



CITY COUNCIL AGENDA

TUESDAY, SEPTEMBER 4, 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.

*****Please note the change in start time for the work session to 6:30 PM.*****

6:30 PM WORK SESSION	Pages
1. CALL TO ORDER	
2. ROLL CALL	
3. ANNOUNCEMENTS/REPORTS/PRESENTATIONS	
A. The Carlton Observatory	3 – 5
4. ADJOURN TO REGULAR MEETING	
<hr/> 7:00 PM CITY COUNCIL REGULAR MEETING <hr/>	
1. CALL TO ORDER	
2. ROLL CALL	
3. PLEDGE OF ALLEGIANCE	
4. CHANGES OR ADDITIONS TO THE AGENDA	
5. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS	
A. Updated Committee Membership Roster & Upcoming Vacancies	9 – 11
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	13 – 22
A. Meeting Minutes	14 – 21
1. City Council – August 21, 2018	14 – 17
2. City Hall Project Advisory Committee Minutes	18 – 21
B. City Manager’s Report	handout
C. Accounts Payable Report	22
8. ORDINANCES/RESOLUTIONS/DISCUSSION/ACTION ITEMS	
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. The Carlton Observatory

Carlton Observatory and Planetarium project narrative

August 2018

The Carlton Observatory will create a unique and interactive experience using an observatory and planetarium inside a multi use facility. This community resource will encourage and inspire students, parents, educators and visitors to learn, celebrate and experience science in a whole new way. As our mission states we are: *Promoting astronomy to foster an engaged, imaginative and scientifically literate community.*

During the last year we have been setting up telescopes in the Carlton area for viewing stars and planets for the community. Some of these events have been used as fundraisers and some have been free and open to the public with an emphasis on kids. We have been enthusiastically and financially supported in our goal to build an observatory, and planetarium in a multi use facility within the city of Carlton.

We currently have 4 telescopes donated to the project to be used for the astronomy component. These telescopes are all different types which allow for various viewing opportunities depending on the celestial objects being observed. An award winning 15 inch Newtonian Reflector will be the main telescope permanently housed in the observatory dome.

Our 45 seat planetarium has been donated to the project from Pomona College in Los Angeles. It is equipped with several projectors, a 20' diameter dome, a sound system, and seating for 45 people. Once it is installed and completed inside the Observatory building, it will be an invaluable resource for both educators and the community as it can be utilized even when the sky is overcast. It has the potential for great local impact in that it will draw visitors to our community. We have also been offered an in kind donation to move the planetarium, 20' dome, seating structures, and other projection equipment currently located in Los Angeles for storage in a warehouse in Corvallis.

This project has been highly supported by an enthusiastic and engaged community including significant support from the local families, businesses and most importantly educators. We believe the support from educators is high because it is recognized that there is a wide gap in federal and state funding for direct science programming. The educators that we have spoken to see the Carlton Observatory as a much needed resource to inspire their students and to enhance and support a broader science curriculum.

A site that would satisfy the requirements for our project would be approximately 2 acres with a east/south/west exposure. There are several possibilities in the Carlton area that we are currently exploring. We have a first draft of the facility floor plan and will seek grant funds to

create a formal architectural rendering such that building costs can be estimated. We have multiple in kind donations offered when the time comes for construction. The building design we are currently working with is a little under 4000 sq. ft. and is planned to be a multi use facility. In addition to the observatory and planetarium, there is a lecture/reception hall, a learning lab, a telescope lending library, an outdoor observation deck for community star parties, a kitchen for catered events, restrooms, and office space.

During our events it has been asked why we want to have an observatory within the city of Carlton which does not have optimum darkness. The Carlton Observatory is designed as a community resource and as an outreach and educational facility that has scientific literacy as its main focus. Although the skies in our area do have some pollution from the lights of McMinnville, we currently can see planets, star clusters, galaxies, and nebula quite well during nights of clear weather. We anticipate that for our mission, an observatory that is more accessible to the community far outweighs any need for totally dark viewing.

Summary

Our board of directors have a broad background and each has a specific role in making our project successful. The local communities including the business and wine industry are enthusiastically supportive. We currently have a significant optical instrument to be used for the facility as well as the planetarium. We have a close rendition of the building structure defined and blueprinted. We have pledges of building materials and additional in kind donations. We are having ongoing discussions regarding potential land locations with the plan for the facility to be built on approximately 2 acres. And we have had financial success with several fundraisers indicating high interest and future support.



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REGULAR MEETING MATERIAL



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Memorandum

To: The Mayor and Members of the City Council
From: Jennifer Nelson, City Recorder
Subject: Updated Committee Membership Roster & Upcoming Vacancies
Date: August 30, 2018

Recommended Motion

No motion needed – information only.

