



**City Council Minutes**  
**Tuesday, February 6, 2024**  
**Via Zoom and at 945 W Grant Street, Carlton, Oregon**

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**REGULAR MEETING**

**8:00 PM**

**1. CALL TO ORDER**

Mayor Linda Watkins called the regular meeting to order at 8:05 PM.

**2. ROLL CALL**

**Members Present:** Mayor Linda Watkins, Council President Kevin Skipper, Councilors Shirley Ward-Mullen, Grant Erickson, Guilherme Brandão, Carolyn Thompson-Rizer, and David Samuel Hill

**Members Absent:** None

**Staff Present:** City Manager Shannon Beaucaire, Assistant City Manager Christy Martinez, City Attorney Tyler Yeoman-Millette, City Engineer Gordon Munro, and Finance Specialist Morgan Shelton

**Others Present:** Margaret Ryan with CIS, Casey Kulla and Philip Higgins with Cycle Oregon, Kimberly Myers, and Anthony Stuart

**3. PLEDGE OF ALLEGIANCE**

**8:05 PM**

The Pledge of Allegiance was performed.

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

**8:05 PM**

City Manager Shannon Beaucaire noted that she had three small topics to discuss at the end of the agenda.

**5. CERMIONIES, APPOINTMENTS, AND ANNOUNCEMENTS**

**8:06 PM**

None.

**6. CITIZEN COMMENTS**

**8:06 PM**

**A. Items NOT on the Agenda**

None.

**B. Items on the Agenda**

**8:07 PM**

None.

**7. CONSENT AGENDA**

**8:07 PM**

**A. Meeting Minutes – Approve**

- **City Council – January 9, 2024**

**B. Accounts Payable report**

**C. Finance reports**

**D. Current Vacation Rental Statistics**

**MOTION: Ward-Muller/Erickson:** to approve the consent agenda, including City Council meeting minutes from January 9, 2024, the accounts payable report, the financial reports, the current vacation rental statistics as submitted. Motion Carried. (7 Yes/ 0 No / 0 Absent /0 Abstain).

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

**8:08 PM**

**A. Market Street Sanitary Line Change Order**

City Manager Shannon Beaucaire introduced City Engineer Gordon Munro who discussed the proposed change order for the Market Street Sanitary Line. Munro described the Market Street sanitary line's poor condition, undesirable design attributes, and location. He proposed rerouting the existing line to make it more accessible for future maintenance. He noted that Haworth offered the replacement/repair of the line at a lower cost than any anticipated bid amount would be.

Councilors asked why the line maintenance was included in the Civic Center project, the material of the existing line, whether the abandoned line will be removed or filled, and the benefits of the reroute.

**MOTION: Hill/Thompson-Rizer:** to accept change order #5 and authorize the Mayor to execute all necessary documents. Motion Carried. (7 Yes/ 0 No / 0 Absent /0 Abstain).

### B. CIS Park Risk Assessment

8:16 PM

Beaucaire introduced Margaret Ryan with CIS to discuss current legislation surrounding recreational immunity and risk factors associated with the City's parks. Ryan described her inspection and analysis of the City's parks and the various hazards that could put the City at risk of claims. She then reviewed her suggestions to inform users of park hazards and protect the City against various claims.

Councilors discussed the report, asked about language for signs, ordinances that would add legal protection, playground safety, pending legislative sessions, and agreed to add signage to the public spaces. Beaucaire announced that the City obtained a grant that would aid in the addition of signage to inform the public of potential hazards associated with park use.

### C. Cycle Yamhill Country presentation

8:35 PM

Beaucaire next invited Casey Kulla with Cycle Yamhill County to present a collaborative project with Yamhill County, the Bureau of Land Management, and several other entities to create a Mountain Bike Trail off of Carlton's Panther Creek Road. Kulla and his associate Philip Higgins, discussed the benefits associated with accessible outdoor recreating, including the socio-economic benefits Carlton could see from cyclists, the introduction of safer recreating, and how maintenance and facilitation of new trails would complement existing systems. They also provided available volunteer dates encouraging citizens to participate in the facilitation of the project.

### D. Ordinance 2024-747; 2<sup>nd</sup> Reading

9:02 PM

Beaucaire discussed Ordinance 2024-747 and invited Council to make a motion regarding the 2<sup>nd</sup> reading.

**MOTION: Skipper/Ward-Mullen:** to authorize the 2<sup>nd</sup> reading of Ordinance 2024-747, an ordinance amending Chapter 3.04 of the Carlton Municipal Code relating to public contracting, by title only. Motion Carried. (7 Yes/ 0 No / 0 Absent /0 Abstain).

City Attorney Tyler Yeoman-Millette read the ordinance by title only.

**MOTION: Skipper/Hill:** to accept the 2<sup>nd</sup> reading of Ordinance 2024-747, an ordinance amending Chapter 3.04 of the Carlton Municipal Code relating to public contracting. Motion Carried by Roll Call Vote. (7 Yes/ 0 No / 0 Absent /0 Abstain).

### E. 2024-25 Council Goal Approval

9:05 PM

Beaucaire presented the new 2024-25 Council Goals.

**MOTION: Thompson-Rizer/Hill:** to adopt the 2024-25 Council goals. Motion Carried. (7 Yes/ 0 No / 0 Absent /0 Abstain).

