevens	07/25/2018	50.00
54672	TraSaf	Traffic Safety Supply Co.	07/25/2018	152.66

Check No	Vendor No	Vendor Name	Check Date	Check Amount
54673	Univar	Univar USA Inc	07/25/2018	5,073.89
54674	VarJill	Jill Varuska	07/25/2018	120.00
54675	VerWir	Verizon Wireless	07/25/2018	246.96
Total for 7/25/2018:				79,028.87
54699	APA	American Planning Association	08/01/2018	140.00
54700	CenLin	CenturyLink	08/01/2018	464.35
54701	CitSwe	City Sweepers, LLC.	08/01/2018	552.50
54702	UB*00414	Leslie Clarkson	08/01/2018	38.39
54703	Comcas	Comcast	08/01/2018	281.70
54704	DndEle	DND Electrical Contractors	08/01/2018	356.25
54705	GenTec	Genuine Technology Group, Inc.	08/01/2018	1,779.14
54706	JorTim	Timothy Jordan	08/01/2018	128.00
54707	Leaf	Leaf	08/01/2018	376.00
54708	LeoExc	Leo's Excavating, Inc.	08/01/2018	24,611.65
54709	LexPol	Lexipol LLC	08/01/2018	1,950.00
54710	LowHom	LOWE'S Home Improvement	08/01/2018	488.96
54711	NewReg	News-Register	08/01/2018	97.00
54712	OneCal	One Call Concepts, Inc.	08/01/2018	71.40
54713	OreSta	Oregon Stationers	08/01/2018	363.75
54714	VerWir	Verizon Wireless	08/01/2018	407.03
Total for 8/1/2018:				32,106.12
54692	Aflac	AFLAC	08/03/2018	37.00
54693	10001	ASIFlex	08/03/2018	112.08
54694	9985	CIS Trust	08/03/2018	20,316.88
54695	9981	EFTPS	08/03/2018	10,157.62
54696	OreRev	Oregon Dept. of Revenue	08/03/2018	2,661.40
54697	9100	PERS	08/03/2018	2,653.40
54698	10004	VOYA- State of Oregon Plan	08/03/2018	1,800.00
Total for 8/3/2018:				37,738.38
54736	AleAna	Alexin Analytical Laboratories, Inc.	08/08/2018	818.00
54737	BlaJac	Jacob Blair	08/08/2018	26.94
54738	RonBus	Ron Bush	08/08/2018	920.00
54739	CarCor	Carlton Corner Service	08/08/2018	746.87
54740	CarTru	Carlton Truck Shop	08/08/2018	295.50
54741	CasInc	Caselle, Inc.	08/08/2018	136.00
54742	ChiSup	Chief Supply Corporation	08/08/2018	39.99
54743	Comcas	Comcast	08/08/2018	155.62
54744	Con Car	Carole Connell	08/08/2018	2,015.52
54745	ConSup	Consolidated Supply	08/08/2018	682.38
54746	DatPro	Dataprose	08/08/2018	981.55
54747	DavAut	Davison Auto Parts	08/08/2018	56.24
54748	DisGolf	Disc Golf Depot	08/08/2018	960.00
54749	EngCon	Engineered Control Products	08/08/2018	2,179.88
54750	ErnHar	Ernst Irrigation	08/08/2018	115.20
54751	ForTar	Tara Forsman	08/08/2018	7.00
54752	FraWeb	Frank Webster Heating & AirCond	08/08/2018	128.00
54753	GenTree	General Tree Service	08/08/2018	1,600.00
54754	GenTec	Genuine Technology Group, Inc.	08/08/2018	3,523.00
54755	IndBil	Indoor Billboard	08/08/2018	941.97
54756	Leaf	Leaf	08/08/2018	54.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
54757	LesSch	Les Schwab Tire Center	08/08/2018	14.00
54758	McMAut	McMinnville Automotive Professionals	08/08/2018	257.40
54759	MVadv	MV advancements	08/08/2018	24.00
54760	NewReg	News-Register	08/08/2018	747.80
54761	OreAcc	Oregon Accreditation Alliance	08/08/2018	550.00
54762	OreSta	Oregon Stationers	08/08/2018	110.00
54763	PorGen	Portland General Electric	08/08/2018	993.93
54764	PumTec	Pumpstech, INC.	08/08/2018	1,430.78
54765	RecOre	Recology Oregon Compost	08/08/2018	370.00
54766	RecWes	Recology Western Oregon	08/08/2018	31.32
54767	UB*00416	Katie Smith	08/08/2018	30.01
54768	UB*00415	Jessica Sodorff	08/08/2018	6.92
54769	TetTec	Tetra Tech, Inc	08/08/2018	19,213.36
54770	TexGra	Textile Graphics	08/08/2018	609.15
54771	TraMtn	Trask Mountain Lock and Key	08/08/2018	90.00
54772	Univar	Univar USA Inc	08/08/2018	1,035.55
54773	UsBank	US Bank	08/08/2018	495.00
54774	VinBou	VinBound Marketing	08/08/2018	850.00
54775	Ward J	Jill M Ward	08/08/2018	595.00
54776	WilFar	Wilco Farmers	08/08/2018	300.06
54777	XylWat	Xylem Water	08/08/2018	2,504.00
Total for 8/8/2018:				46,641.94
54778	SupLlc	911 Supply LLC	08/14/2018	504.98
54779	AirNor	Airgas USA, LLC	08/14/2018	2,920.59
54780	AmiChr	Christine Amiel	08/14/2018	90.00
54781	BluSta	Blue Star Gas	08/14/2018	156.00
54782	BriView	BrightView Landscapes, LLC	08/14/2018	698.08
54783	UB*00417	Chad E Davis Construction LLC	08/14/2018	105.38
54784	CltBan	Citizens Bank	08/14/2018	2,588.55
54785	Comcas	Comcast	08/14/2018	0.58
54786	ComWir	Complete Wireless Solutions	08/14/2018	190.00
54787	ConSup	Consolidated Supply	08/14/2018	1,480.21
54788	ThaTra	Eagle Eye Mobile Repair	08/14/2018	1,129.78
54789	EmeRes	ERS, Emergency Responder Services, INC	08/14/2018	504.00
54790	FarEle	Farnham Electric Co.	08/14/2018	154.50
54791	FirFedCC	First Federal Card Services	08/14/2018	8,422.57
54792	YamShe	Yamhill County Sheriff's Office	08/14/2018	144.00
54793	UB*00418	Kevin Krieger	08/14/2018	9.38
54794	OreRevCT	Oregon Department Of Revenue	08/14/2018	279.00
54795	PorGen	Portland General Electric	08/14/2018	3,979.30
54796	PriUti	Private Utility Locating, LLC.	08/14/2018	337.50
54797	RecWes	Recology Western Oregon	08/14/2018	354.18
54798	ReiInv	Reid Investigations LLC	08/14/2018	98.79
54799	SolCas	Cassandra Solis	08/14/2018	13.00
54800	SpaStr	Spaniol's Striping & Signs	08/14/2018	4,650.00
Total for 8/14/2018:				28,810.37
Report Total (179 checks):				417,704.09



To: The Mayor and Members of the City Council
From: Bryan W. Burnham, Public Works Director
Subject: Surplus Property
Date: August 14, 2018

Recommendation

Staff recommends that at its August 14, 2018 regular meeting the City Council approve and declare the attached list of items as surplus property.

Background

Staff maintains a list of property that is no longer required for the City's purposes (see attached). Items are placed on the list at the discretion of each Department Head, typically as items are replaced, or no longer fulfil their intended purpose.

In accordance with City Ordinance 3.04.070, the City may sell property determined to be surplus to the needs of the City. In the past, the City has sold property determined to be surplus in a sealed bid process as well as through the State of Oregon surplus property program.

Alternatives

1. Do not approve.

Fiscal Impact

As described above, staff intends to make a good faith effort to sell the property. This will likely result in some income to the City.

Attachments

1. Disposition of Surplus Property Form



City of Carlton
191 E. Main Street
Carlton, OR 97111
Phone: (503) 852-7575 • Fax: (503) 852-7761

DISPOSITION OF SURPLUS PERSONAL PROPERTY

CMC 3.04.070 - Disposition of surplus personal property.

