



**1. CALL TO ORDER/AGENDA REVIEW**

Mayor Kathie Oriet called the work session to order at 6:00 PM. No changes were made to the work session agenda.

**2. ROLL CALL**

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

**Staff Present:** City Manager Dennis Durham, Finance Director Christy Martinez, City Recorder Jennifer Nelson, and Police Officer Tim Jordan.

**Others Present:** Linda Watkins

**3. ANNOUNCEMENTS/REPORTS/PRESENTATIONS**

**A. Backyard Burning Follow-up**

**6:01 PM**

Police Officer Tim Jordan summarized the police department's findings for open burn complaints or backyard burning (see meeting agenda packet. Open burning for the county is between March 1 – June 15 and October 1 – December 15 and current practice permits backyard burns on an open permit during those times. Jordan discussed the current case related to this research and citation difficulties with outdated code. Any burns related to air quality or asthma are referred to the Department of Environmental Quality (DEQ) and the fire department may enforce DEQ administrative rules. Discussions followed about amending and updating the burn ordinance and incorporating proactive programs to assist with enforcement efforts.

**B. Community Grant Distribution**

**6:24 PM**

Durham discussed a change in process for future grant distribution to occur in April/May when decisions are made through the adoption of the annual budget. For this year, council members were asked to decide which programs they wish to support and communicate their priorities to the Mayor before she works with staff to determine final funding levels from this year's approved budget amount.

**C. Council Meeting Schedule**

**6:33 PM**

Durham discussed continuing the once per month on the first Tuesday meeting schedule for the duration of the year with the work session and regular meetings held on the same night. Staff will revise and update the council rules to present along with an annual council meeting schedule in December for the next calendar year. There will be times when must call a meeting outside of the established schedule to deal with time sensitive items that come up.

Durham reported Utility Billing Clerk Charmaine Berhorst will be leaving the City. Staff is sad to see her leave and she is great at what she does. There is a plan in place for reorganizing staff.

Ward-Mullen requested to discuss smoking limitations at a future work session.

**4. ADJOURN TO REGULAR MEETING**

The work session adjourned at 6:44 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, Shirley Ward-Mullen, and Amy Wilder

**Staff Present:** City Attorney Walt Gowell, City Manager Dennis Durham, Finance Director Christy Martinez, City Recorder Jennifer Nelson, Police Officer Tim Jordan, and City Engineer Gordon Munro

**Others Present:** Linda Watkins, Terry McIntyre, and Kathy Rich

**3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**4. CHANGES OR ADDITIONS TO THE AGENDA**

Two items were added to the agenda under 8.E. Resolution No. 2018-271 for emergency procurement for sewer repairs on Scott Street and 8.F. 2018 Christmas decoration purchase. Additional material was also handed out under 5.B. Special Event Request for Carlton Crush. Oriet asked to discuss official support for the Yamhelas Trail; Durham requested to allow staff to review the request and prepare to present on the next agenda.

**5. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS****A. Visit Carlton Tourism Committee Appointments****7:03 PM**

Durham reported the tourism committee met and unanimously recommended all three candidates for appointment (see meeting agenda packet).

**MOTION: Ward-Mullen/Wilder** to approve the Mayor's appointment of Michael LeClair, Lynn Van Horn, and Joka Moreé to the Visit Carlton Tourism Committee for three-year terms to expire on June 30, 2021. Motion carried (7 Yes/0 No/0 Absent/0 Abstain).

**B. Special Event Request – Carlton Crush, Carlton Business Association****7:04 PM**

Terry McIntyre, Chair of the Carlton Crush committee, provided additional material regarding the special event request and discussed details with council for this year's event (see meeting packet). Durham said if Council approves the event, staff will negotiate a concession agreement with the applicant.

**MOTION: Rhoads/Chitwood** to approve the Carlton Crush special event request to be held in the Lower Wennerberg Park on September 8, 2018, as presented. Motion carried (7 Yes/0 No/0 Absent/0 Abstain).

**6. CITIZEN COMMENTS****7:07 PM**

None appeared.

**7. CONSENT AGENDA****7:08 PM****A. Meeting Minutes – July 3, 2018****B. Department Report – Police**



**C. Accounts Payable Report**

**D. Declaration of Surplus Property – Sale of Water Tanks**

**MOTION: Carl/Ward-Mullen** to approve the consent agenda including City Council meeting minutes from July 3, 2018, the monthly police department report, the accounts payable report, and the approval of the disposition of surplus property, as submitted. Motion carried (7 Yes/0 No/0 Absent/0 Abstain).

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

**A. Resolution No. 2018-269: Establishing a Social Media Policy**

**7:08 PM**

Nelson presented the staff report and gave background for developing the policy (see meeting agenda packet).

