



## AGENDA

### MOLALLA CITY COUNCIL MEETING

December 13, 2017

7:00 PM

Molalla Adult Center

315 Kennel Ave, Molalla, OR 97038

*Mayor Jimmy Thompson*

*Council President Elizabeth Klein  
Councilor Leota Childress  
Councilor DeLise Palumbo*

*Councilor Glen Boreth  
Councilor Cindy Dragowsky  
Councilor Keith Swigart*

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#### 1. **CALL TO ORDER**

- A. Convene Regular Meeting and Roll Call
- B. Pledge of Allegiance

#### 2. **PUBLIC COMMENT/ COMMUNICATIONS/PRESENTATIONS and Appointments.**

- A. Consideration of Hardeeps application for Open Planning Commission seat.
- B. Consideration for the Project Advisory Committee for the Wastewater Facilities & Collection Systems Plan  
*(Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The City Council does not generally engage in dialog with those making comments, but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the City Council.)*

#### 3. **ADOPTION OF THE AGENDA**

#### 4. **CONSENT AGENDA**

- a) City Council Minutes – October 11 & 25<sup>th</sup>, 2017 November 8, 2017 & Council Retreat November 4, 2017.
- b) Library Board Minutes – July 20, 2017
- c) Correspondence – NA

#### 5. **ORDINANCES, RESOLUTIONS AND PROCLAMATIONS**

- A. Discussion and or Action on Resolution Number 2017-20 to Reauthorize the Molalla Enterprise Zone.
- B. Discussion and or Action on Resolution Number 2017-19 to Declare Old Police Cruisers Surplus.

#### 6. **NEW BUSINESS**

- A. Discussion and or Action on Public Works Projects.
- B. Discussion and or Action on Wastewater Guiding Principles.
- C. Discussion and or Action on PAL Building as a warming center.

#### 7. **OLD BUSINESS**

- A. Discussion and or Action on Street Maintenance Utility Fee.

#### 8. **REPORTS AND ANNOUNCEMENTS**

- A. City Manager and Staff – NA in packet
- B. City Councilors – NA in packet
- C. Mayor – NA in packet

#### 9. **EXECUTIVE SESSION**

Held pursuant to Oregon Public Record Law, ORS 192.660(2):

- (a) To consider the employment of a public officer, employee, staff member or individual agent.
- (b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
- (c) To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.063 and 441.196 including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.
- (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- (f) To consider information or records that are exempt by law from public inspection.
- (g) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
- (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- (i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

## **10. ADJOURN**

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*Agenda posted at City Hall, Senior Center, Library, and the City Website at <http://www.cityofmolalla.com/meetings>.  
This meeting location is wheelchair accessible. Disabled individuals requiring other assistance must make their request known 48 hours  
preceding the meeting by contacting the City Recorder's Office at 503-829-6855.*



**City of Molalla**  
**Application for Appointment to Citizen Committee**

Date: 9/12/2017

Board/Committee of Interest: Planning Commissioner

Name:

Address:

State/Province

Zip/Postal Code:

Home Phone: ☒

Work Phone: ☒

\*E-Mail

HARDEEP SINGH BRAR  
29384 S. Molalla Ave  
Molalla OR 97038  
[Redacted]  
[Redacted]  
Years of Residence Inside City 10 years

Current or Previous Community Affiliations or Activities:

No

Why would you like to serve on this committee and give any other background you might have in this area.

I want to get involved in the processes and events of the community.

If applying for re-appointment to this Commission/Board/Committee/Task Force, please indicate what has been the key accomplishment of the group during your service.

If you could make any improvement to the Commission/Board/Committee/Task Force, what would it be?

\*Signature:

[Signature]

117 Molalla Ave/PO Box 248 Molalla Oregon 97038  
Ph: 503.829.6855 Fax: 503.829.3676 [www.cityofmolalla.com](http://www.cityofmolalla.com)

REV: 03/10/15 Citizen Application -- City Recorder

RECEIVED  
SEP 14 2017

BY: [Signature]

# City Of Molalla

## City Council Meeting



### Agenda Category: New Business

**Subject:** Wastewater Facility & Collection System Master Plan Project Advisory Committee Appointment

**Recommendation:** Council Review and Approval

**Date of Meeting to be Presented:** December 08, 2017

**Fiscal Impact:** None

**Background:**

The City has begun the update to the Wastewater Facility and Collection System Master Plan. Earlier this fall, staff advertised for Project Advisory Committee (PAC) positions and encouraged representatives of the community to complete an application for appointment to the PAC. Attached is an application for an individual representing residential properties for Mayor and Council consideration. Staff will continue to leave the application period open until one representative from commercial and industrial property owners are appointed to the committee.