Disposition of surplus personal property may be made, at the discretion of the Carlton city manager or his or her designee, under provisions of the State of Oregon Public Contracting Code, or the Model Rules, or under the provisions of this section. (Ord. 635 § 6, 2005)

DEPARTMENT REQUEST FOR DISPOSITION

1. Inventory List Attached:

Yes

No

If no, complete the following fields:

Item Description 5,000 gallon, black polyurethane water tank Tag/Plate # _____

Make Norwesco Model 5,000 gallon Norwesco

Serial/VIN # not known Vendor GTI Tanks, Albany, OR

Purchase Value \$2,975 per tank + \$50 freight Date Purchased 1/9/2014

Quantity 2 Expected Revenue \$500- \$700 per tank

2. Proposed means of disposal:

- Transfer to Government Agency
- Auction
- Transfer to Non-Profit Organization(s)

- Sale
- Destruction (Shred, Scrap, Recycle)
- Other

3. Reason for Disposition: Tanks were purchased for on-site fire suppression during construction of Meadowlake water transmission line. After the was project was complete and adequate fire flow achieved to the public works building, the tanks were no longer required. Warranty expired.

4. Additional Comments: The City of Salem may be interested in purchasing.

ACKNOWLEDGED BY (Dept. Director) _____ Date _____

The City Manager has declared the above or attached items to be surplus.

APPROVED BY (City Manager) _____ Date _____

OFFICE USE ONLY

DISPOSITION OF SURPLUS ITEMS

Transfer to Non-Profit or Government Agency (Name) _____

Auction Amount _____ Sale Amount _____

Destruction Method _____ Other _____

APPROVED BY (Finance Dept.) _____ Date _____



To: The Mayor and Members of the City Council
From: Jennifer Nelson, City Recorder
Subject: Resolution No. 2018-269: Establishing a Social Media Policy
Date: August 14, 2018

Recommended Motion

It is moved that the City Council approve and authorize the Mayor to sign Resolution No. 2018-269 adopting a social media policy for the City of Carlton.

Background

The City of Carlton has been using some social media platforms on a limited basis to provide information quickly and efficiently to residents, business owners, and visitors. All communications on the City's behalf create records that are required to be maintained according to the state guidelines and retention schedules, and as such, anyone using social media on behalf of the City should adhere to a set of guidelines for the use of social media.

Staff collected examples of social media policies from other Oregon cities to develop a policy that best meets the needs of Carlton.

Alternatives

1. Do not approve.
2. Modify the proposed policy.

Fiscal Impact

None.

Exhibit

1. Resolution No. 2018-269: Adopting a Social Media Policy
2. Exhibit A – Social Media Policy

R:\Agenda Packets\City Council\Regular Session\2018\2018-0821\8_Action Items\8.B._Social Media Policy\CouncilReportMemo_Res18-269_SocialMediaPolicy.docx

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. 2018-269

A RESOLUTION ADOPTING A SOCIAL MEDIA POLICY FOR THE CITY OF CARLTON

RECITALS:

WHEREAS, the City of Carlton desires to openly and transparently communicate with residents about City operations; and,

WHEREAS, the City of Carlton uses many electronic tools and forums to communicate with residents and visitors about City operations; and,

WHEREAS, emerging technologies bring new challenges for recordkeeping, free speech, transparency, and communications with them; and,

WHEREAS, social media platforms can provide important tools to help the City disseminate time-sensitive information in a quick and efficient manner, including emergency situations; and,

WHEREAS, these platforms are also effective tools for communicating with residents, supporting City activities, and promoting our community; and,

WHEREAS, it is important to provide guidelines to all users for conduct and use of social media to engage residents and visitors on the City’s behalf; and,

WHEREAS, the City of Carlton desires to establish a social media policy to address the use of those electronic communications and information online.

THE CITY OF CARLTON RESOLVES AS FOLLOWS:

1. The City of Carlton hereby establishes a Social Media Policy, as described in Exhibit A, to provide guidelines for electronic communications and information shared online.
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 August 21, 2018, by the following votes:

AYES:

NAYES:

ABSENT:

ABSTAIN:

APPROVED and signed by the Mayor on August 21, 2018.

Kathie Oriet, Mayor

ATTEST: _____
Jennifer L. Nelson, City Recorder



City of Carlton Policy on Social Media

The following is the City of Carlton's policy for social media use and conduct. The purpose of this policy is to address the fast-changing landscape of the Internet and the way constituents communicate and obtain information online. To better meet the communication needs of our users, the City of Carlton may use social media tools to reach a broader audience and further the communication and public involvement goals of the City where appropriate.

"Social Media" refers to various activities that integrate technology, social interaction, and content creation. Social media allows people to create, organize, edit, comment, combine, and share web content. Social media uses ever-changing technologies and forms, including Rich Site Summary (RSS) and other syndicated web feeds, blogs, wikis, photo-sharing, video-sharing, podcasts, social networking, mashups, widgets, microblogs, and more.

General Information

All use of social media and any new form of social media must be reviewed and approved by the City Manager. The City of Carlton website will remain the City's primary internet presence.

1. The best, most appropriate City uses of social media tools fall generally into two categories: a) as channels for disseminating time-sensitive information as quickly as possible (i.e. emergency response), and b) as marketing/promotional channels which increase the City's ability to broadcast its messages and promote city events to the widest possible audience.
2. Whenever possible, content posted on the City of Carlton social media sites should also be accessible on the City's website, www.ci.carlton.or.us
3. Wherever possible and appropriate, content posted on the City of Carlton social media sites should contain links directing users back to the City's website.
4. The City of Carlton social media sites are subject to the State of Oregon open records laws. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communication is a public record.
5. Oregon state law and City of Carlton records retention schedules apply to social media formats and social media content. Unless otherwise addressed in a specific social media standards document, the City shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the original record and is easily accessible.

Goals

- To maintain social media outlets that are consistent with State and Federal law for document retention, public records, freedom of expression, and copyright laws.
- To provide consistent message and communication standards across the various media used by the City of Carlton.



Content

Employees will provide content that is relevant, concise, and appropriate to the City's audiences. Content should be upbeat, positive, and informative. Content should not include personal opinions of employees. Links to external sites must be approved by the City Manager.

Social Media Tools

Because social media sites vary in content and use, the City Manager's Office will review a site before a City account is created based on its need, purpose, and audience. City accounts shall be established by the City Manager or designee. No other employee of the City of Carlton is authorized to establish any City of Carlton account on any social media site.

Nextdoor

Nextdoor is a social networking platform for neighbors and agencies to share important safety, events, emergency notifications, and meeting information within a specific service area. Members are by invite only and must be living or operating a business at an address within the neighborhood service area in order to join.

The City of Carlton currently uses Nextdoor as a one-way outlet for information distribution from the City to those neighbors signed up within the service area. The City's Nextdoor account is designed to drive traffic to the City's website and inform people about city activities, important news, public notices, or emergency situations. The City of Carlton logo is displayed on the account home page and identifies the name, title, and organization on every post.

The City's Nextdoor account shall serve the following primary purposes:

- Promote City of Carlton sponsored events and meetings.
- Provide public notifications released by the City.
- Provide information during an emergency.
- Refer followers to content hosted at www.ci.carlton.or.us.

Nextdoor posts shall mirror information presented on www.ci.carlton.or.us and other existing information dissemination mechanisms. Whenever possible or appropriate, the post will have a link back to the City website for additional information.

Conversations between members are not visible to City staff via the City's distribution point, allowing discussions between members to be private or visible only to those that have signed up as participants. Comments may be disabled when posting to the public on all posts except events. If comments are not disabled, then public may comment. All posts, comments, and messages received via direct message on the account are all public record.

Facebook and Instagram

Facebook and Instagram are social networking sites. Business and governments join individuals in using Facebook and Instagram to promote activities, programs, projects, and events. The City's Facebook page or Instagram account, if established, will be designed to drive traffic to the city's website and to inform more people about city activities. It also may be used to communicate emergency information and updates.

The City of Carlton does not currently use Facebook or Instagram. However, the Visit Carlton Tourism Committee does serve under the City and currently has both a Facebook page and Instagram account which is administered



and monitored by the committee's contracted social media manager. The guidelines established by the adoption of this policy will also apply to those accounts.

If a City of Carlton Facebook page or Instagram account is established in the future, it shall:

- Display the City of Carlton logo.
- Refer followers to content hosted at www.ci.carlton.or.us.
- Promote City of Carlton sponsored events.
- Provide information during an emergency.
- Provide the public with the opportunity to comment on an issue.