**MOTION: Carl/Rhoads** to approve and authorize the Mayor to sign Resolution No. 2018-269 adopting a social media policy for the City of Carlton. Motion carried (7 Yes/0 No/0 Absent/0 Abstain).

**B. Resolution No. 2018-270: 2019 Special Cities Allotment Grant Applications**

**7:12 PM**

Durham presented the background and staff report (see agenda packet).

**MOTION: Ward-Mullen/Jernstedt** to approve and authorize the Mayor to sign Resolution No. 2018-270 authorizing the submission of Special Cities Allotment (SCA) grant applications to the Oregon Department of Transportation (ODOT) for roadway projects on East Main Street from Pine to 1<sup>st</sup> Streets and from 1<sup>st</sup> Street to 3<sup>rd</sup> Street, to construct new sidewalk, stormwater, and roadway infrastructure. Motion carried (7 Yes/0 No/0 Absent/0 Abstain).

**C. Bid Award – 2018 Paving Projects – Brix Paving**

**7:16 PM**

Durham presented the staff report and recommendation (see agenda packet). Since the bids came in lower than expected, staff added Monroe Street to the project to avoid letting the road go to complete failure. Munro continued the report noting the first part of the project is funded with \$50,000 from a special cities allotment grant and will grind and overlay on Park Street heading south until the last block. The same will be done to Monroe Street on one block from Scott to Yamhill Street except for where the base is starting to fail – that area will be dug out, a new base installed, and re-pavement. The project on Wilson and Pine is funded by a developer and city construction agreement and includes paving improvements over the width and overlay to make a crown on the road. Similar work will occur on Kutch and Washington Streets to fill in the area between the curb and existing asphalt and an overlay to create a crown. There is a potential to extend the projects and still be under budget with the low bids – a change order will be presented for approval if needed. Gowell asked if any objections were filed against the notice of intent. Munro stated there were no objections.

**MOTION: Carl/Wilder** to 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. Motion carried (7 Yes/0 No/0 Absent/0 Abstain).

**D. Ladd Fountain Monument – Visit Carlton Recommendation**

**7:24 PM**

Kathy Rich presented a recommended proposal from the Visit Carlton Tourism Committee for the Ladd Fountain Monument project (see agenda packet). Rich reported a \$2,500 grant from the Yamhill County Cultural Coalition (YCCC) was received to fund a plaque to honor Sarah Ladd on the fountain improvement project. Three bids were received, and the committee recommends the proposal submitted for the packet with additional recommendations for the city to assist with landscaping and sidewalk improvements in the area where the sign will be placed. The grant funds must be sent, and a report submitted by December to meet YCCC guidelines. An

additional \$1,000 of tourism funds will also be contributed to the project to cover expenses exceeding the grant.

**MOTION: Wilder/Rhoads** to approve the recommendation for the Ladd Fountain Monument Project as presented and authorize the City Manager to work with the Visit Carlton Tourism Committee on purchase and installation. Motion carried (7 Yes/0 No/0 Absent/0 Abstain).

**E. Resolution No. 2018-271: Emergency Procurement for Sewer Repair on Scott Street 7:29 PM**

Durham offered background on the emergency repair and distributed a staff report with the proposed resolution to partially disregard competitive rules for this project and three quotes (see official meeting record).

**MOTION: Ward-Mullen/Carl** to approve and authorize the Mayor to sign Resolution No. 2018-271 authorizing a partial exemption from competitive bidding procedures for procurement of street and sewer facilities and declaring an emergency to undertake sanitary sewer repairs in a section of Scott Street. Motion carried (7 Yes/0 No/0 Absent/0 Abstain).

**F. 2018 Christmas Decoration 7:33 PM**

Durham presented the background and staff report on a proposed lighting purchase for downtown Carlton (see official meeting packet). This is a collaborative effort between city staff, tourism committee, Carlton Business Association and private donations. There may be future grant opportunities as well. Some elements of this project have an order deadline of September 1<sup>st</sup> for delivery in time for the 2018 Christmas season.

**MOTION: Carl/Rhoads** to authorize the expenditure of \$12,100 for the purchase of two reindeer skyline and four reindeer pole decorations from Fotodiastasi Illumination, a sole-source provider of these decoration pieces. Motion carried (7 Yes/0 No/0 Absent/0 Abstain).

**9. FUTURE AGENDA ITEMS/COUNCIL DISCUSSION TOPICS 7:44 PM**

None appeared.


**10. ADJOURNMENT**

The regular meeting adjourned at 7:44 PM.

**APPROVED** by the City of Carlton City Council on September 4, 2018.

ATTEST:

  
Jennifer L. Nelson, City Recorder

  
Kathie Oriet, Mayor