Background

Staff provided an updated membership list for current city boards, commissions, and committees, including recent new appointments and upcoming term expirations. The City Recorder will prepare notification letters to all new appointments and all members with expiring terms to determine if any vacancies will need to be advertised before the end of the year. Advertisements for any vacancies will post in October/November and be brought back to Council for appointment.

Fiscal Impact

Alternatives

Attachments

1. Commission/Committee Membership – Updated August 30, 2018

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Commissions/Committees Membership – Updated August 30, 2018

<u>Member</u>	<u>Term Expires</u>
City Council & Carlton Urban Renewal Agency (CURA), Board of Directors	
Kathie Oriet, Mayor	12/31/2018
Scott Carl, Council President	12/31/2020
Scott Chitwood	12/31/2018
Gwen Jernstedt	12/31/2018
Carey Rhoads	12/31/2020
Shirley Ward-Mullen	12/31/2018
Planning Commission	
Bob Graham, Chair	12/31/2019
Kevin Herwick, Vice-Chair	12/31/2021
Dust Bailey	12/31/2019
Adam Brennan	12/31/2021
Jessica Herzog	12/31/2020
Steve Lowry	12/31/2018
Linda Watkins	12/31/2018
Budget Committee & Urban Renewal Budget Committee	
Dean Catherman, Chair	12/31/2019
David Samuel "Sam" Hill	12/31/2020
Sara Meyer	12/31/2019
Joe Moore	12/31/2018
Sandy Schultz	12/31/2018
Randy Stapilus	12/31/2019
Pat Swanick	12/31/2020
Visit Carlton Tourism Committee	
Kathy Rich, Chair	06/30/2020
Kathie Oriet, Vice-Chair	12/31/2018
Julie Rabung, Secretary	06/30/2019
Shirley Ward-Mullen, Council Liaison	12/31/2018
Christine Andrus	06/30/2020
Carrie Simonson	06/30/2021
Michael LeClair	06/30/2021
Lynn Van Horn	06/30/2021
Joka Moreé	06/30/2021

Ad-hoc Advisory Committees

Street/Pedestrian/Stormwater Management – to be dissolved?

Patty Williams
Annette Madrid
Raymond (Paul) Junker
Erik Tollefson

Water Conservation – to be dissolved?

Jeff Wall
Anthony King
Kerry Mohondro
Neyssa Hays

Historic Preservation – to be dissolved?

Shannon Thorson, Chair
Shirley Ward-Mullen, Council Liaison
John Adkinson
Joni Anderson
Jane Davis
Marty Doerschlag
Mike Larson
Kathy Rich
Brian Richardson
Pat Swanick
Lynn Van Horn
Janet Zuelke

Urban Renewal Advisory Committee – to be dissolved?

Terry Lucich, Chair
Dean Catherman, Vice-Chair
Carol Fredrick
Mike Larson
Ken Wright
Bob Graham
Sandy Schultz
Dave Grooters
Ned Lumpkin



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Memorandum

To: The Mayor and Members of the City Council
From: Jennifer Nelson, City Recorder
Subject: Consent Agenda
Date: August 30, 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 August 21, 2018; the City Hall Project Advisory Committee meeting minutes from April 12, May 3, and June 12, 2018; the city manager's report; and accounts payable report.

Background

The City Hall Project Citizens' Advisory Committee successfully completed their original purpose and was dissolved on July 3, 2018. A few sets of committee minutes, including the final meeting, were not approved prior to the dissolution. Since the committee is dissolved, City Council has the authority to give the final approval on the unapproved minutes from April 12, May 3, and June 12, 2018, for the preservation and permanent retention in the City's historical records.

The City of Carlton City Council held a public meeting on August 21, 2018, 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 – August 21, 2018
2. City Hall Project Advisory Committee Minutes – April 12, May 3, and June 12, 2018
3. Accounts Payable Report

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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.

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, 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 1st Streets and from 1st Street to 3rd 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 1st 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



**City Hall Project Advisory Committee
Community Town Hall Meeting Minutes
APRIL 12, 2018, 6:00 PM
American Legion, Post 173 (158 E. Main Street)**

1. CALL MEETING TO ORDER & ROLL CALL

Council President Scott Carl called the meeting to order at 6:18 PM.