The Visit Carlton Tourism Committee Facebook page and Instagram account shall:

- Display the approved Visit Carlton logo.
- Refer followers to content hosted at www.visitcarlton.com.
- Promote events and activities within the Carlton city limits that attracts tourism according to the regulations established by the transient room tax revenues.

Facebook pages and Instagram accounts content shall mirror information presented on www.ci.carlton.or.us or www.visitcarlton.com and other existing information dissemination mechanisms. Whenever possible or appropriate, the post will have a link back to the City website or Visit Carlton website for additional information.

Twitter

Twitter is a micro-blogging tool that allows account holders to tweet up to 280 characters of information to followers. City employees can communicate information directly to a City of Carlton Twitter account alerting followers to news and directing them to www.ci.carlton.or.us for more information.

The City of Carlton does not currently use Twitter.

If a Twitter account is established in the future, it shall:

- Display the City of Carlton logo.
- Refer followers to content hosted at the City of Carlton website.
- Promote City sponsored events.
- Provide information during an emergency.

Twitter content shall mirror information already posted on the City of Carlton website or on other existing information dissemination mechanisms.

City employees authorized to post to Twitter shall be responsive to those constituents who communicate via Twitter's @reply or direct message functions. Communication with followers will be timely and consistent with existing protocols.

Blogging Sites

Blogging websites may allow the public to comment on online articles related to governance of the City and can facilitate further discussion of those articles. Submission of comments by members of the public constitutes participation in a limited public forum. A blog is a web log with regular entries of commentary, descriptions of



events, or other material such as graphics or video. A blog article is an original posting of content by a blog author, which may or may not be an authorized City of Carlton official that creates and is responsible for posted articles and content.

The City of Carlton does not currently host or use a blogging website. City Manager approval is required prior to establishing a City blog and approval of the blogging site by the Information Technology Department is preferred to ensure all security protocols are in place for access on City-owned computers.

If a blogging website is established by the City, or an individual participates on a blogging site on behalf of the City, it shall be:

- Approved by the appropriate Department Head or City Manager.
- Published using the approved City blogging platform, tools, and other social media policy guidelines.
- Administered or monitored by the City Manager or assigned designee.

Each blog shall include an introductory statement which clearly specifies the purpose and topical scope of the blog and blog authors and commenters shall be clearly identified. City blogs shall clearly indicate they are maintained by the City of Carlton and shall have City contact information prominently displayed. Any linked content of embedded hyperlinks within any City of Carlton blog articles or blog comments submitted for posting shall be evaluated prior to posting. The City of Carlton does not guarantee the authenticity, accuracy, appropriateness, relevance, or security of the link, or website.

Comments

If a social media site or any other web-based platform used by the City allows for comments to be posted by the public, the City Manager or designee reserves the right to moderate comments based on the criteria below:

- Comment should relate to city matters and to the topics being discussed in the original post and not contain spam, advertising, or solicitations; advocate illegal activity or violence; products or political organizations; infringe on copyrights, trademarks or intellectual property rights of others.
- Comments should be family-friendly and not contain abusive or vulgar language, sexually explicit subject matter, hate speech, derogatory terms or offensive content.
- Comments should not contain personal or defamatory remarks about a person's 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.
- A posted comment is the opinion of the person or group posting the comment and does not imply endorsement or agreement by the City of Carlton, its elected officials or employees.
- Comments should not endorse candidates or a particular stance on current ballot measures.
- The City reserves the right to determine which comments are unacceptable for its page.

The social media pages shall be used to keep followers or subscribers up to date on city issues and provide a discussion site for followers to discuss city issues. Comments posted by followers of this site would not necessarily reflect the opinions or ideas of the City of Carlton.

Pages would be monitored by City staff during regular business hours. Comments shall be removed if the above points are not followed.



Response

City personnel should not engage in dialogue or online discussions with visitors to City social media sites except as following:

- A. City personnel may direct visitors with questions or requests for additional information to make such requests via email, postal mail, in-person, or by telephone; or
- B. City personnel may respond to questions using generalized answers as approved by the City Manager's Office; or
- C. City personnel may use social media sites to refer users to the City's official website, www.ci.carlton.or.us.

Public Record

The use of these tools does not supersede compliance with State records retention law. Oregon law requires all government agencies to maintain records of all electronic communications. This means both the posts of the employee and all posted comments by non-employees, including citizens, will become part of the public record. Because others might not be aware of the public records law, the City will include the following statement on the social network site:

Communication via this site (whether by a city employee or the public) may be subject to monitoring and disclosure to third parties pursuant to Oregon Public Records Laws.

The City of Carlton shall maintain these records electronically in archive files. The shared drive that contains these files shall be backed up daily.

Personal Use of Social Media

Employees may choose to host personal social networking sites. These sites must remain personal in nature and be used to share personal opinions or non-work-related information. This helps ensure a distinction between sharing personal views and City views. In addition, employees should never use their city email account or password in conjunction with personal social networking sites.



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To: The Mayor and Members of the City Council
From: Dennis Durham, City Manager
Subject: 2019 Special Cities Allotment Grant Applications
Date: August 17, 2018

Recommended Motion

It is moved that the City Council adopt resolution 2018-270 authorizing the submission of SCA grant applications to ODOT for roadway projects on E. Main St., 1- from Pine Street to 1st Street and 2- from 1st Street to 3rd Street, to construct new sidewalk, stormwater and roadway infrastructure.

Background

In 2016 the City of Carlton completed a comprehensive plan for upgrading sidewalk and stormwater infrastructure on East Main St. from Pine to 6th Street. After receiving the report from Tetra Tech, however, action on the project was put on hold. In July 2018, the project was revisited by staff and updated by Tetra Tech to also include repaving work. The project area has been split into three separate projects (1- Pine/1st, 2- 1st/3rd and 3- 3rd/6th). As the East Main Street corridor is an important entrance statement to Downtown Carlton and stands immediately adjacent to the ODOT OR-47 project area planned for construction in 2021-22, these projects have been identified as top infrastructure priorities by staff. Now that the projects have been defined for the purposes of budget planning, staff is working to secure grant funding in support of these projects. One resource is the ODOT Special Cities Allotment (SCA) program, which awards up to \$100,000 per project. Attached for the information of the Council are the two grant applications and the required resolution of support for Council adoption.

Alternatives

1. Do not adopt and rescind the grant applications.

Fiscal Impact

TBD

Exhibit

1. Resolution No. 2018-270: 2019 Special Cities Allotment Grant Application Authorization
2. 2019 SCA Grant Applications

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**RESOLUTION NO. 2018-270****A RESOLUTION TO APPLY FOR THE 2019 SPECIAL CITY ALLOTMENT GRANT FROM THE OREGON STATE HIGHWAY FUND****RECITALS:**

WHEREAS, under the provisions of ORS 366.800 and 366.805, there has been withdrawn from State Highway funds appropriated for allocation to all the cities of the State of Oregon the sum of Two Million Five Hundred Thousand and No/100 (\$2,500,000) Dollars, and in addition there has been withdrawn from monies available to the Department of Transportation from the State Highway Fund the sum of Two Million Five Hundred Thousand and No/100 (\$2,500,000) Dollars. As provided in ORS 366.805, said sums have been set up in a separate account to be administrated by the Oregon Transportation Commission and to be allotted each year by said commission to be spent, within cities of 5,000 or fewer persons, upon streets not a part of the state highway system that are inadequate for the capacity they serve, or are in a condition detrimental to safety; and,

WHEREAS, the City of Carlton is an incorporated city of the State of Oregon and has a population of less than 5,000 as given by the latest official federal census. The following streets of said city, East Main St. (Pine St. to 1st St.) and East Main St. (1st St. to 3rd St.), meet the conditions required in ORS 366.805.

NOW, THEREFORE, the members of the City Council, in regular session assembled, do hereby find, declare, and resolve:

1. That the aforementioned named streets of said City are inadequate for the capacity they serve or are in a condition detrimental to safety.
2. That said streets of said City are in need of repair, reconstruction, or other major improvement.
3. That said street are not a part of the state highway system, and are under the jurisdiction and control of the City.
4. That the Oregon Transportation Commission hereby is respectfully requested to consider and declare said streets as qualified for reconstruction, repair, or other improvements out of funds allocated and made available by and through the said \$5,000,000 appropriation of revenues which is to be administered and spent by the Transportation Commission.
5. That the City of Carlton does hereby offer to Transportation Commission and does hereby pledge complete cooperation and assistance to the end, that said City may share and participate in the use and benefit of said special fund and appropriation; and therefore, does designate Dennis Durham, City Manager, as the official representative of the City in all negotiations resulting from this request.

