

**Culver City Council Meeting  
January 22, 2024; 6:30 p.m.**

**Culver City Council Minutes**

Workshop: Mayor Bart Carpenter reviewed the Strategic Plan with the council.

**CALL TO ORDER, INVOCATION AND ROLL CALL:** The meeting was called to order at 6:30 PM by mayor Bart Carpenter. Pastor Allen Riley led the invocation. Councilors Tim Woods, Luke Middleton, Dave Beck, Bart Carpenter, Chuck Rushing, Josh Thody and Scott Ough were present. Others present included Donna McCormack, Jared Reid, and Kim Simons.

**APPROVAL OF AGENDA:** Councilor Woods moved to approve the agenda. The motion was seconded by Rushing and passed unanimously.

**CONSENT AGENDA:** Councilor Thody moved to remove item 3.3 (the approval of the budget calendar) from the consent agenda. Middleton seconded the motion and it passed unanimously. Councilor Rushing moved to approve the consent agenda. Thody declared a conflict of interest indicating he is a business owner, and the city has an account with him. The motion was seconded by Woods and passed unanimously, with Thody not voting.

The council set the date for the Budget Committee hearing for April 3, 2024 at 6:30 p.m. Councilor Woods moved to adopt the Budget Calendar for the 2024-25 Budget. The motion was seconded by Middleton and passed unanimously.

**INFORMATIONAL ITEMS:**

Urban Renewal District Report: Jared Reed presented the report. He explained no funds have been expended since 2022. They now have a full slate of board members. He also reported the urban renewal district ends in 2027. They are working on new projects to achieve and create goals. They are also considering amending the plan to include other projects.

Fire District Ordinance 23-01: Donna McCormack explained the fire district has passed an ordinance assessing cost-based fees and rates for development applications. They have adopted the rates by resolution and applicants will now be required to pay a fee for code review. The city currently could assess the fee to the applicants and send the payment to the fire district. Another option would be for the applicants to submit their plans directly to the fire department and pay the fee to them. She requested guidance from the council indicating how they would like to proceed. The council discussed the options and had concern about the city being in the middle of the process. They also discussed the benefit of being able to provide an additional service to the community. Following discussion, the council directed staff to have the applicants submit their applications directly to the Fire Department for comments.

**Citizen's Input:** Debbie Taylor reported she has been hired as the Chamber of Commerce Director and she is looking forward to creating a new direction for the Chamber. They are trying to find ways to encourage people to stop in Madras/Jefferson County rather than just travel through the area. She also asked the council to provide directions on what updates they would like from her. The council determined that the monthly reports from our board representative, Patti Carpenter, are appropriate. If the council has questions, they will be sure to let Patti or Debbie know.

**OLD BUSINESS:**

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Appoint Park Committee Member: The city received an application from Cindy Dix and Jered Reid explained the prior Conflict of Interest issues have been resolved as she no longer represents the Urbach Foundation. Mayor Carpenter appointed Cindy Dix to the Park Committee and Woods moved to approve the appointment. The motion was seconded by Rushing and passed unanimously.

Ordinance 2023-08: Jered Reid explained this is the second presentation of the Ordinance and the planner who prepared it is no longer with the company. Dan Meader is now providing planning services. Rushing asked for clarification regarding if the ordinance addressed existing containers and Donna McCormack reported the ordinance does not have any effect on other ordinances. For example, if a container is currently in a residential zone and is in violation of existing set-back requirements, the container would still be in violation. With the adoption of the ordinance however, no additional containers would be allowed except in the industrial zone. After discussion, Reid was asked to research if the ordinance would affect the Shorty's Taphouse development since the plan has been approved but they have not actually completed construction.

**NEW BUSINESS:**

Election of Council officers: Council President Luke Middleton agreed to be appointed to Council President and Dave Beck agreed to be the Council Vice President. Thody moved to approve the appointments. The motion was seconded by Rushing and passed unanimously.

Council liaison positions. The council all agreed to retain their liaison positions.

Resolution 24-01 (SCA Grant): Middleton moved to approve Resolution 24-01 as presented. The motion was seconded by Thody and passed unanimously.

Resolution 24-02 Approving an Amendment to the Professional Services Contract with Mecca Investigations was presented. The council asked why a two-year contract and was told it was appropriate as no changes were anticipated. Woods moved to approve Resolution 24-02 and Middleton seconded the motion. The motion passed with unanimous approval.