SUBMITTED BY: Gerald Fisher, Public Works Director  
APPROVED BY: Dan Huff, City Manager



**City of Molalla**  
**Application for Appointment to Wastewater Facility & Collection**  
**Advisory Committee (PAC)**

Date: 11/27/17

Name:	Nathan Williams
Address:	725 Storey Dr.
Home Phone:	
Work Phone:	
E-Mail:	
Years of Residence Inside City	15
Years of Business Ownership Inside City	0
Years of Residence Inside Urban Growth Boundary	15

**Current or Previous Community Affiliations or Activities:**


**Why would you like to serve on this committee and give any other background you might have in this area?**

I feel that my knowledge can help give valuable insight
- Wastewater Treatment Operator In Training (OIT)
- Wastewater Collections OIT
- Currently enrolled in the WET program at CCC

**What wastewater related items are you most interested?**

Facility expansion/improvement
Asset management

**\*Signature:**

117 Molalla Ave/PO Box 248 Molalla Oregon 97038  
Ph: 503.829.6855 Fax: 503.829.3676 [www.cityofmolalla.com](http://www.cityofmolalla.com)

**Minutes of the Molalla City Council Regular Meeting  
Molalla Adult Center  
315 Kennel Ave., Molalla, OR 97038  
Wednesday October 11, 2017**

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- 1. CALL TO ORDER OF THE MOLALLA CITY COUNCIL MEETING;** the regular meeting of October 11, 2017 was called to order by Mayor Jimmy Thompson at 7:07 P.M.

**ATTENDANCE:**

Mayor Jimmy Thompson - Present  
Councilor Elizabeth Klein - Present  
Councilor Leota Childress – Absent  
Councilor Delise Palumbo - Absent  
Councilor Glen Boreth – Present  
Councilor Cindy Dragowsky - Present  
Councilor Keith Swigart – Present

**STAFF IN ATTENDANCE:**

Dan Huff, City Manager - Present  
Gerald Fisher, Public Works Director - Present  
Chaunee Seifried, Finance Director - Present  
Rod Lucich, Police Chief - Absent  
Nancy Ide, Interim City Recorder – Present  
Diana Hadley, Library Director - Absent  
Chad Jacobs, City Attorney – Absent

**2. COMMUNICATIONS, PRESENTATIONS, and PUBLIC COMMENT**

Lynn Dashler, (Clackamas County Health and Housing) Oregon City, OR. Ms. Dashler had present council with a power point presentation and update from 2015 to present of the homeless situations here in Clackamas County. This is an effort that the County takes part in every two years as a nationwide effort. This is to count the homeless populations and those that take part in homeless assistance programs. The count this time took place on January 23, 2017. (The full report can be viewed as attached.) (Formerly agenda item 3a)

**3. ADOPTION OF THE AGENDA**

Councilor Childress made the motion to approve the amended agenda of October 11, 2017 with the addition of item 7b Resolution number 2017-14 Retention Schedule and was seconded by Councilor Boreth. Motion carries (6-0), all ayes. (Formerly item 4)

**4. CONSENT AGENDA**

- a) NA

**5. ORDINANCES, RESOLUTION AND PROCLAMATIONS**

- a) **Discussion and or Action on Ordinance Number 2017-08 A Ordinance of the City of Molalla, Adopting/replacing The Development Code.** CM Huff goes into a brief description of the items that were discussed at the last meeting, 1. Alter the drive-through business standard, 2. Parking requirements for multi-family housing, 3. Examine proposed standards in the C-2 zone regarding building orientation

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requiring structures be placed along street frontage. After which time Dennis Randazzo 1851 NE 60<sup>th</sup> Portland, OR. ProCom Commercial Group, LLC speaks to council regarding his most recent conversation with CM Huff specific to “transparency” the 60% requirement in the outlined section 17-3.2 specifically D5 would literally exclude many of my current tenants and any regional or national tenant that could be interested in Molalla. I would propose the 60% requirement be amended to 20% so potential tenants are not discouraged from coming to Molalla in serious negotiations.

- Mayor Thompson opens for discussion and presents his take on the issue he feels as though there is latitude enough but suggests if they lower it to 20% that the remaining 60% be made up by some type of art work and possibly another board to approve or weigh in on the proposal such as the Tribal Council of the Grande Round Indians or the Arts Commission.
- Councilor Boreth suggests that we approve the code as presented by Planning Commission so we stick to the timeline of the grant. The changes your suggesting to make should be discussed not be quickly made.
- Councilor Childress asks CM Huff for the specific timeline for the grant and CM Huff states by the end of October. Childress refers to verbiage submitted by CM Huff from other cities and she particular likes Gladstone. She agrees with Councilor Boreth and address these issues at a later date.
- Klein, agrees that we need to adhere to our grant. She likes Mayor Thompson scenario.
- CM Huff explains that at the last meeting your discussion was to remove the parking on duplex, the drive through and building orientation Mr. Randazzo brings in another item tonight that was not a part of last meeting discussion on the 3 items. CM Huff goes on to explain that he feels we need to address the 3 issues as previously discussed parking, orientation and drive through tonight and meet our grant obligation. Then we could turn around and further discuss the transparency question.
- Council President Klein asks staff if they feel that this code gives them the flexibility needed to move through the process better than the previous code. CM Huff replies that yes it does. Klein so getting this in place would really help projects to move forward and CM Huff believes that it will.
- Boreth wants to include the language as presented for parking.
- Mayor Thompson wants to include the language for drive-through as presented by Councilor Klein.
- Childress wants to see chapters in another document documented as necessary, Mayor Thompson is not in support of it since it would need further action when the TSP would change. Gerald Fisher of Public Works explains to council the industry



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standard language that would address this very issue. CM Huff explains it even further to the council and the fact that with the TSP update it should address this issue.