- 6. There is attached hereto and made a part hereof, Exhibit A, the 2019 Special City Allotment (SCA) Application from the City of Carlton including a City map on which is indicated the street, streets, road or roads, described in this resolution.

PASSED AND APPROVED by the City Council of the City of Carlton, Oregon, in regular session on August 21, 2018, by the following votes:

AYES:

NAYES:

ABSENT:

ABSTAIN:

I, hereby certify that the foregoing resolution was passed and approved by the City Council of the City of Carlton at a regular meeting of said Council, held on the 21st day of August 2018, and the above copy is a true and correct copy of the original and of the whole thereof.

DATED AND SIGNED by the following person(s) with appropriate signature authority on August 21, 2018:

Kathie Oriet, Mayor

Dennis Durham, City Manager

ATTEST: _____
Jennifer L. Nelson, City Recorder

191 E. Main Street
Carlton, OR 97111
www.ci.carlton.or.us



Phone (503) 852-7575
FAX (503) 852-7761
TTY (800) 735-2900

Shelly A. White-Robinson
Special Program Coordinator
ODOT/Region 2 HQ
455 Airport Road, Bld B
Salem, OR 97301-4989

RE: 2019 Small City Allotment Grant Program

July 31, 2018

Dear Shelly,

Enclosed for your consideration are two grant applications for roadway projects planned in the City of Carlton in 2019/20 prior to the start of work planned for highway 47 (Main Street) in 2020-21 by the Oregon Department of Transportation (ODOT). These projects will undertake sidewalk, curb/gutter, storm drain and roadway improvements in the gateway area of our downtown, which is in dire need of attention.

The City of Carlton is currently undertaking an SCA project on Park Street (Out for Bid), which is planned for completion before the end of 2018. As such, Carlton will have no active SCA projects in 2019.

Thank you for the opportunity to apply. Please feel free to contact myself or Mr. Gordon Munro (Tetra Tech) at your convenience with questions.

Sincerely,

Dennis G. Durham
City Manager

C: Gordon Munro (Tetra Tech)
Bryan Burnham (City of Carlton)



SMALL CITY ALLOTMENT (SCA) APPLICATION

to Resolution No. 2018-270

CITY OF Carlton, Oregon

DATE 07/20/2018

Street Name Main Street

From Pine Street

To First Street

(Attach map showing project limits)

PROJECT DETAILS:

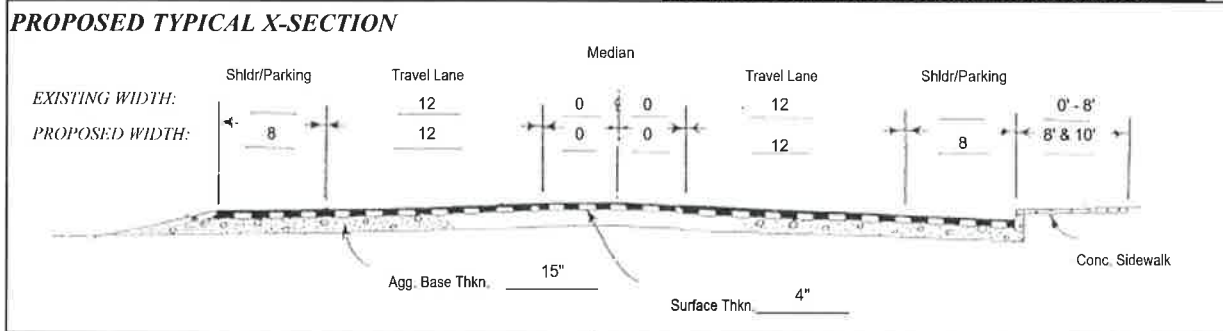
Project Length: 348 ft

Est. Project Cost \$: \$400,000

Ave Daily Traffic: 3400

Ave Daily Truck Traffic: 120

Note: Ave Daily Traffic based on data from 2007



PAVEMENT:

Surface Type

Existing: Unknown AC pavement

Proposed: Level 2 AC pavement

Proposed Thkn: 4"

STORM SEWER:

Existing (Y/N): Y

Proposed (Y/N): Y

Pipe Dia: 12"

Pipe Length: 45 ft

Adjustments

Inlets #: 1 new catch basins, 1 relocate

Manholes #: 0

Pipes #: 0

RIGHT-OF-WAY:

Existing Width: 60 ft

Existing Right-of-way Adequate (Y/N): N - *see below

Proposed Width: 60 ft

SIDEWALKS:

Existing (Y/N): Y

Proposed (Y/N): Lt Side: Y Rt Side: Y

Proposed Length: 348 ft

Proposed Width: 10 ft (Pine-1st)

CURBS:

Existing (Y/N): Y

Proposed (Y/N): Lt Side: Y Rt Side: Y

Length: 348 ft

Type: Standard concrete curb and gutter

BRIDGE:

Name: N/A

Br #: _____

Length: _____

Width: _____

Type of Structure: _____

Sufficiency Rating No: _____

Name of Stream: _____

Remarks: This section of Main Street currently does not have ADA ramps and marked cross-walks at each intersection. The existing pavement is in poor condition and some of the base needs to be reconstructed.

The proposed improvements will provide ADA compliance and safe pedestrian routes, on-street parking, uniform street width, uniform sidewalk width and alignment, capture and convey stormwater and prevent further encroachment by private property owners into the public ROW. All affected streets are City owned and maintained.

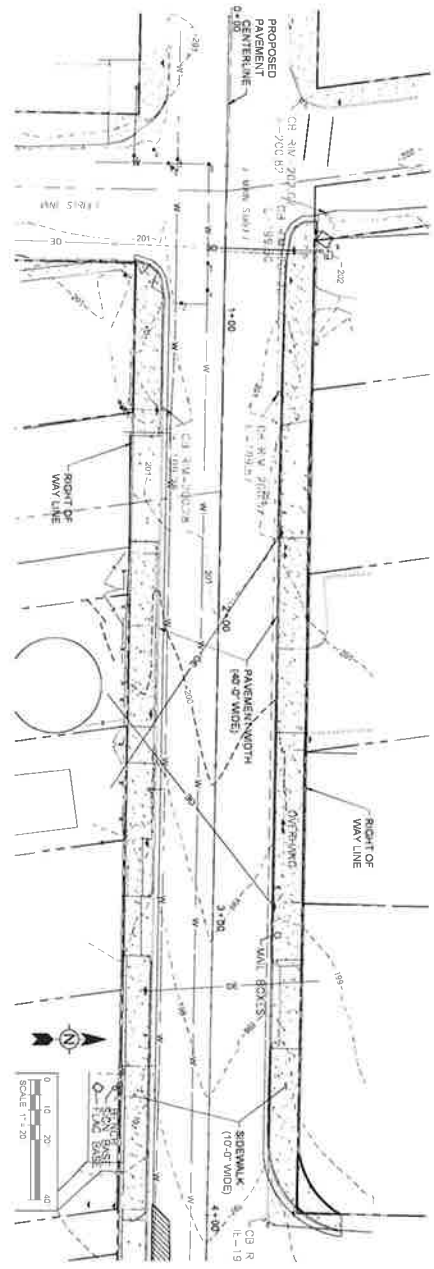
*Adequate ROW: The existing ROW along Main Street is adequate for the street improvements, however, additional ROW at cross street intersections is required to accommodate ADA ramps and sidewalks.