Resolution 24-03 approving a Donation and Construction Agreement with Darlene Urbach Memorial Youth Fund: The Resolution and agreement were for the Culver Skate Park Project was discussed. Woods asked if the agreement binds the city to use Dreamland Skatepark and was advised it does not as the city does not have an agreement with them. There is the possibility the city will use Dreamland but the city retains all authority over the project. The Urbach Foundation donates the funds raised for the project to the city and Reid explained that if the project is cost prohibitive and the city decides not to move forward, the money would be returned to the Urbach Foundation. He also explained the information is not currently available to know what the total project will cost. Brett Urbach reported to the council the foundation is mainly concerned about the skate park and is also holding some funds for the pickleball court. He explained that since they started the project, they had always planned to have Dreamland be the contractor and the estimated cost then was \$150,000 but it has now grown to \$360,000 and it is not getting any less expensive. They were planning to begin construction in March, and he is concerned that waiting another year will only cause it to become more expensive and he understands there needs to be a bid process, but he would like Dreamland to be the company the city chooses. Beck moved to approve Resolution 24-03 and Ough seconded the motion, which passed unanimously.

**COMMITTEE REPORTS:** Patti Carpenter (Chamber of Commerce) reported the board is having two meetings a month while the board is evaluating the direction they wish to pursue and developing goals and objectives.

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Brent Schulke reported he has processed a total of 30 complaints in the last year with 1 still in process, 1 went to court, 1 is still unresolved with massive amounts of debris and junk. There were also 13 vehicles, 5 weed/tree violations, 2 animal complaints, 3 trespassing complaints and 4 miscellaneous complaints have been resolved.

**STAFF REPORTS:** Kim Symons was thanked for all of the work she did during the recent storm event, and she thanked all of the people who helped out. Brett Urbach from Round Butte Seed helped as well as some contracted companies. She reported: 1) The fire department door was damaged, and the sink froze when the furnace went out. 2) She reported the city always tries to save money, but the city does not have adequate equipment to perform our duties and she requested authorization to proceed with the purchasing process for a 1-ton truck with a dump bed. She reported Madras got one with a V-blade and a sand box on the back. The estimated cost for the truck is \$125,000 and it could be used in multiple ways. She also explained the city needs a small utility vehicle for various uses throughout the city. Snow was removed from the sidewalks using a 4-wheeler with a blade, but the utility vehicle could also be used in the park instead of a pickup being in the park in the summer. The city has pickups, but one needs extensive work. The purchases are included in the budget and the purchasing process would consist of acquiring 3 bids, but the council would award the contract. The council provided some suggestions and recommendations regarding acquiring the bids. When asked if the utility vehicle was street legal, she replied the vehicle would only be used on the sidewalks, to clear the snow from city hall and in the park, it would not be used on the city streets and no, the vehicle would not be street legal. 3) She reported she passed her sewer collection systems test and is studying for the treatment test.

Donna McCormack reported: 1) The Spring LOC conference registration is open and none of the city council wished to attend. 2) The auditor has not come to the city to complete the 2022-23 audit and the council authorized preparing a Request for Proposals for an auditor for the 23-24 fiscal year audit.

**COUNCIL & MAYOR REPORTS:** Middleton: no report. Woods reported they met with the fire department and are discussing a cost/benefit analysis that COIC will complete. Discussions also included building ownership and improvements, as well as services to be provided.

Beck: no report. Rushing reported the committee is beginning work on the Crawdad Festival and everything seems to be going well. Ough asked public works about the wastewater connection for Shorty's Taphouse. There was discussion about funding assistance through the URD for both connecting the wastewater system and streetscape improvements. The council asked about the Safe Routes to Schools grant and was advised the city needs to address the stormwater issues to develop sidewalks. Thody indicated he would like to finish some of the projects before starting more and expressed concern about the time it is taking to complete the park expansion project. Mayor Carpenter reported he has just completed his first year as Mayor and thanked everyone for their input, comments, and discussions.

**ADJOURNMENT:** Beck moved to adjourn the meeting at 8:25 p.m. Thody seconded the motion and it passed unanimously.

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Mayor

Attest:

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City Recorder