A motion is made by Councilor Boreth to adopt the 2<sup>nd</sup> reading of Ordinance 2017-08 and amended Development Code with changes and is seconded by Councilor Dragowsky. 6-0 all Ayes. Removal of adjustment to parking on duplex, the drive through portion removal except the building orientation as it will come back.

A motion to adopt the Development Code with the changes suggested is made by Councilor Boreth and is seconded by Councilor Swigart. 6-0 all ayes.

- b) **Discussion and or Action on Resolution Number 2017-14 To Adopt the State of Oregon Retention Schedule for Cities.** Interim City Recorder Ide presents the resolution and explains what the schedule is and why we need to have it. This gives the local government the authority to dispose of documents as necessary for systematic control.

Mayor Thompson points out that this would include the Council as well and includes email. Ide this is more of a house keeping issue and to inform the public that we are observing the State retention schedule.

A motion is made to approve Resolution Number 2017-14 and adopt the States Retention Schedule by Councilor Boreth and is seconded by Councilor Childress. Motion is approved 6-0 all ayes.

Mayor Thompson suggests to the Council an item that he would like to see brought back to council and before he just has the item put on the agenda would like to discuss it, He goes on to explain the SDC schedule/payment plan and how it works. It is the consensus of the council to bring it back at the next meeting.

**6. NEW BUSINESS**

- a) NA

**7. OLD BUSINESS**

- a) NA

**8. REPORTS AND ANNOUNCEMENTS**

- a) **City Manager, Huff** briefly explains the document before you we attempted to gather all of the city policies that we could find prior to your goal setting if there are any you would like to see or discuss here they are. CM Huff also informs council



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that staff will be getting customer service training this month and should be a great success.

- b) **Staff**, Fisher explains the smoke testing effort that is currently happening in and around the city, we sent out notifications to property owners explaining what they need to do if anything. Waste Water Master Plan we have asked for applicants to apply. Fisher explains his insert regarding a possible truck route to keep large trucks off of our newly renovated down town area. Mayor Thompson would like the Transportation Committee to weigh in on this possible truck route as well. Fisher also explains that they may need to discharge treated effluent we have notified everyone according to our permit this is essentially clean water after treatment. Interim Recorder Ide explains to council she is excited to inform them that we are making leaps and bounds on the new record center.
- c) **City Councilors**, Councilor Childress briefly touches on an upcoming meeting between the City and the Chamber regarding better relations and working together. Councilor Klein and Childress will be attending a Ford Community Building Summit Conference this weekend in Bend to share what we have done regarding Visioning process. Councilor Boreth thanked everyone involved in the recent MMC update it was a long process and everyone worked really hard on it. Councilor Boreth also attended the League of Oregon Cities Conference and briefly explains some advice he received there regarding notes and compiling them in a note book and then at the end of the year turning it into the city so there all in one place. Councilor Klein also attended the League of Oregon Cities Conference and has a lot of notes to compile. Also on Saturday we voted in a new board at the League and I had casted the vote for Molalla. Klein also explains that one of the Cities received an award for their unique wetlands area for their treatment plant. It's very unique and a tourist attraction for visitors there is bird watching, trails and hiking. Visioning phase two has started October 26<sup>th</sup> is the next meeting. We had a lot of volunteers from phase one that will be continuing into phase two. The survey is also on line now.
- d) **Mayor**, Thompson had nothing more.

## **9. EXECUTIVE SESSION**

- a) Didn't meet in executive session at this time.

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**10. ADJOURN**

Motion to adjourn the October 11, 2017 meeting made by Councilor Boreth Councilor Swigart seconded. Motion carried (6-0), all ayes at 8:35 pm.

\_\_\_\_\_  
Mayor, Jimmy Thompson

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Kelly Richardson, CMC  
City Recorder

**Minutes of the Molalla City Council Regular Meeting  
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- 1. CALL TO ORDER OF THE MOLALLA CITY COUNCIL MEETING;** the regular meeting of October 25, 2017 was called to order by Mayor Jimmy Thompson at 7:07 P.M.

**ATTENDANCE:**

Mayor Jimmy Thompson - Present  
Councilor Elizabeth Klein - Present  
Councilor Leota Childress – Present  
Councilor Delise Palumbo - Present  
Councilor Glen Boreth – Present  
Councilor Cindy Dragowsky - Absent  
Councilor Keith Swigart – Present

**STAFF IN ATTENDANCE:**

Dan Huff, City Manager - Present  
Gerald Fisher, Public Works Director - Present  
Chaunee Seifried, Finance Director - Present  
Rod Lucich, Police Chief - Absent  
Nancy Ide Interim, City Recorder – Absent  
Diana Hadley, Library Director - Absent  
Chad Jacobs, City Attorney – Absent

**2. COMMUNICATIONS, PRESENTATIONS, and PUBLIC COMMENT**

- a) No one was in attendance.

**3. ADOPTION OF THE AGENDA**

Councilor Boreth made the motion to approve the presented agenda of October 25, 2017 and was seconded by Councilor Childress. Motion carries (6-0), all ayes.