BY: Kathie Orr DATE: 7/31/2018
Mayor

BY: [Signature] DATE: 7/31/2018
City Recorder

BY: [Signature] DATE: 7-31-18
City Administrator

Attach additional sheets for each street



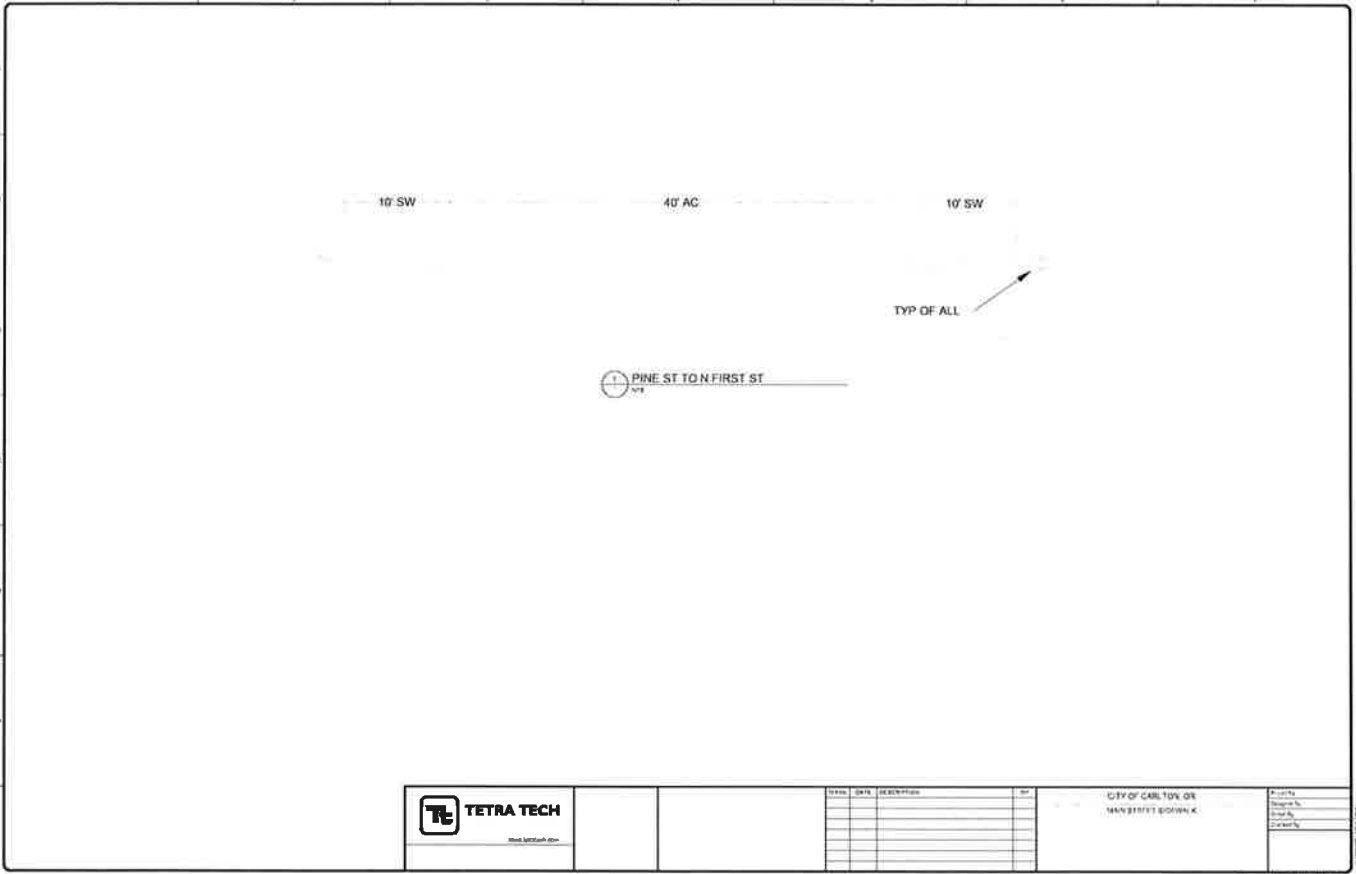
1 EAST MAIN STREET IMPROVEMENTS PLAN
SCALE 1"=20'

LEGEND
 — FACE OF CURB
 - - - - - ADDITIONAL RIGHT OF WAY OR EASEMENT
 — RIGHT OF WAY

<p>C1</p>	<p>CITY OF CARLTON, OREGON MAIN STREET SIDEWALK EAST MAIN STREET IMPROVEMENTS PLAN</p>	<table border="1"> <thead> <tr> <th>MARK</th> <th>DATE</th> <th>DESCRIPTION</th> <th>BY</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	MARK	DATE	DESCRIPTION	BY													<p>TETRA TECH</p> <p>www.tetra-tech.com 15350 SW Sequoia Pkwy, Ste 220 Portland, OR 97224 Tel: 503.484.8091</p>
	MARK	DATE	DESCRIPTION	BY															
<p>Project No. C-1 Designer: [Name] Checker: [Name]</p>	<p>Copyright Tetra Tech</p>																		

City of Carlton, Oregon
East Main Street Improvements







SMALL CITY ALLOTMENT (SCA) APPLICATION

to Resolution No. 2018-270

CITY OF Carlton, Oregon

DATE 07/20/2018

Street Name Main Street

From First Street

To Third Street

(Attach map showing project limits)

PROJECT DETAILS:

Project Length: 525 ft

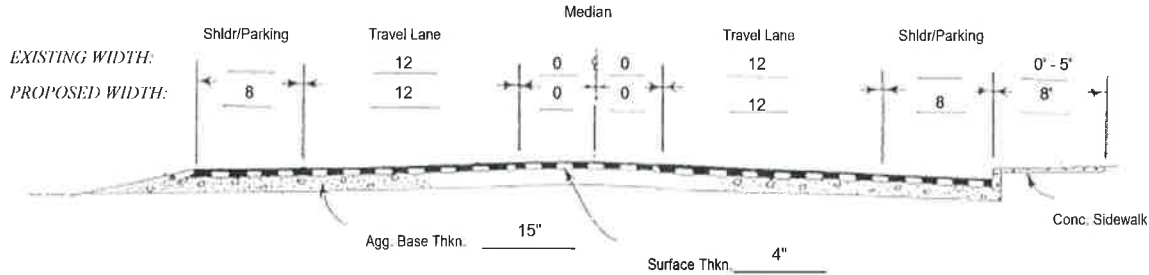
Est. Project Cost \$: \$740,000

Ave Daily Traffic: 3400

Ave Daily Truck Traffic: 120

Note: Ave Daily Traffic based on data from 2007

PROPOSED TYPICAL X-SECTION



PAVEMENT:

Surface Type

Existing: Unknown AC pavement
 Proposed: Level 2 AC pavement
 Proposed Thkn: 4"

STORM SEWER:

Existing (Y/N): Y
 Proposed (Y/N): Y
 Pipe Dia: 12"
 Pipe Length: 225 ft
 Adjustments _____
 Inlets #: 4 new catch basins, 4 relocate
 Manholes #: 8 connections
 Pipes #: 0

RIGHT-OF-WAY:

Existing Width: 60 ft
 Existing Right-of-way Adequate (Y/N): N - *see below
 Proposed Width: 60 ft

SIDEWALKS:

Existing (Y/N): Y
 Proposed (Y/N): Lt Side: Y Rt Side: Y
 Proposed Length: 525 ft
 Proposed Width: 8 ft (1st-3rd)

CURBS:

Existing (Y/N): Y
 Proposed (Y/N): Lt Side: Y Rt Side: Y
 Length: 525 ft
 Type: Standard concrete curb and gutter

BRIDGE:

