



City Council Minutes
Tuesday, April 2, 2024
Via Zoom and at 945 W Grant Street, Carlton, Oregon

REGULAR MEETING

7:00 PM

1. CALL TO ORDER

Mayor Linda Watkins called the regular meeting to order at 7:00 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, City Attorney Tyler Yeoman-Millette, City Planner Scott Whyte, City Recorder Aimee Amerson, and Finance Specialist Morgan Shelton.

Others Present: Susan Turrell, Amanda Golden with Homeward Bound Pets, David and Heidi Blanchard, Diane Longaker, Jose Chavez, Commissioner Jennifer Nordstrom, Lindsay Davis with Hampton Lumber, Marie Frugia, Robert Johnson, Caitlin Sticka, and Steve Faust with 3J Consultants.

3. PLEDGE OF ALLEGIANCE

7:01 PM

The Pledge of Allegiance was performed.

4. CHANGES OR ADDITIONS TO THE AGENDA

7:01 PM

City Manager Shannon Beaucaire announced an update on Hampton Lumber's Pollinator Project as 5A, moving the Planning Commissioner vacancy fulfillment and Juliette's House request to 5B and 5C.

She also announced an update on the sewer force main break that occurred on March 29th to be added to the end of the meeting.

5. CEREMONIES, APPOINTMENTS, AND ANNOUNCEMENTS

7:03 PM

A. Hampton Lumber Pollinator Project Update

Beaucaire introduced Lindsay Davis with Hampton Lumber to give an update on their Pollinator Project. Davis gave an overview of the project, future goals, and work ready to be done on Madison Street. Beaucaire reminded the Council of prior conversations, discussed staff involvement requirements, and asked the Council for consent to continue forward with the project. The council discussed and agreed to continue the program.

B. Planning Commissioner Vacancy Fulfillment

7:10 PM

Mayor Watkins and City Manager Beaucaire introduced Jose Chavez as an applicant. Chavez discussed his history and plans for future community involvement.

MOTION: Skipper/Hill: to appoint Jose Chavez to the Planning Commission, completing the term vacated by Commissioner Geck, expiring December 31st, 2026. Motion Carried (7 Yes/ 0 No / 0 Absent /0 Abstain).

C. Juliette's House Request

7:12 PM

City Manager Beaucaire introduced Diane Longaker with Juliette's House to discuss the request for a new pinwheel installation to represent all children who went through the program in the last fiscal year. Councilors discussed the location and timeline and agreed that Ladd Park would be the best spot.

6. CITIZEN COMMENTS

7:17 PM

A. Items NOT on the Agenda - None

B. Items on the Agenda - None

7. CONSENT AGENDA

7:18 PM

A. Meeting Minutes – *Approved*

City Council – March 5, 2024 (Work and Regular Session)

B. Accounts Payable report

C. Finance reports

D. Carlton Clean-up Day event

E. Department Promotion

F. Pool Update

MOTION: Ward-Mullen/Thompson-Rizer: to approve the consent agenda, including City Council meeting minutes from March 5, 2024, the accounts payable report, the financial reports, Carlton Clean-up day event update, Department Promotion, and Pool Update. Motion Carried (7 Yes/ 0 No / 0 Absent /0 Abstain).

8. ORDINANCES/RESOLUTIONS/DISCUSSION/ACTION ITEMS

7:19 PM

A. LA 2024-01; Comprehensive Plan Amendment Public Hearing

Mayor Watkins opened the Public Hearing at 7:20 PM, read the hearing and disclosure statement, and asked the Councilors if they had any conflicts of interest or abstentions.

Whyte announced the staff recommendation, directed the Council to the comprehensive plan appendix and exhibits presented in the packet, including comments from the Department of Land Conservation and Development (DLCD), and introduced Steve Faust with 3J Consulting to present the Comprehensive Plan Update. After Faust's presentation, Whyte and Faust explained the DLCD's suggested recommendations.

Councilors discussed and asked questions about adding more broad language for Goal 8 Section 2A so it is not limited to just cycling, Goal 5 Objective 1C, the state requirements for notices to the state about developments near wetlands, how the state responds to those notifications and Scribner changes.

Public testimony was opened by Mayor Watkins at 8:03 PM

Neutral: David Blanchard of 574 W Grant Street echoed Council's recommendation to expand the language of Goal 8 Section 2A to include cycling and recreational activities, questioned the purpose and repercussions of phasing out Agricultural Holding (AH) designations, and the desire to have seen a differentiation in maps to see the comparison between current and proposed zones.

Whyte discussed the methodology behind the AH designation update.

Public Testimony was closed by Mayor Watkins at 8:15 PM

Council deliberated and agreed to move forward with authorization of the proposed Comprehensive Plan update.

MOTION: Ward-Mullen/Erickson it is moved to read Ordinance No. 2024-750 by title only. Motion Carried (7 Yes/ 0 No / 0 Absent /0 Abstain).