**4. CONSENT AGENDA**

- a) City Council Minutes –NA  
b) Liquor License – NA  
c) Correspondence - NA

Motion is made by Councilor Boreth to approve the Consent Agenda and is seconded by Councilor Swigart. Motion carries 6-0. All ayes.

**5. ORDINANCES, RESOLUTION AND PROCLAMATIONS**

- a) NA

**6. NEW BUSINESS**

- a) **Discussion and or Action on Street Utility next steps**, CM Huff Council held a Town Hall meeting on September 20, 2017 for the purpose of making a street condition presentation and identify options regarding funding. The Town Hall was attended by approximately 20 people with varying opinions regarding the amount that a utility should charge. Interestingly, there seemed to be a consensus that a fee should be charged and at the higher rate. Council may want to discuss next steps on this. Councilor Swigart thought that instead of every 5 years that it could be looked at yearly. CM Huff explains that staff is trying to come up with a solution to look at

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rates either yearly at budget time or when it is the best time but to at least do it and monitor various rates so we are not behind. Mayor Thompson wants to look at them prior to budget and have a plan before the budget process and CM Huff agrees. PWD Fisher chimes in and states he still has time but remember that it will take a year or so before revenue can be generated enough to accomplish a project. Fisher feels that if Council made a decision before the end of January. CM Huff states that if we are looking at a spring time project's we need to move fairly quickly. Councilor Childress explains that she is on board with the fee however another item we need to really look at is the treatment plant and its issues. PWD Fisher states that he won't have the numbers until next spring it takes about a year to bring the Master Plan to you. Childress in the meantime is there a need for a rate increase Fisher those were brought to you during the rate study. Thompson I believe these are different items and need to be looked at separately. PWD Fisher explains that the Council never adopted the rate study you agreed on a percentage however it wasn't adopted I need more information before I could bring it back to you for adoption. We need to know if you're looking at a full 5 year rate or a yearly rate. There are a few items you need to do first adopt rate study and then a resolution to adopt the rate itself. CM Huff does explain the City needs to look into funding options at some point that could defer the amount of the street utility fee or other projects. Mayor Thompson explains how the Town Hall meeting went regarding the need and what has created the need. The city presented various dollar amounts that explained what could be done with each amount and surprisingly they were ok with the higher dollar amount. They all agreed that there was a need and they went towards the \$20.00 dollar fee. Councilor Swigart concern is that November is right around the corner and many departments will be needing money to fund projects. Klein chimes in and states there is also a need for more discussion and to discuss various options let's not move too quickly. Councilor Boreth agrees with Councilor Klein he also likes the idea of an online survey but definitely more discussion. Boreth also states he doesn't remember who stated it but he felt the road maintenance should be a fee and save the bonding for a much larger project such as the treatment plant. Boreth stated staff wanted direction on rates as a 1 year or 5 year I think a 1 year at this point. Palumbo feels that we need to pare down a few of the items we don't want to bombard our citizens so I agree with a 1 year. Swigart thinks we need to look at the older portions of town regarding roads.

**Consensus is to direct staff for a 1 year based rate increase and then look at it again at the end of the year.** Mayor Thompson I do think bonding if done right can help with maintenance of the roads we should look at more options and a lot more

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discussion. Fisher circling back I need direction on the rates do you want me to bring back a resolution for each rate at a 1 year. The Council agree that 1 year on all.

- b) Discussion and or Action on System Development Charges-**CM Huff, Payment Installment Plan, and Included with the Agenda is a copy of Molalla Municipal Code Section 13.14.095 deferred and installment payments regarding SDC's. We have also attached a copy of the Clackamas County's Code language regarding deferred payments as a comparison. Mayor Thompson opens with back ground had someone that was looking at moving their business where they wanted to move it would have caused them to incur SDC's of at about \$200,000 so this prevented them to do so. Our current code they can go into an installment plan which allows them to pay 1/5<sup>th</sup> however they need it paid in full within 2 years and 9% interest. Even if they paid half of this it's still quite erroneous. Under the County's plan they could pay it off over a 10 year period. There is still a lien placed on the property to ensure the City gets paid. I think this would help encourage growth. PWD Fisher informs them this has been in the code since 2008 and no one has taken advantage of the payment plan. Cm Huff states the County's is used now it could be difference in projects. There will be some type of security to ensure it is paid in full. Councilor Childress doesn't believe that a payment plan is necessary for residential development since they roll those charges in at time of sale. CM Huff feels as though this would be something of a larger scale development. Councilors go back and forth discussion the risk factor and the possibilities of bankruptcy and who would get paid. They are concerned about the 10 year payout it sounds like 5 years would be a better time frame. Councilor Boreth states he agrees with Mayor on this that as long as the building isn't built then were not out anything. They go back and forth on this issue with various concerns regarding this. PWD Fisher gives some background on a situation that is the driving force between this regarding a church and a daycare and Mayor Thompson also gives a situation regarding a food cart. PWD Fisher doesn't think this would be an issue where developers are concerned because they just put it in as part of the cost to do business. CM Huff generally the developers on the smaller projects and repurposing buildings as a new use are the ones that are different and harder to determine. PWD Fisher believes that adjusting the code to reflect a 20% payout and payments over 5 years would be a beneficial change and allow us to be competitive and will help smaller businesses and projects. The larger developers this probably won't even be an issue for them. CM Huff I agree with Gerald that the larger developers really are not going to be the ones using this it just doesn't make sense for them. This needs to be the same across the board for everyone. Council discuss various scenarios on what that would look like. Mayor Thompson so a \$1,000.00

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dollars admin fee up front and a 5 year by-annual and prime plus 3 and do a resolution at that time. Could limit it to \$250,000 thousand.