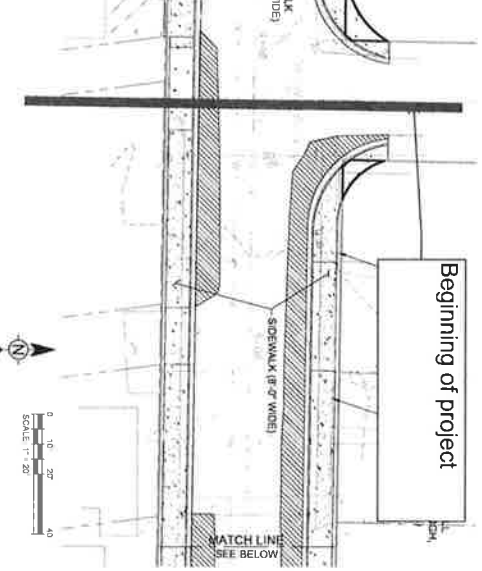
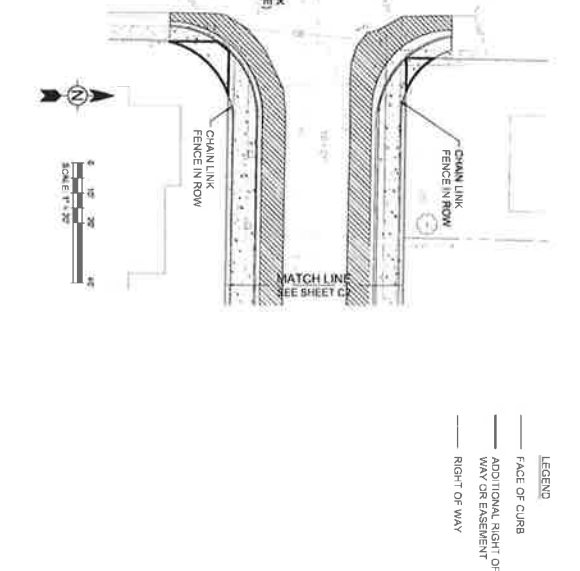
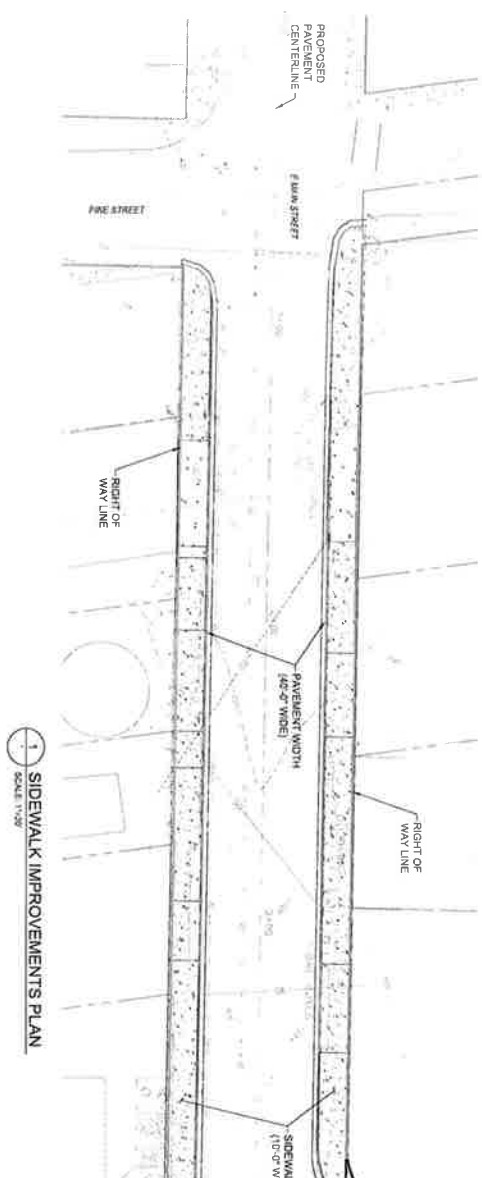
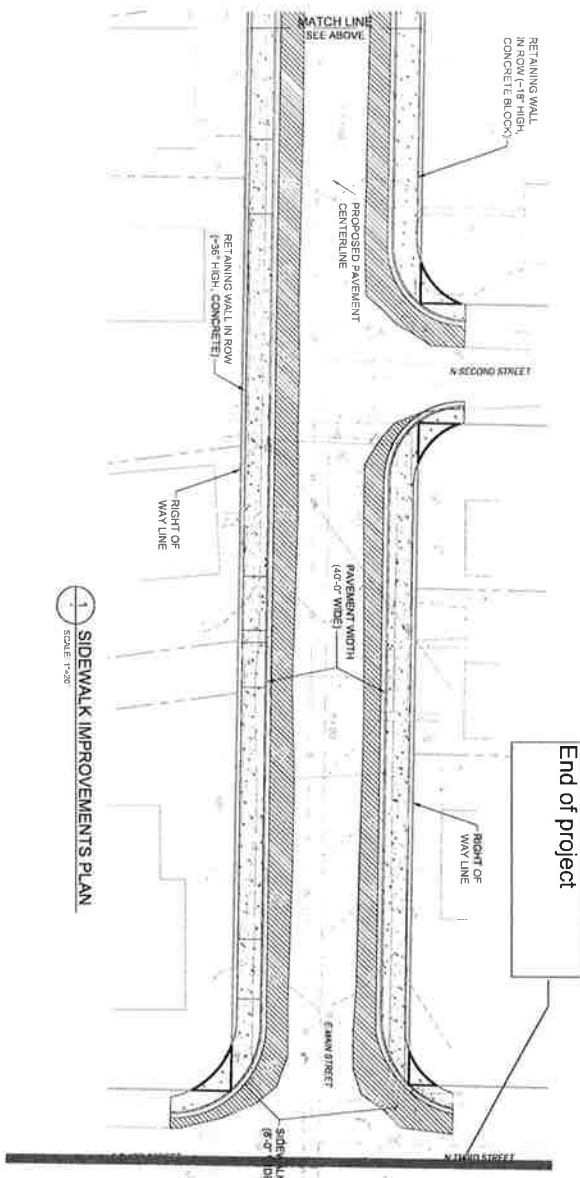
Name: N/A
 Br #: _____
 Length: _____
 Width: _____
 Type of Structure: _____
 Sufficiency Rating No: _____
 Name of Stream: _____

Remarks: This section of Main Street currently does not have ADA ramps and marked cross-walks at each intersection. The existing pavement is in poor condition and some of the base needs to be reconstructed, and the pavement needs to be made wider to match the 40' section. The proposed improvements will provide ADA compliance and safe pedestrian routes, on-street parking, uniform street width, uniform sidewalk width and alignment, capture and convey stormwater and prevent further encroachment by private property owners into the public ROW. All affected streets are City owned and maintained. *Adequate ROW: The existing ROW along Main Street is adequate for the street improvements, however, additional ROW at cross street intersections is required to accommodate ADA ramps and sidewalks.

BY: Kathie Duet DATE: 7/31/2018
 Mayor
 BY: [Signature] DATE: 7/31/2018
 City Recorder
 BY: [Signature] DATE: 7-31-18
 City Administrator

Attach additional sheets for each street

6/15/2017 2:27:22 PM - P:\1816125_13114_1801\CADD\HE FILES\MAIN ST SIDEWALK IMPROVEMENTS.DWG - GADBD\GUYEN_KEMM



LEGEND

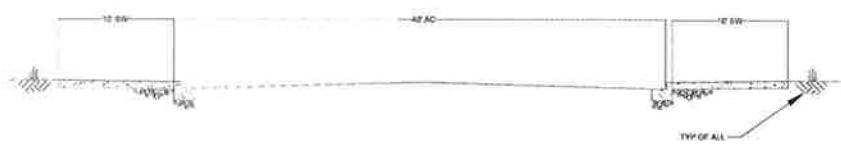
- FACE OF CURB
- ADDITIONAL RIGHT OF WAY OR EASEMENT
- RIGHT OF WAY

<p>C1</p>	<p>CITY OF CARLTON, OREGON MAIN STREET SIDEWALK SIDEWALK IMPROVEMENTS PLAN</p>	<p>DATE</p>	<p>DESCRIPTION</p>	<p>BY</p>	<p>TETRA TECH</p> <p>www.tetratech.com 15150 SW Seaside Pkwy, Ste 220 Portland, OR 97224 Tel 503.684.9097</p>
		<p>REVISIONS</p>	<p>DATE</p>	<p>DESCRIPTION</p>	

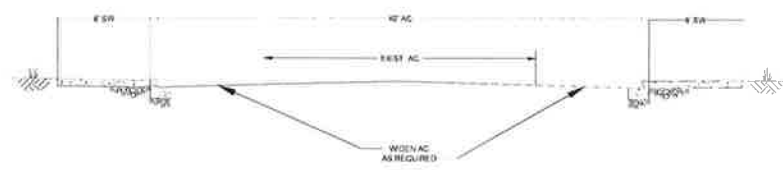
City of Carlton, Oregon
East Main Street Improvements



ASSET / PLAN / DATE / PROJECT / CITY / COUNTY / REGION / SCALE / SECTION / SHEET / TOTAL SHEETS



1 PINE ST TO N FIRST ST
1/18



2 N FIRST ST TO SIXTH ST
1/18



NO.	DATE	REVISION

CITY OF CARLTON, OREGON
WAS STREET TOWNSHIP
SIDEWALK IMPROVEMENTS SECTIONS

Project No.	
Sheet of No.	
Date	
Drawn by	
Checked by	

C3



To: The Mayor and Members of the City Council
From: Dennis Durham, City Manager
Subject: Bid Award – 2018 Paving Projects – Brix Paving
Date: August 17, 2018

Recommended Motion

It is moved that the City Council accept the low-bid submitted by Brix Paving for an amount not to exceed \$139,000 for street repaving as detailed in the City’s Invitation To Bid of July 2018, and authorize the Mayor to sign all documents related to this action.

