



City Council Minutes
June 2, 2020
City Hall, 191 E. Main Street, Carlton, Oregon

URBAN RENEWAL MEETING

6:45 PM

1. CALL TO ORDER/AGENDA REVIEW

Mayor Brian Rake called the meeting to order at 6:45 PM. No changes were made to the work session agenda.

ROLL CALL

Members Present: Mayor Brian Rake, Councilors Shirley Ward-Mullen, Scott Carl, Carey Rhoads, Amy Wilder, Kathy Maher and Linda Watkins

Members Absent:

Staff Present: City Manager Dennis Durham, Director of Administrative Services Christy Martinez, Utility Clerk Morgan Shelton, Community and Economic Development Coordinator Aimee Amerson

Others Present: Grant Erickson, Bonnie Ingham, Angie P., Patty Williams, Deb Galardi, Jeff Weiss, Debbie Early, Gabe Morales and Suzan Turrell.

2. PUBLIC HEARING

6:45 PM

A. Fiscal Year 2020/21 Carlton Urban Renewal Budget

Director of Administrative Services Christy Martinez stated that staff recommends that the Carlton Urban Renewal Agency approve and authorize the CURA Chairperson to sign Resolution No 2020-6 adopting the Urban Renewal Agency budget for fiscal year 2020-2021 that was approved by budget committee.

Public Hearing opened and closed at 6:46 PM

MOTION: Carl/Ward-Mullen to approve and authorize the CURA Chairperson to sign Resolution No 2020-6 adopting the Urban Renewal Agency budget for fiscal year 2020-2021, making appropriations, and a declaration of tax increment. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

3. ADJOURN TO REGULAR MEETING

The work session adjourned at 6:48 PM.

REGULAR MEETING

7:00 PM

1. CALL TO ORDER

Mayor Brian Rake called the regular meeting to order at 7:00 PM.

ROLL CALL

Members Present: Mayor Brian Rake, Councilors Shirley Ward-Mullen, Scott Carl, Carey Rhoads, Amy Wilder, Kathy Maher and Linda Watkins

Members Absent: None

Staff Present: City Manager Dennis Durham, City Attorney Walt Gowell, Utility Clerk Morgan Shelton, Community and Economic Development Coordinator Aimee Amerson, Gordon Munro and Police Chief Kevin Martinez

Others Present: Grant Erickson, Bonnie Ingham, Angie P., Patty Williams, Deb Galardi, Jeff Weiss, Debbie Early, Gabe Morales and Suzan Turrell.

PLEDGE OF ALLEGIANCE

7:00 PM

The Pledge of Allegiance was performed.

CHANGES OR ADDITIONS TO THE AGENDA

7:01 PM

Mayor Rake made two additions to the agenda, a performance evaluation discussion for City Manager Dennis Durham and discussion regarding a letter sent to Planning Commissioner Grant Erickson.

2. PUBLIC HEARING

7:02 PM

Fiscal Year 2020/21 State Revenue Sharing (SRS) Funds (Legislative Hearing)

Mayor Rake opened the public hearing. Christy Martinez stated that the budget committee met and agreed to electing allocate state revenue shared funds to the street fund for FY21. Mayor Rake opened public testimony and no citizens appeared to comment. Public testimony closed.

- Resolution No. 2020-294- Declaring the City's Election to Receive State Revenues

MOTION: Wilder/Rhoads to approve and authorize the Mayor to sign Resolution No. 2020-294 declaring the City's election to receive State Revenues in Fiscal Year 2021. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

- Resolution No. 2020-296- Certifying the City's Eligibility to Receive State Funds

MOTION: Ward-Mullen/Wilder to approve and authorize the Mayor to sign Resolution No. 2020-296 certifying the eligibility of the City of Carlton to receive state revenue shared funds. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

Fiscal Year 2020-21 City Budget

(Legislative Hearing)

Mayor Rake opened the public hearing. Christy Martinez reported that the budget committee met and approved the proposed FY21 budget and recommends approval. Mayor Rake opened public testimony and Jeff Weiss letter was read into the record. Public testimony closed.

- Resolution No. 2019-298- Adopting the Fiscal Year 2020-21 City Budget, Making Appropriations, and Imposing and Categorizing the Tax

MOTION: Wilder/Carl to approve and authorize the Mayor to sign Resolution No. 2020-298 adopting the fiscal year 2020-21 city budget, making appropriations, and imposing and categorizing the tax. Motion carried (4 Yes [Rake, Carl, Ward-Mullen, Wilder]/3 No [Maher, Watkins, Rhoads]/0 Absent /0 Abstain).

Mayor Rake closed the public hearing at 7:30 PM.