- c) **Discussion and or Action on Goal Setting Retreat**, CM Huff, We have a communication Session scheduled for October 31<sup>st</sup> and Goal Setting scheduled for November 4, I wanted to encourage a discussion. I currently have a workbook here for you to look at and I will send you over our previous goals at a later date. CM Huff explains that there is a difference in Council goals and City goals. There could be goals and actions. A lot of the discussion with Councilor Klein was long and short term goals. Mayor Thompson asks each councilor to commit to reading the document and filling out the document and get back to staff.
- d) **Discussion and or Action on Council Policies**, CM Huff, We believe it is also a good time to begin discussion council and or City Policies. Current policies may need to be updated and there may be a need to adopt new policies. We included policies in your Draft Handbook. These are the policies that staff has been able to locate.
- Mayor Thompson begins the discussion, Fraud policy is fine we just completed it. Staff compensation 2009-01 I think staff can provide a better way to word this so were not looking at 5-7 years from 2009. A simple statement to be competitive. 2009-02 We remove 2A and B and omit from the very first sentence if less than 5,000 simply have pay the fee in lieu of the building permit process.
  - 2010-01 Employment policy there is really on 3 people the city council employs the City Attorney, Judge and City Administrator. If we want an employment policy that is who it would be for. I think the CM can have input on the policy/employment practices to look like. I think it would be appropriate for us to approve that policy but it's really not necessary for council to have one. Council discuss the policy briefly. They agree to simplify and remove the time references. The employee manual is what staff puts together and the council adopts once that is done staff will execute it. CM Huff we currently do not have a recruitment policy in the employee handbook so that is something were going to want to add.
  - 2011-01 regarding City Grants and Loans, Mayor Thompson explains this was put into place when we had a grant line in the budget we needed to have back up and since we no longer have the grant line in the budget we can remove it as well. CM Huff couldn't find documentation on if this was put into force or not. Klein remembers this was a recommendation during the budget process.



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- 2011-02, Appointments to Boards and Commissions, Mayor Thompson I do not believe we need this either since our Charter update in 2011 now has the language necessary for this type of thing,
- CM Huff I believe it should be in place in the employee handbook before we remove the policy altogether following the discussion.

**7. OLD BUSINESS**

- a) NA

**8. REPORTS AND ANNOUNCEMENTS**

- a) City Manager,
- b) Staff,
- c) City Councilors,
- d) Mayor, doesn't

**9. EXECUTIVE SESSION**

- a) Was held pursuant to Public Record Law under ORS 192.660(2);
  - (e): To conduct deliberates with persons designated by the governing body to negotiate real property transactions.
  - (h): To consult with the counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

**City Attorney Chad Jacobs joins the group for the executive session.**

**10. ADJOURN**

Motion to adjourn regular session and open executive session is made by Councilor Boreth. Councilor Swigart seconded. Motion carried (6-0), all ayes at 9:40 pm.

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Mayor, Jimmy Thompson

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Date

ATTEST:

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Dan Huff  
City Manager



**Minutes of the Molalla City Council Regular Meeting  
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- 1. CALL TO ORDER OF THE MOLALLA CITY COUNCIL MEETING;** the regular meeting of November 08, 2017 was called to order by Mayor Jimmy Thompson at 7:00 P.M.

**ATTENDANCE:**

Mayor Jimmy Thompson - Present  
Councilor Elizabeth Klein - Present  
Councilor Leota Childress – Absent  
Councilor Delise Palumbo - Present  
Councilor Glen Boreth – Present  
Councilor Cindy Dragowsky - Present  
Councilor Keith Swigart – Present

**STAFF IN ATTENDANCE:**

Dan Huff, City Manager - Present  
Gerald Fisher, Public Works Director - Present  
Chaunee Seifried, Finance Director - Present  
Rod Lucich, Police Chief - Absent  
Kelly Richardson, City Recorder – Present  
Diana Hadley, Library Director - Absent  
Chad Jacobs, City Attorney – Absent

**2. COMMUNICATIONS, PRESENTATIONS, and PUBLIC COMMENT**

Susan Hanson, (Bear Creek Recovery) Molalla, OR. Miss. Hanson read a statement into the record which has been made a part of the final packet.

- a) Ceremonies - Appointment to the Project Advisory committee for the Waste Water Master Plan. Two applications were received 1. Bill Taylor, with the Molalla River Watch, Molalla River Alliance and Molalla Community Planning. 2. Anna Rankin, Pudding River Water Shed Council. (Formerly item 4a of the old format.) Staff member Fisher explains this will be kept open as we are looking for a representative from residential, commercial and industrial to have a well-rounded committee. We already have a Councilor and Planning Commission member along with the members appointed this evening.

Councilor Swigart made a motion to allow Mayor Thompson to appoint the applicants to the PAC and is seconded by Councilor Boreth. Motion carries (6-0) all ayes.