Background

The Carlton City Council appropriated funds for 2018-19 to complete three roadway projects using a combination of City transportation funds and Special City Allotment grant funds (\$50,000). In June, staff reviewed the budget plan for paving and determined that Monroe St. should also be included in the 2018 work plan due to its deteriorated condition and urgent need for maintenance. The four bid projects are:

- Park Street Overlay (SCA Grant Project)
- Monroe Street Overlay
- Wilson/Pine Streets Half-Street Improvements and Overlay
- Kutch/Washington Streets Half-Street Improvements and Overlay

Alternatives

1. Reject the Low Bid and Accept the Next Lowest Bid
2. Reject All Bids and Re-Advertise
3. Reject All Bids and Postpone Paving Work

Fiscal Impact

Bids received for the paving work came in significantly below the City’s estimate of \$210,000 for all projects.

Exhibit

1. City Engineer Recommendation to Award
2. Invitation to Bid

R:\Agenda Packets\City Council\Regular Session\2018\2018-0821\8_Action Items\8.B._Social Media Policy\CouncilReportMemo_Res18-269_SocialMediaPolicy.docx



Technical Memorandum

**City of Carlton
2018 PAVING PROJECT
August 16, 2018**

The bid opening was held on August 8, 2018 at 2pm at City Hall. The City received two bids.

Base Bid work consists of the following: grind and inlay on Park St. from Taft St to Taylor St., and grind and inlay on Moneo St. from Yamhill St. to Scott St.

Additive Alternative 1 work consists of the following: half street paving on Wilson St and Pine St., which is approximately one and a half blocks.

Additive Alternative 2 work consists of the following: half street paving on Kutch St and Washington St., which is approximately a half block.

The bids were as follows:

CONTRACTOR	Base Bid	Alt 1	Alt 2	Total
Brix Paving	\$101,000	\$23,000	\$15,000	\$139,000
Pacific Excavation	\$147,100	\$31,250	\$21,650	\$200,000

Both bids included all the required forms and are considered valid.

The low bid is Brix Paving at \$139,000.

The Engineers estimate was \$210,000.

The contractors were checked on the States list and both are in good standing. We checked with references, and Tetra Tech staff has worked with this contractor in the past. It is recommended that award be made to Brix Paving for the base bid, alternative 1 and alternative 2 for \$139,000.

NOTICE OF INTENT TO AWARD

City of Carlton, Oregon

2018 Paving Project

As of August 10th, 2018 it is the intent of the City of Carlton, Oregon to award the contract for the 2018 Paving Project to:

Base Bid Schedule 1 and 2: Brix Paving.

Schedule 3: Brix Paving

Schedule 4: Brix Paving

Two bids were received and both were considered responsive.

135-13914-16001-02

**CITY OF CARLTON, OREGON
PUBLIC WORKS DEPARTMENT**

**INVITATION TO BID
FOR
2018 PAVING PROJECTS**

Bid Opening: Sealed Bids will be received by the City of Carlton, at 191 E. Main Street, Carlton, Oregon 97111, until **2:00pm, August 8th, 2018**. Bid shall be in clearly marked "City of Carlton – 2018 Paving Projects" and shall be delivered to Dennis Durham, City Manager at City Hall on or before the above Bid date and time. No faxed or emailed quotes will be considered. Bids will be publicly opened immediately thereafter and recorded. First-Tier Subcontractor Disclosure Statements must be filed on the same date by no later than 4:00 PM.

The Work consists of four schedules.

- Schedule 1: Grind and install 1-1/2" level 2 asphalt pavement overlay to approximately 27,000 square feet of residential street. Work also includes surface preparation, leveling course application, sawcutting, bar stop restriping, manhole rim adjustment, compaction, testing, erosion control and traffic control.
- Schedule 2: Grind and install 1-1/2" level 2 asphalt pavement overlay to approximately 11,400 square feet and pavement rehabilitation to approximately 224 square feet of residential street. Work also includes surface preparation, leveling course application, sawcutting, compaction, testing, erosion control and traffic control.
- Schedule 3: Install 1-1/2" level 2 asphalt pavement overlay to approximately 3,200 square feet and new level 2 asphalt pavement to approximately 2,200 square feet of residential street. Work also includes leveling course application to create a crown and provide positive drainage. Also surface preparation, sawcutting, compaction, testing, erosion control and traffic control.
- Schedule 4: Install 1-1/2" level 2 asphalt pavement overlay to approximately 1,500 square feet and new level 2 asphalt pavement to approximately 750 square feet of residential street. Work also includes leveling course application to create a crown and provide positive drainage. Also surface preparation, sawcutting, compaction, testing, erosion control and traffic control.

Documents: Digital copies of the solicitation documents may be obtained from the City of Carlton's consultant, Tetra Tech, by contacting Brooke Harrison at brooke.harrison@tetrattech.com or 503.598.2515. In addition, specifications, including bidding documents and conditions of the agreement, may be reviewed at the following offices:

- Carlton City Hall, 191 E. Main Street, Carlton, OR 97111
- Salem Contractor's Exchange, 2256 SE Judson Street, Salem, OR 97309
- DJC Plan Center, 921 SW Washington Street, Suite 210, Portland, OR 97205
- SW Washington Contractor Association, 7017 NE Highway 99, No.214, Vancouver, WA 98665

Bid Procedures and Conditions, Bid Forms, Drawings, Specifications, and other Documents, collectively referred to as Bid Documents, may be examined at the following location: City of Carlton, 191 E. Main Street, Carlton, Oregon 97111 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except legal holidays.

Pre-Bid Conference: A non-mandatory pre-bid conference is planned for this project on **August 1st, 2018 at 9:00 am** at the Public Works Building. The pre-bid conference will include a site visit. All Bidders are strongly encouraged to attend.

135-13914-16001-02

Oregon Public Contracting Law: Bidders are required to comply with applicable biddings and contracting procedures, rules, and regulations. This includes requirements for timely submission of the First-Tier Subcontracting Form and compliance with wage rate requirements. BOLI wage rates shall prevail. Bids will not be received or considered unless the Bidder is licensed by the Construction Contractors Board as required by ORS 279C.365(1)(k).

Bid Security: Each Bid must contain a statement as to whether the Bidder is a resident bidder, as defined in ORS 279.029. Each proposal must be submitted on the prescribed form and accompanied by a Bid Bond payable to the City of Carlton in an amount not less than five percent (5%) of the Bid amount.

Owners Reservations: Bids may be held by the City of Carlton for a period not to exceed sixty (60) days from the date Bids are due for the purpose of reviewing Bid Documents and investigating qualifications of Bidders. The City of Carlton reserves the right to reject any or all Bids for good cause, or any or all Bids upon a finding of the Owner that it is in the public interest to do so, to waive any irregularities, and to accept that Bid from the lowest responsible Bidder, which is in the best interests of the City of Carlton.

Questions: For information regarding this project, contact Brooke Harrison at 503.598.2515.

END OF SECTION 00030



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Ladd Monument

PROJECT

Visit Carlton | August 8, 2018

Table of Contents

Project Scope.....	2
History	2
Sarah’s Story Text	2
Site Plan.....	3
Quotes	3
Funding	4
Grant Money	4
Remaining Balance	4
Timeline.....	5
Project Closing.....	5
Attachments.....	6

Project Scope

The project has been designed to repair the existing monument to Charles Ladd located in Ladd Park, Carlton, Oregon and create recognition for Sarah Hall Ladd on the same site. Sarah's recognition will be in the form of a freestanding bronze plaque mounted near the site of Charles' monument.

History

In September of 2017, an application for grant funds from the Yamhill County Cultural Coalitions (YCCC) was made by Visit Carlton. The YCCC is a 501c3 non-profit organization dedicated to supporting cultural awareness in Yamhill County.

Our project entry for the grant application was to repair the structural integrity of the existing monument and install a commemorative plaque in honor of Sarah Hall Ladd. YCCC accepted the application and awarded funds (December of 2017) in the amount of \$2500.00 for the project. The conditions of the grant require completion of the project by December 31, 2018

- Structural repairs have been completed under a donation by local residents.
- Plaque manufacture and install are to be completed.
- Site improvements and landscaping are to be completed.