City Hall Advisory Members Present: Chair Pat Swanick, Brian Rake, Christine Andrus, David Blanchard

Staff Present: City Manager Chad Olsen, Chief of Police Kevin Martinez, Police Officers Jake Blair and Tim Jordan, and Finance Director Christy Martinez

Others Present: John Marvin, Ian Gelbrich (FFA Architecture & Interiors), Julie Carl, Erik Tollefson, Al Whitchurch, Patty Yates, Sylvia Boon, Bill Boon, Deborah Greding, Kathie Gisler, Cathy Gates, Ed Hunt, Darin Proebstel, Becky McAvoy, Janet Zuelke, Forrest Babcock, Tyler McAvoy, Richard Gilbert, Maggie Coleman, John Mullen, Jacob Frank, and Michael Baird

2. WELCOME & INTRODUCTIONS

6:05 PM

3. MEASURE 36-192: PUBLIC SAFETY BUILDING GENERAL OBLIGATION BOND INFORMATION **6:08 PM**

Informational video on Carlton Police Department played and PowerPoint presented (see official meeting record).

4. PUBLIC COMMENTS, DISCUSSION, QUESTIONS & ANSWERS

Questions were fielded, and discussions followed regarding water rates related to payment of the new building, where funding comes from, increase in construction costs, reserve funds for the project, other bonds currently on the tax statements, the reasons behind the decision to not upgrade the building on the west side for city use, police presence in town and need for additional officers, the lack of information or confusing information being shared with the public, state elections prohibitions for city funds used for campaigning, where administrative activities will be held during construction, the age and what will happen to existing buildings, police statistics and contracting services out to county, community policing policy in Carlton, the neglected streets in town, contingency funds for overages on the project, government procurement processes, additional meetings, and police department tours.

5. ADJOURNMENT

The meeting adjourned at 8:00 PM.

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

ATTEST:

Jennifer L. Nelson, City Recorder

Kathie Oriet, Mayor



**City Hall Project Advisory Committee
Community Town Hall Meeting Minutes**

MAY 3, 2018, 6:00 PM

City Hall, Council Chambers (191 E. Main Street)

1. CALL MEETING TO ORDER & ROLL CALL

Chair Pat Swanick called the meeting to order at 6:05 PM. City Councilor Amy Wilder left to represent Carlton at Yamhelas Trail Meeting that was being held at the same time.

City Hall Advisory Members Present: Chair Pat Swanick and Tristan Shell-Spurling

Staff Present: City Manager Chad Olsen, Chief of Police Kevin Martinez, Police Officers Jake Blair and Tim Jordan, Finance Director Christy Martinez, and City Recorder Jennifer Nelson

Others Present: Marilee Stockwell, Christie Heinonen, Erik Tollefson, Tammy Christy, Mary Reid, Jerald Tackett, Joka Morée, Scott Hermens, and Todd Reid

2. WELCOME & INTRODUCTIONS

6:05 PM

3. MEASURE 36-192: PUBLIC SAFETY BUILDING GENERAL OBLIGATION BOND INFORMATION

6:08 PM

Informational video on Carlton Police Department played and PowerPoint presented (see official meeting record).

4. PUBLIC COMMENTS, DISCUSSION, QUESTIONS & ANSWERS

Questions were fielded and discussions followed regarding real estate property purchases in 2009, when the City started planning the new facilities, if council members were available to answer those questions tonight, where the general government employees will go, where reserve funds are being pulled from, why water and sewer funds cannot pay for this, the original intent for purchasing the rental properties on Main Street for police to move into, if the city intends to acquire the other rental property behind city hall and issues with shared driveway easement, how members of advisory committee were selected (by advertising, volunteer interest, appointed by council), how phasing would work if only for one portion of the project and what do with other, future cost forecasting, pent up demand for contractors from 2008 recession where contractors went out of business and supply decreased, and that public demand increased as economy improved so construction costs increased due to contractors not being able to keep up with demand.

5. ADJOURNMENT

The meeting adjourned at 8:03 PM.

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

ATTEST:

Jennifer L. Nelson, City Recorder

Kathie Oriet, Mayor



City Hall Project Advisory Committee Minutes
JUNE 12, 2018, 6:00 PM
American Legion, Post 173 (158 E. Main Street)

1. CALL MEETING TO ORDER & ROLL CALL

Chair Pat Swanick called the meeting to order at 6:03 PM. No changes were made to the agenda.

City Hall Advisory Members Present: Chair Pat Swanick, David Blanchard, Lauri Lewis, Brian Rake, Tristan Shell-Spurling, Christine Andrus, and Council Liaison Scott Carl

Staff Present: City Manager Dennis Durham, Chief of Police Kevin Martinez, Police Officers Jake Blair and Tim Jordan, and Finance Director Christy Martinez

Others Present: City Councilors Shirley Ward-Mullen and Carey Rhoads

2. AGENDA ITEMS

1) Approval of Minutes – September 5, 2018

6:52 PM

MOTION: Rake/Shell-Spurling to approve the City Hall Project Advisory Committee Minutes from September 5, 2018, as submitted. Motion carried (6 Yes/0 No/3 Absent [Eldien, McIntyre, Schmid]/0 Abstain).