### F. Ordinance 2024-748; 1<sup>st</sup> Reading/2<sup>nd</sup> possible

8:45 PM

Yeoman-Millette gave an overview of Ordinance 2024-748 and how it pertains to the current recreational immunity legislative changes. Yeoman-Millette discussed the requirement for the adoption of code to opt into the protection offered under ORS 105.668.

**MOTION: Ward-Mullen/Hill:** to authorize the reading of Ordinance 2024-748, an ordinance establishing Chapter 12.13 of the Carlton municipal code, limiting liability for use of certain recreational property, and declaring an emergency by title only. Motion Carried. (7 Yes/ 0 No / 0 Absent /0 Abstain).

Yeoman-Millette read Ordinance 2024-748 by title.

**MOTION: Hill/Ward-Mullen:** to accept the 1<sup>st</sup> reading of Ordinance 2024-748, an ordinance establishing Chapter 12.13 of the Carlton municipal code, limiting liability for use of certain recreational property, and declaring an emergency by title only. Motion Carried by Roll Call Vote. (7 Yes/ 0 No / 0 Absent /0 Abstain).

**MOTION: Ward-Mullen/Skipper:** to authorize the 2<sup>nd</sup> reading of Ordinance 2024-748, an ordinance establishing Chapter 12.13 of the Carlton municipal code, limiting liability for use of certain recreational property, and declaring an emergency by title only. Motion Carried. (7 Yes/ 0 No / 0 Absent /0 Abstain).

Yeoman-Millette did the second reading of 2024-748 by title only.

**MOTION: Hill/Skipper:** to accept the 2<sup>nd</sup> reading of Ordinance 2024-748, an ordinance establishing Chapter 12.13 of the Carlton municipal code, limiting liability for use of certain recreational property, and declaring an emergency, by title only. Motion Carried by Roll Call Vote. (7 Yes/ 0 No / 0 Absent /0 Abstain).

**G. Resolution 2024-352**

**9:14 PM**

Beaucaire asked Assistant City Manager Christy Martinez to speak to the proposed update to the list of City individuals authorized to transact business with First Federal Savings and Loan. With the change in Council President, the policy needed to be updated to maintain the City's internal auditing system for the issuance of checks.

**MOTION: Hill/Thompson-Rizer:** to approve and authorize the Mayor to sign Resolution No. 2024-352 designating specific individuals to transact business with First Federal Savings and Loan. Motion Carried. (7 Yes/ 0 No / 0 Absent /0 Abstain).

**H. Participation Policy**

**9:16 PM**

City Manager Beaucaire gave an overview of the proposed introduction of a Participation Policy for City-hosted meetings in response to recent "Zoom Bombing" incidents happening in electronic meetings. Beaucaire proposed the movement of Citizen Comments to the end of the meeting to protect the integrity of meetings in the event of a meeting disruption.

Council discussed the benefits and drawbacks associated with moving citizen comments to the end of the meeting, asked about the longevity of Zoom meetings and available features to assist in the accountability in upholding the participation policy and procedures, and the specifics of the procedure surrounding citizens' ability to speak in meetings.

**MOTION: Skipper/Hill:** to approve the 2024 Participation policy and procedures. Motion Carried. (7 Yes/ 0 No / 0 Absent /0 Abstain).

**I. Additional Agenda Items**

- City Manager Beaucaire presented a letter submitted to the City by Willamette Workforce Partnerships. The letter stated that they found a contractor in Salem willing to work on the city sidewalk project and requested that the Mayor send a letter of support to apply for a grant that will aid in the completion of the sidewalk project.

Councilors asked questions about the request and options if funding is obtained.

**MOTION: Skipper/Hill:** to authorize the Mayor to edit and send the letter of support to Willamette Workforce Partnership for the Strategic Innovation Grant proposal. Motion Carried. (7 Yes/ 0 No / 0 Absent /0 Abstain).

- Beaucaire presented the Council with a copy of Representative Elmer's Workforce Housing Bill, which was put forward for cities to obtain funding for infrastructure upgrades on properties that are costly and difficult to put infrastructure on, thus impeding the addition of affordable housing options. Beaucaire discussed the City's inclusion in the bill, and Elmer obliged but is requesting a letter of support from the City, which the Mayor has drafted. Beaucaire requested Council approval to submit the Mayor's letter to Representative Elmer. The Council discussed and suggested that each member send their own version of the support letter to increase Carlton's presence in the legislature.
- Beaucaire then discussed a conversation she had with Representative Elmer about the impending failure of the City's Sanitary Sewer System and the need for funding to implement repairs. Elmer allowed the City to request \$11.5 million in funding for the system in the upcoming short session. Beaucaire encouraged the council to write to members of the legislature and rally with constituents and members of the community to do so as well.

Council discussed and agreed to submit support letters and lobby for community support.

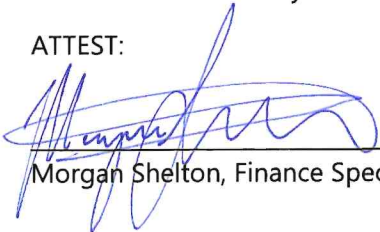
**9. ADJOURNMENT**

**9:52 PM**

The Regular Session meeting adjourned at 9:52 PM.

**APPROVED** by the City of Carlton City Council on March 5, 2024.

ATTEST:

  
Morgan Shelton, Finance Specialist

  
Linda Watkins, Mayor