**3. ADOPTION OF THE AGENDA**

Councilor Boreth made the motion to approve the presented agenda of November 08, 2017 and was seconded by Councilor Palumbo. Motion carries (6-0), all ayes.

**4. CONSENT AGENDA**

- b) City Council Minutes – September 26, 2017 (Formerly Item 6D)  
c) Liquor License – Lucky Buckaroo, LLC 107 East 2<sup>nd</sup> Street Molalla, OR. For a limited on premise and off premise license. No discussion (formerly item 6E)  
d) Correspondence - NA

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Motion is made by Councilor Boreth to approve the Consent Agenda and is seconded by Councilor Swigart. Motion carries 6-0. All ayes.

**5. ORDINANCES, RESOLUTION AND PROCLAMATIONS**

- a) Discussion and or Action on Resolution Number **2017-15** A Resolution of the City of Molalla, Adopting the July 2017 Utilities Rate Study of 2017. Gerald Fisher, Public Works Director gives a brief summary of the Rate Study and explains the CPI index.

A motion is made by Councilor Boreth to adopt the Utilities Rate Study of 2017 as presented and is seconded by Councilor Palumbo.

- b) Discussion and or Action on Resolution Number **2017-16** A Resolution of the city of Molalla, Oregon Establishing Water Rates and Annual Inflation Adjustments Thereafter as Approved by Molalla Municipal Code Chapter 13.04. (Formerly Item 6A)
- c) Discussion and or Action on Resolution Number **2017-17** A Resolution of the City of Molalla, Oregon Establishing Waste Water Rates and Annual Inflation Adjustments thereafter as Provided by MMC Chapter 13.08. (Formerly Item 6B)
- d) Discussion and or Action on Resolution Number **2017-18** A Resolution of the City of Molalla, Oregon Establishing Surface Water Rates and Annual Inflation Adjustments thereafter as Approved by MMC Chapter 13.13 (Formerly Item 6C)

Motion to approve Resolutions **2017-16, 17 & 18** as presented is made by Councilor Boreth and is seconded by Councilor Swigart. Motion carries 6-0 all ayes.

**6. NEW BUSINESS**

- a) NA

**7. OLD BUSINESS**

- a) NA

**8. REPORTS AND ANNOUNCEMENTS**

- a) **City Manager**, Informs Council that he attended the Veterans celebration/program at the middle school today and lets them know our Police Chief sang and you were well represented. Also you will see in your packet the notes from last Saturday regarding the vision retreat. The next meeting will be November 15<sup>th</sup> at City Hall in the conference room and on the 30<sup>th</sup> and December 2<sup>nd</sup> you had set aside discussion for the potential street fee you are considering.

**Minutes of the Molalla City Council Regular Meeting  
Molalla Adult Center  
315 Kennel Ave., Molalla, OR 97038  
Wednesday November 08, 2017**

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- b) **Staff**, Fisher explains to council technical memo #4 regarding the existing positions on the Transportation Master Plan those will be posted to the project website and a link on the city website.
- c) **City Councilors**, Councilor Boreth thanked everyone who took the time to attend the Vision Retreat this last weekend. Councilor Klein updates the council on the visioning process the surveys are being processed our volunteers are working hard to get these out to our citizens. So far in this round we have had about 190 surveys completed, overall combined with 140 in the first round a total of about 330 so far. Our goal is to have about 2,000 filled out by January 31, 2018.
- d) **Mayor**, doesn't have anything at this time. Councilor Klein reminds everyone that it is Veterans day this weekend and wanted to thank all of our Veterans.

**9. EXECUTIVE SESSION**

- a) Didn't meet in executive session at this time.

**10. ADJOURN**

Motion to adjourn made by Councilor Boreth. Councilor Swigart seconded. Motion carried (6-0), all ayes at 7:42 pm.

\_\_\_\_\_  
Mayor, Jimmy Thompson

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Kelly Richardson, CMC  
City Recorder

**Minutes of the Molalla City Council Retreat Meeting  
Resort at the Mountain 68010 E. Fairway Ave Welches Oregon  
Saturday November 04, 2017**

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- 1. CALL TO ORDER OF THE MOLALLA CITY COUNCIL RETREAT MEETING;** the retreat meeting of November 04, 2017 was called to order by Mayor Jimmy Thompson at 8:34 A.M.

**ATTENDANCE:**

Mayor Jimmy Thompson - Present  
Councilor Elizabeth Klein - Present  
Councilor Leota Childress – Present  
Councilor Delise Palumbo - Present  
Councilor Glen Boreth – Present  
Councilor Cindy Dragowsky - Present  
Councilor Keith Swigart – Present

**STAFF IN ATTENDANCE:**

Dan Huff, City Manager - Present  
Gerald Fisher, Public Works Director - Present  
Chaunee Seifried, Finance Director - Present  
Rod Lucich, Police Chief - Present  
Kelly Richardson, City Recorder – Present  
Diana Hadley, Library Director - Present  
Christie Desantis – Present