MOTION: Hill/Erickson it is moved to accept the first reading of Ordinance No. 2024-750 by title only. Motion Carried by roll call vote (7 Yes/ 0 No / 0 Absent /0 Abstain).

B. Ordinance No. 2024-749

8:23 PM

City Attorney Tyler Yeoman-Millette presented information about adopting Ordinance No. 2024-749 and noted that the City Council would adopt the state rules for nominations.

MOTION: Skipper/Ward-Mullen: to authorize the 2nd reading of Ordinance 2024-749 by title only. Motion Carried (7 Yes/ 0 No / 0 Absent /0 Abstain).

MOTION: Skipper/Ward-Mullen to accept the 2nd reading of Ordinance 2024-749 by title only. Motion Carried by Roll Call Vote (7 Yes/ 0 No / 0 Absent /0 Abstain).

C. Community grant awards

8:25 PM

Mayor Linda Watkins introduced Amanda Golden with Homeward Bound Pets to present their request for community grant funds. Golden discussed the cost of medical care for pets over the last year, gave a brief overview of the new shelter building schedule, and thanked the Council for all of their support.

Mayor Watkins then introduced Caitlin Sticka from With Courage, who gave an overview of how funds from last year's donations were used towards building care packages for sick patients and thanked the Council for past donations.

Council thanked Sticka for the work done by the program and deliberated on how best to disperse the funds.

MOTION: Thompson-Rizer/Hill: to Community Grants the following organizations in the amounts of: With Courage (\$2,250.00), Carlton Business Association (\$500.00), and Homeward Bound Pets (\$2,250.00), and authorize the City Manager to issue the fund amounts as decided upon by City Council. Motion Carried (7 Yes/ 0 No / 0 Absent /0 Abstain).

D. Engineering RFQ Award Recommendation

8:44 PM

City Manager Shannon Beaucaire announced the EPA’s grant requirement for reimbursement of engineering expenses to meet all current and future federal funding requirements. She stated that the City went through the RFQ process, received two applications, and recommended that the Council award the engineering contract to Tetra Tech.

Councilors asked questions and deliberated.

MOTION: Skipper/Thompson-Rizer: to accept Tetra Tech as the contractor to provide City Engineering Services and authorize the Mayor to execute all necessary documents. Motion Carried (7 Yes/ 0 No / 0 Absent /0 Abstain).

E. Community Room discussion and application review

8:49 PM

City Recorder Aimee Amerson presented an updated draft for the Civic Center’s Community Room rentals. Amerson suggested a separate application process for small meetings by non-profits and community organizations and reserving the presented application for larger-scale events only.

Councilors asked questions and discussed the feasibility of a staff-level application for small meetings, fees associated with staff time, room use after hours, and the fees and technicalities of building access using key cards.

F. Recreational Immunity Update

8:57 PM

City Attorney Yeomann-Millette gave an update on the current legislature surrounding recreational immunity and the League of Oregon City’s intent to continue more specific legislative fixes to the statute. Yeomann-Millette discussed steps taken by the City to update signage in public spaces.

G. General Ledger Request

9:03 PM

City Manager Beaucaire introduced the request for the full General Ledger to be presented at each Council meeting. Beaucaire discussed her research with other cities, the feasibility, and the impacts on staff time associated with a request of this size.

Councilors discussed and asked questions about the need for the request, the statutory requirements for redaction, items included in the report, limitations on specificity for certain purchases, and the staff’s willingness to answer any questions that may arise. The Council agreed that the current report in the packet is adequate.

H. Lower Park Dog Leash Requirement

9:17 PM

City Manager Beaucaire presented Council with a request for more regulations on dogs in public parks. Beaucaire also presented statistics about dog complaints throughout the whole city.

Councilors discussed their opinions of leash requirements or designated dog areas, imposition of ordinances for leash requirements at Wennerberg Park, enforcement of leash regulations and fines, the introduction of a community survey to gain community input, and agreed on further discussion of the topic at a later meeting.

I. Sewer Force Main Break Update

9:41 PM

City Manager Beaucaire provided Council with photographs of the force main break on Friday, March 29, 2024. Beaucaire noted that she would be taking these photos on her trip to Washington, D.C., to use as an example in requests for funding.

Councilors asked questions about the history of the cast iron pipes in town and their degradation, line replacement history, applications and opportunities for grant funding, use of utility rate increases to supplement repair costs, proposing bonds to facilitate repairs, and the estimated cost for a total replacement of the system.

ADJOURNMENT

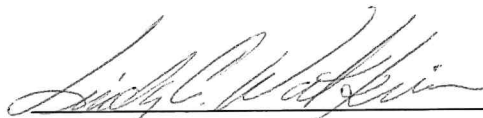
9:55 PM

The Regular Session meeting adjourned at 9:55 PM.

APPROVED by the City of Carlton City Council on May 7, 2024.

ATTEST:


Morgan Shelton, Finance Specialist


Linda Watkins, Mayor