



City of Molalla  
Budget Committee Meeting  
Minutes – May 15, 2024  
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

**CALL TO ORDER**

The City of Molalla Budget Committee Meeting was called to order by Budget Officer, Dan Huff at 6:30pm. The flag salute followed.

**COUNCIL AND BUDGET COMMITTEE ATTENDANCE**

Present: Mayor Scott Keyser, Council President Jody Newland, Councilor Leota Childress, Councilor Terry Shankle, Councilor Eric Vermillion, Councilor RaeLynn Botsford. Budget Committee members; Elizabeth Klein, Glen Boreth, Levi Davis, Darci Lightner, Mechelle Trefethen, Char Pennie. Also present: Student Council Liaison, Grace Peterson.  
Absent: Budget Committee member, Regina Sheaves.

**STAFF IN ATTENDANCE**

Dan Huff, Budget Officer; Christie Teets, City Recorder; Mac Corthell, Assistant City Manager; Chris Long, Police Chief; Cindy Chauran, Finance Director; Diana Hadley, Library Director.

Budget Officer Huff stated at the beginning of each fiscal year, a Budget Committee Chair and Vice-Chair must be elected. He opened nominations for Chair.

**ACTION:**

Mayor Keyser moved to appoint Budget Committee member Elizabeth Klein as Budget Committee Chair; Budget Committee member, Glen Boreth seconded. Motion passed unanimously, with all members voting Aye.

Chair Klein resumed the meeting, opening nominations for Budget Committee Vice-Chair.

**ACTION:**

Council President Newland moved to appoint Budget Committee member, Glen Boreth as Budget Committee Vice-Chair; Councilor Botsford seconded. Motion passed unanimously, with all members voting Aye.

**CONSENT AGENDA**

A. Budget Committee Meeting Minutes – May 23, 2023

**ACTION:**

Mayor Keyser moved to approve the Consent Agenda; Budget Committee Vice-Chair Boreth seconded. Motion passed unanimously.

AYES: Keyser, Newland, Childress, Shankle, Vermillion, Botsford, Klein, Boreth, Davis, Lightner, Pennie, Trefethen.

NAYS: None.

ABSENTIONS: None.

**PRESENTATIONS OF THE BUDGET MESSAGE**

- Budget Officer Huff
- General – Finance Director Chauran
  - Administration
  - Municipal Court
  - City Council
- Library – Library Director Hadley
- Police – Police Chief Long
- Community Development Department – Assistant City Manager Corthell

Budget Officer Huff presented his Budget Transmittal to the Committee. He directed attention to the \$79 million dollar Budget that is being presented for approval. He stated that this number increased for a second year (from \$55-\$59 million), which

reflects two large projects that the City is currently undertaking, with the new Police Facility and Wastewater Treatment Plant. It is a balanced Budget, that includes following mandates as directed by the State of Oregon. (For the entirety of the Budget Officer's message, see minutes 6:00 – 16:20 of the video link referenced below.)

Finance Director Chauran directed Budget Committee to a snapshot of the Budget on pages 35-36. She explained the increase in the payroll line item due to the Administration Department adding an additional FTE, as well as Council members being issued stipends through payroll. Property tax revenue reflects an increase, as well as franchise tax. Ms. Chauran shared that Court is now held for a full day opposed to previous years half-day, due to the increased workload brought by the Code Compliance Specialist. (For the entirety of the Finance Director's message, see minutes 16:40 – 47:46 of the video link referenced below.)

Library Director Hadley shared that the Molalla Library has been serving the needs of community members for 124 years. She feels it's an awesome feat and is proud of the programs available to the community. Ms. Hadley's highlights include Music in the Park during summer months, 202 programs available through the library, the regularly used Bookmobile, and the highly attended Dia de los Muertos event that over 150 attended in the fall. (For the entirety of the Library Director's message, see minutes 48:05 – 52:10 of the video link referenced below.)