2) Reaffirm Project Recommendation to City Council

6:03 PM

Discussions followed about the City Council’s meeting on June 5, 2018, funding options, construction costs, updating numbers, if recommending going back out for another bond in November, the need for a new building still remains, how to convince those who voted no to change their mind, reaffirming the recommendation with caution to revisit the numbers, differing how and what goes out to voters a second time, and pursuing a second round of communication and engagement with a Friends of the Police Department group so not limited by City holding the meetings. Suggestions were made to not put up a bond for less than original because invalidates need, but to change what is marketed without pursuing safe harbor restrictions. Frustrations with public mentioned about paying for upcoming projects on top of this project and not being able to choose how money is being spent. More communication was needed about how much time the advisory committee invested to represent the rest of the city. Group agreed to reaffirm the need and were willing to go back out with better numbers and communications with meetings held by a friends group without safe-harbor. Follow-up also needs to occur with other local agencies that are spreading misinformation and opposition to the bond, especially those in public safety. Need to combat the arguments about Yamhill and high reserve officer rate not being the solution for Carlton because of standards of training for reserve officers brought on board in Carlton’s police department.

MOTION: Blanchard/Rake to reaffirm the need for a general obligation bond and recommend to council they reaffirm the financial viability of the bond if they decide to place it onto the November ballot. Motion carried (6 Yes/0 No/3 Absent [Eldien, McIntyre, Schmid]/0 Abstain).

3) Committee Closure

6:52 PM

MOTION: Swanick/Rake to state this is the last meeting and this group is to be disbanded. Motion carried (6 Yes/0 No/3 Absent [Eldien, McIntyre, Schmid]/0 Abstain).

3. ADJOURNMENT

The meeting adjourned at 6:57 PM.

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

ATTEST:

Jennifer L. Nelson, City Recorder

Kathie Oriet, Mayor

DRAFT

Accounts Payable

Checks by Date - Summary by Check Date

User: aamerson
 Printed: 8/29/2018 8:07 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
54823	CasCol	Cascade Columbia Dist. Co.	08/22/2018	1,045.55
54824	Comcas	Comcast	08/22/2018	926.46
54825	DamLor	Lori Damiano	08/22/2018	1,500.00
54826	GenTec	Genuine Technology Group, Inc.	08/22/2018	2,566.33
54827	GovCom	Government Ethics Commission	08/22/2018	475.12
54828	NWfood	Northwest Food and Wine Festival	08/22/2018	4,000.00
54829	NWLogg	NW Logging Supply	08/22/2018	476.96
54830	OvsKub	OVS	08/22/2018	26.53
54831	PolWat	Ferguson Enterprises PollardWater	08/22/2018	104.62
54832	PriUti	Private Utility Locating, LLC.	08/22/2018	225.00
54833	SigTom	Signs by Tomorrow	08/22/2018	1,922.00
54834	RobSim	Robert Simonis	08/22/2018	3.00
54835	Univar	Univar USA Inc	08/22/2018	3,338.54
54836	VerWir	Verizon Wireless	08/22/2018	246.97
54837	WesMer	Western Mercantile	08/22/2018	50.00
Total for 8/22/2018:				16,907.08
54838	Axon	Axon Enterprise, Inc.	08/29/2018	1,544.00
54839	ProBui	Builders FirstSource	08/29/2018	62.04
54840	CDLand	C and D Landscapes Co	08/29/2018	14,100.00
54841	CalPre	Calibre Press	08/29/2018	417.00
54842	CanSol	Canon Financial Services, Inc.	08/29/2018	647.98
54843	ComWir	Complete Wireless Solutions	08/29/2018	190.00
54844	EmeRes	ERS, Emergency Responder Services, INC	08/29/2018	1,450.00
54845	UB*00421	Hidden Valley Products, LLC	08/29/2018	72.67
54846	UB*00419	MC Northwest Inc	08/29/2018	105.20
54847	MorCar	Morris Carpet Cleaning of Oregon, Inc	08/29/2018	369.00
54848	PamMcC	Pam McCarthy Productions, Inc.	08/29/2018	299.00
54849	UB*00420	Cheryl Pappas	08/29/2018	14.72
54850	UB*00422	Pathlight Property Management	08/29/2018	49.22
54851	PorGen	Portland General Electric	08/29/2018	164.67
54852	PriUti	Private Utility Locating, LLC.	08/29/2018	225.00
54853	RitSaf	Ritz Safety	08/29/2018	875.00
54854	VerWir	Verizon Wireless	08/29/2018	407.01
54855	YamCom	Yamhill Communications Agency	08/29/2018	2,528.42
Total for 8/29/2018:				23,520.93
Report Total (33 checks):				40,428.01