3. CITIZEN COMMENTS

7:30 PM

Suzan Turrell- Spoke regarding upcoming Zone Change on July Agenda. She spoke of affordable housing, environmental preservation, mixed used space instead of proposal of R-2 and R-3.

Debbie Early- Concerned with the building of homes and utilities in a wetland area.

4.CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

7:36 PM

5.CONSENT AGENDA

7:36 PM

- A. **Meeting Minutes – Approve**
 - 1. **City Council Work Session Minutes – May 5, 2020**
- B. **City Manager’s Report-Information only**
- C. **Accounts Payable Report – Accept**
- D. **Letter from Sheriff Svenson-Accept**

MOTION: Carl/Ward-Mullen to approve the consent agenda including City Council meeting minutes from May 5, 2020, the City Manager’s report, the accounts payable report and a letter of support from Sheriff Svenson. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

6.ORDINANCES/RESOLUTIONS/DISCUSSION/ACTION ITEMS

7:37 PM

A. **Resolution No. 2020-295 Updating Master Fee Schedule**

Christy Martinez presented the proposed Master Fee Schedule with updates to the water and sewer rates, System Development Charges and copy costs. Additions to the master fee schedule included court fees, hydrant hookups, Hawn Creek park rental and clarify language on records request.

MOTION: Carl/Ward-Mullen to approve and authorize the Mayor to sign Resolution No. 2020-295 Updating the Master Fee Schedule revising fees and charges for the City of Carlton with the rates included in the adoption of the FY21 Budget. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

B. **Resolution No. 2020-297 FY19/20 Budget Adjustments**

7:40 PM

Christy Martinez explained the budget adjustments on debt service for the Meadow Lake Transmission Line, the Wastewater Master Plan and donation monies received for destination lighting and police equipment.

MOTION: Wilder/Maher to approve and authorize the Mayor to sign Resolution No. 2020-297, authorizing budget adjustments for Fiscal Year 19-20. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

C. **Resolution No. 2020-299 Wastewater Methodology**

7:43 PM

Mayor Rake opened the public hearing. Deb Galardi with Galardi Consulting LLC presented the proposed changes to the wastewater methodology to include an improvement fee and reimbursement fee. Mayor Rake opened public testimony and no citizens appeared to comment.

Public Hearing closed at 7:50 PM.

MOTION: Ward-Mullen/Rhoads to approve and authorize the Mayor to sign Resolution No. 2020-299 updating the Sewer SDC Methodology. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

D. **Acceptance of 2020 Street Improvement Paving Bid**

7:51 PM

City Engineer Gordon Munro with Tetra Tech presented the lowest bid received which was Baker Rock for the 2020 Monroe Street Improvement Paving project at \$170,377.00.

MOTION: Wilder/Carl to accept the 2020 Street Improvement Paving Bid from Baker Rock at \$170,377.00 and to give notice of intent to award. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

E. ACORN Wars September Event

7:56 PM

Aimee Amerson presented the Acorn Wars event and explained that the applicant is wanting to set up the event as the past year. Amerson added that the applicant has stated that they would meet all COVID -19 regulations set by the State at the time of the event.

MOTION: Watkins/Rhoads to approve the ACORN Wars September event and use of Wennerberg Park. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

F. Renew State of Emergency Declaration

7:56 PM

Mayor Rake explained the need to renew the State of Emergency due to COVID-19 to July 8th, 2020.

MOTION: Rake/Ward-Mullen to renew State of Emergency expiring July 8th, 2020. Motion carried (7 Yes/0 No/0 Absent /0 Abstain).

G. ODOT Highway 47 Ad-Hoc Committee

7:57 PM

Councilor Ward-Mullen recommended that the two council members serving on the ODOT Highway 47 Ad-Hoc committee represent a councilor that was in favor of the reroute and one that was not in favor of the reroute. She also feels that the community members serving on the committee should have a strong knowledge of the project.

Councilor Maher added that it would be beneficial to have community members serving on the committee that have a background in construction or experience with large projects of this nature.

H. Dennis Durham Performance Evaluation

8:02 PM

Mayor Rake stated that he is working with Councilors Ward-Mullen and Wilder to create a process for the city manager performance evaluation.

I. Grant Erickson Letter

8:08 PM

City Attorney Walt Gowell discussed a comment that was made during a Planning Commission meeting which questioned the integrity and honesty of the City Council. The comment was made by Planning Commissioner Grant Erickson. Gowell explained that City Manager Dennis Durham started an investigation and contacted Grant Erickson in writing, requesting further information regarding his statement. Investigation is closed due to lack of evidence.

7. ADJOURNMENT

The regular meeting adjourned at 8:20 PM.

APPROVED by the City of Carlton City Council on July 7, 2020.

ATTEST:


Kayla Baker, Office Specialist


Brian Rake, Mayor