Chief Long's report to Budget Committee members included highlights of construction of the new Police Facility. The completion date is scheduled for Christmas 2025. Accomplishments for the Police Department include adopting and implementing a K-9 program, as well as a drone program. The Police Department works with AntFarm for local compliance issues, and have hired two new officers. Molalla is in partnership with the City of Canby, employing a Behavioral Health Specialist who is assisting with the opioid crisis. (For the entirety of the Police Chief's message, see minutes 52:14 – 1:00:05 of the video link referenced below.)

Assistant City Manager Corthell is responsible for the balance of the City's funds; Parks, Planning, Streets, Wastewater, Sewer, Water, Storm, and Fleet. He provided a brief presentation for each item, referring the body to the proposed Budget document for specific numbers. Highlights from Community Development include a new digital platform for the permitting process, cost increases due to power and natural gas increases, Code Enforcement successes, sidewalk program, street repair, water treatment plant intake, the construction of the wastewater treatment plant, biosolid removal, water meter replacement, the housing production strategy and natural hazard plan updates, along with others. (The entirety of the Assistant City Manager's presentation is separated into two parts. See minutes 1:00:20 - end of the video link referenced below, Part 1. The remainder of the presentation is available in Part 2, minutes 00:00-35:00)

#### **PUBLIC COMMENT ON PROPOSED FISCAL YEAR BUDGET**

None.

#### **REVIEW AND DISCUSSION OF THE FISCAL YEAR BUDGET (Budget Members and Staff)**

Budget Committee member Trefethen complimented staff on the layout of the proposed Budget, stating that she appreciated how easy it was to work with. Other members shared their appreciation. There were no other questions for staff.

#### **POSSIBLE BUDGET COMMITTEE MOTIONS**

- A. Confirm meeting date for continued deliberations (if necessary)

All parties agreed that there was not a need to extend the Budget Committee meeting to an additional night and proceeded with motions to accept.

Vice-Chair Boreth noted a discrepancy listed in the ad valorem tax numbers listed between the Agenda and Proposed Budget Document. Staff acknowledged the error, and a five-minute recess took place. The meeting continued with the correct amount for the motion.

- B. Move to accept the proposed Budget (or as amended) and recommend its adoption to the City Council

#### **ACTION:**

Council President Newland moved to accept the proposed Budget document and recommend adoption to City Council, with the amendment to the Sewer Fund; Councilor Vermillion seconded. Motion passed unanimously.

AYES: Keyser, Newland, Childress, Shankle, Vermillion, Botsford, Klein, Boreth, Davis, Lightner, Pennie, Trefethen.

NAYS: None.

ABSENTIONS: None.

- C. Move to approve a rate of ad valorem property taxes to be certified for collection. (City of Molalla's current rate is \$5.3058)

**ACTION:**

Mayor Keyser moved to approve ad valorem property taxes to be certified for collection at the rate of \$5.3058 per \$1,000 of assessed value for the permanent rate tax; and in the amount of \$774,288 for debt service on general obligation bonds.

Councilor Vermillion seconded. Motion passed unanimously.

AYES: Keyser, Newland, Childress, Shankle, Vermillion, Botsford, Klein, Boreth, Davis, Lightner, Pennie, Trefethen.

NAYS: None.

ABSENTIONS: None.

**ADJOURN MEETING**

Council President Newland moved to adjourn the Budget Committee Meeting at 9:03pm, seconded by Budget Committee member Trefethen. Motion passed unanimously.

For the complete video account of the City Council Meeting, please go to YouTube

“Molalla Budget Committee Meeting – May 15, 2024 (Part 1)”

“Molalla MURA Budget Committee Meeting – May 15, 2024 (Part 2)”

(Part 2 contains the remainder of the Molalla Budget Committee meeting.

Links are also available on the City website under the date of the meeting.)

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Dan Huff, Budget Officer

ATTEST:

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Christie Teets, CMC - City Recorder