Sarah's Story Text

The recommended language for a brief biography of Sarah Hall Ladd has been written and edited. The current version reads as follows:

Sarah Hall Ladd – April 13, 1860 – March 30, 1927

Sarah was a renowned Pacific Northwest landscape photographer. Her exquisite photographs of the Columbia River Gorge and the Willamette River were often taken while aboard the houseboat of her life-long photographer friend, Lily White. They were exhibited throughout the U.S. In 1902 Sarah and Lily were invited to join an elite group of photographers dedicated to promoting photography as art, also known as Photo-Secession or Pictorialism.

In 1915, Sarah exhibited at the Panama-Pacific International Expo in San Francisco. Her most famous photographs were also displayed in 2008 at the Portland Art Museum. Sarah and her husband Charles moved to Carlton in 1910. He was named President of Carlton Consolidated Lumber Co. They established Carlton's historic Westerlook Farm.

Sarah was an organizer of the first Carlton Civic Improvement Association and soon proposed building a swimming pool in town. Fundraising began in 1919. In 1935, the pool was constructed on the same spot where it is in Ladd Park today.

Site Plan

The site of the plaque is in accordance with a previously filed master plan for the City of Carlton's Ladd (Upper)Park by LAKOTA. Attachments A & B.

The new bronze plaque honoring Sarah Hall Ladd will be on a metal support beam. Estimates for the vendor to install are included in the quote. The City of Carlton and its Public Work team should review the installation site and make recommendations and preparations as needed.

It is recommended that the City of Carlton will perform site improvements to the immediate area of the plaque. This would include the following:

- Thoroughly clean existing monument honoring Charles Ladd
- Bring the landscape grade up to the existing sidewalk. Currently there is a significant drop off which could easily cause a person to trip and therefore should be considered unsafe.
- The City of Carlton should consider adding the pathway around the general monument area as designed in the LAKOTA plan
- Add additional landscape to blend with the current Ladd Park theme as designed in the LAKOTA plan.
- Significance of the current bricks on the ground should be evaluated. It is unclear what they represent, and if they could be relocated with an explanation of their history. They are not incorporated into the LAKOTA plan. If not associated directly with either of the Ladd's, relocation is preferred. This is not included in the current project scope but is a factor in the overall design.

Quotes

Visit Carlton obtained quotes from 3 local vendors for the plaque.

- Architectural Metal Crafters
The quote for a 24 x 46 inch bronze plaque was \$4895.00
- Signs By Tomorrow
The quote for a 25 x 30 inch bronze plaque was \$2999.00 +\$500 for installation. The sign and post design are shown in the following photo. Text size will be approximately: uppercase .8 inch, lower case .5 inch. Plus grant recognition plaque of \$345.00 with its own mounting pole.



- Macadam Aluminum & Bronze
The quote for a 25 x 46 inch bronze plaque was \$2595.00, with recommendation of a size of 18 x 30 inch. Shipping and install was not included. Estimated 4-5 weeks to produce.

Upon reviewing the quotes and the responsiveness by the vendors, Visit Carlton's committee prefers the pricing and quote of Signs By Tomorrow and requests the City Council to award the contract to this vendor.

Funding

Grant Money

The YCCC \$2500.00 grant will pay for the majority of the plaque and its installation.

Remaining Balance

The remaining balance has support by the Visit Carlton committee to be used from their budget. Based on the preferred quote, this is anticipated to be between \$500 and \$1200.

It is recommended that City Council, in consultation with the City Manager, cover the costs of improvements to the site area.

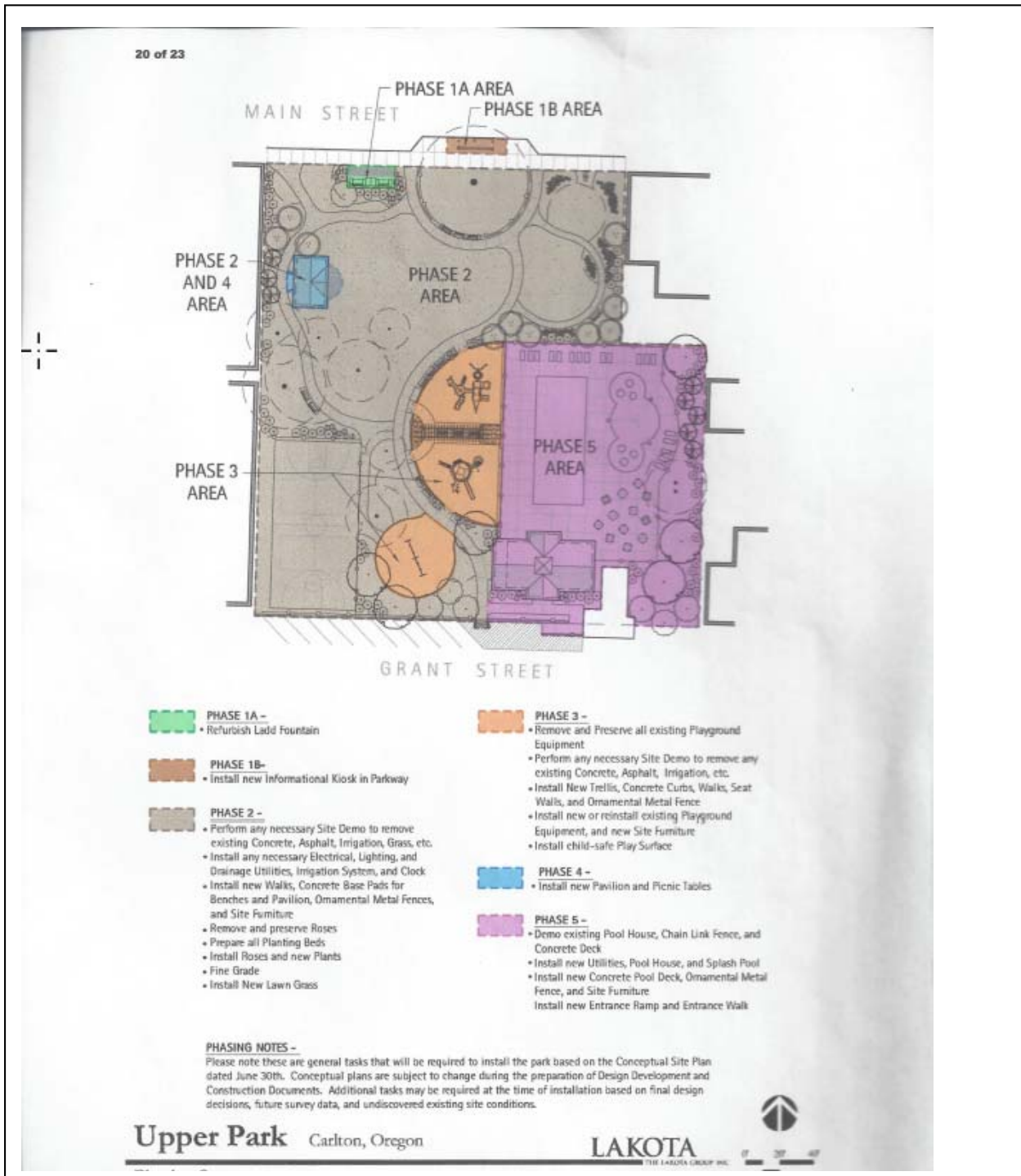
Timeline

As noted, the project must be completed by December 31, 2018 per the grant committee's requirements. Approval of the final design of the plaque, the installation, cost, and the site improvements are needed quickly so the vendor may begin production. The vendor requests 50% deposit to begin manufacture. Request approval of this during Council session to begin the manufacture of the signs.

Project Closing

The YCCC requires a final report, complete with photographs of the finished project. The final report will contain a recap of the cultural significance of the Sarah Hall Ladd plaque. Any official ribbon cutting, press releases and social media posts should also be included in the report. Acknowledgment of YCCC should be included in any communications per the grant guidelines. This will be prepared by Visit Carlton for approval by City Council.

Attachments





Upper Park Carlton, Oregon
 Conceptual Site Plan

LAKOTA

202 W. Taylor St. Portland, Oregon 97202-4014
 Phone: 503.222.2222 Fax: 503.222.2222
 www.lakotadesign.com