**2. PURPOSE REVIEWED**

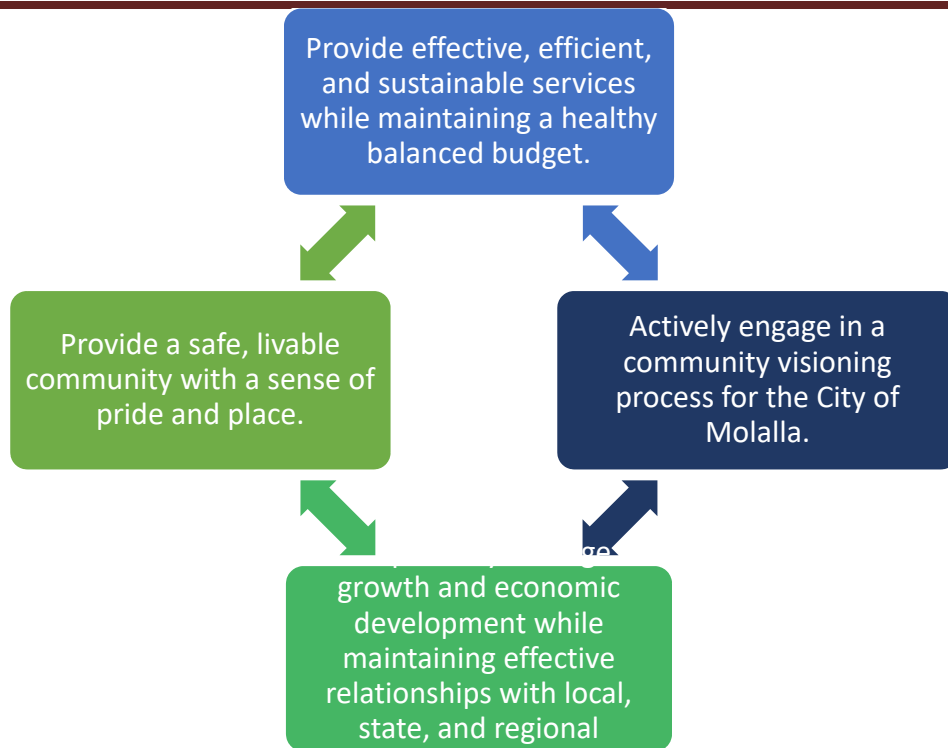
- a) Below are the goals from 2016/2017 and from that they began their discussion,

**CITY COUNCIL GOALS FOR 2016/2017**

On February 24, 2016 the Molalla City Council and Staff had a goal setting session. Goals from 2015/2016 were reviewed. Some of the 2015/2016 goals carried over and new goals added for 2016/2017. The 3 main existing goal categories were determined to still be relevant to the operational ideals City Council has for this community. In addition, the discussion determined a 4<sup>th</sup> category of developing a City of Molalla vision could help multiple entities prosper with a

**Minutes of the Molalla City Council Retreat Meeting  
Resort at the Mountain 68010 E. Fairway Ave Welches Oregon  
Saturday November 04, 2017**

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common understanding.

**1. Provide a safe, livable community with a sense of pride and place.**

- Increase public awareness of community safety needs.
- Improve Community Policing Efforts (*More of a presence*).
- Increase awareness and value of having neighborhood watches.
- Continue development of new website to promote community awareness and information provisions.
- Continue ongoing changes to the website to utilize to its fullest potential.
- Promote a Downtown Development/Main Street program, improvements, and events.
- Work with local events as partners through participation.
- Promote green space and park improvements.

**Minutes of the Molalla City Council Retreat Meeting  
Resort at the Mountain 68010 E. Fairway Ave Welches Oregon  
Saturday November 04, 2017**

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**2. Provide effective, efficient, and sustainable services while maintaining a healthy balanced budget.**

- Create and maintain a 5 Year strategic plan for the city to follow.
- Participate openly in the Annual Audit process & maintain an Unqualified Audit and prepare City of Molalla CAFR (*Comprehensive Annual Financial Report*).
- Work with ODOT to improve pedestrian crossings on Highway 211.
- Implement strategies using the Budget as the fiscal Master Plan for the City.
- Implement a water mainline replacement program.
- Maintain annual funding source for I&I (*Inflow & Infiltration*).
- Establish a funding source for annual street maintenance.
- Continue to identify ways to improve transportation connectivity and flow within the city.
- Construct a bike/pedestrian trail on the old rail line.
- Pursue additional land options for recycled water and bio solid placement
- Investigate possible infrastructure additions for collection and distribution.

**3. Responsibly manage growth and economic development while maintaining effective relationships with local, state, and regional partners.**

- Partner with Clackamas County Business and Economic Development, develop an economic development plan for Molalla.
- Begin process to examine public facilities including current and future needs through master planning.
- Continue working with State/County agencies to promote Highway 211 and Highway 213 improvements.
- Maintain our relationships with local, state and regional partners.
- Maintain our funding partnerships with Clackamas County and ODOT.
- Plan for all public building and facility upgrades, replacement and/or repurposing.
- Master plan for growth and current capacities
- Work with downtown property and business owners to examine downtown parking needs.

**4. Actively engage in a community visioning process for the City of Molalla.**

- Identify community stakeholders and form a focus group/committee.
- Begin groundwork for developing a strategic plan to actualize the vision.
- Aid groups and individuals in long-term decision making.
- Identify how groups and individuals can play a part in bringing a community vision to fruition.

**Minutes of the Molalla City Council Retreat Meeting  
Resort at the Mountain 68010 E. Fairway Ave Welches Oregon  
Saturday November 04, 2017**

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**3. VISIONING VS. GOAL SETTING**

- a) They briefly discussed the differences between the both and the similarities.

**4. FINALIZING GOALS AND NEXT STEPS**

**1. Provide a safe, livable community with a sense of pride and place.**

- Create a plan to address safety needs
- Encourage Neighborhood Watch along with each
- Continue to make the Website a tool to communicate issues with community – rework with end user in mind
- Front page of Web – larger calendar (dynamic)
- Work with partners to support local events – sponsor
- Economic development plan with County
- Assess what is in our control
- Be responsible to developers with expectations clear
- Update master parks plan
- We have made progress on safety
- What can be done to get more people involved

**2. Provide effective, efficient, and sustainable services while maintaining a healthy balanced budget.**

- Identify what needs to be included in the 5-year plan
- Audit goal going forward
- Move ODOT to Goal #1 - Pursue funding to improve pedestrian safety on Hwy 211/213 with ODOT
- Implement strategies using budget as fiscal Master Plan – (Does not belong here)
- Plan for and implement water line replacement
- Plan for and implement sewer line replacement
- Establish street maintenance by X date
- Complete TSP to improve transportation connectivity
- Complete TSP for bike-ped-trail-amenities using old rail, private property or existing roadways
- Complete waste water master plan
- Plan for new police facility funding and location & funding
- Complete Vision Plan and align 5-year Master Plan
- Consolidate Oregon Financial Report – seek to get award – community awareness
- Transportation Master Plan should address issues with ODOT – and all connectivity issues where community has control.

**3. Responsibly manage growth and economic development while maintaining effective relationships with local, state, and regional workers.**

- Fund Economic Development Plan
- Identify & Improve relationships, foster collaborative relationships, call out
- Develop chart of plans and what feeds into master
- Consider Economic Improvement District Development
- Use Urban Renewal as a tool



**Minutes of the Molalla City Council Retreat Meeting  
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Saturday November 04, 2017**

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- Include Parking Analysis in TSP
- Define Public Buildings and facilities
- Partner with Library District
- Improve signage and lighting behind City Hall

4. Actively engage in a community visioning process for the City of Molalla.

- Develop Strategic Plan to actualize Vision – Action Plan
- Add timeline for vision process to align activities
- Engage Chamber in process

- a) The next meeting to finalize the next steps was set for Wednesday November 15, 2017 at 6:30pm at the City Hall conference room.

**5. ADJOURN**

Mayor Jimmy Thompson at the end of the session adjourned at 3:07 P.M.

\_\_\_\_\_  
Mayor, Jimmy Thompson

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Kelly Richardson, CMC  
City Recorder

Molalla Library Advisory Board

Meeting Date: 7-20-2017

Meeting brought to order by Angela Patton at 6:45 P.M.

Members Present: Mary Gilson, Angela Patton, Kelly Andrews, Valerie Coy

City Council Liaison: Cindy Dragowsky (excused)

Staff Present: Director Diana Hadley

The minutes from the May meeting were approved as read.

- Director's Report: (See Diana if you didn't receive one.)
  
- New Business:
  - We discussed the frequency of our meetings, and we decided we could meet every other month instead of every month.
  - Valerie made a motion that we meet every other month. It was seconded and passed.

The meeting was adjourned at 7:20 P. M.

The next meeting will be held on September 21 at 6:45 P.M.

Submitted by Mary Gilson, Secretary



**Administration – City Manager's Office**

117 N Molalla Avenue, PO Box 248, Molalla, Oregon 97038

Phone: (503) 829-6855 Fax: (503) 829-3676

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DATE: December 13, 2017  
TO: Mayor and Council  
FROM: City Manager  
SUBJECT: Enterprise Zone Authorization

We are bringing back the Authorization or Reauthorization of the Molalla Enterprise Zone for the third and hopefully last time. We ran into a discrepancy with Oregon Business regarding our process to reauthorize the existing zone. The included Resolution and Public Notice that went out for the second time have been fully vetted by the State as well as Clackamas County Business and Economic Development Department.

Council will need to make a motion to once again allow testimony regarding the Enterprise Zone and either adopt or deny the included resolution to reauthorize of the Molalla Enterprise Zone in conjunction with the Port decision.

Based on my conversations with both the State and the County this should be your last duty regarding this matter.

Dan Huff  
City Manager

## RESOLUTION 2017-20

### A RESOLUTION OF THE CITY OF MOLALLA REAUTHORIZING THE MOLALLA ENTERPRISE ZONE AND REPEALING RESOLUTION 2017-13.

WHEREAS, The City of Molalla Council is sponsoring an enterprise zone designation; and

WHEREAS, The City of Molalla has formally advised and received consultation from the Oregon Business Development Department (OBDD) according to ORS 285C.078; and

WHEREAS, The municipal corporations, school districts, special service districts, that receive operating revenue through the levying of ad valorem taxes on real and personal property in any area of this enterprise zone where sent notice and invited to a public meeting on July 26, 2017 and December 13, 2017 regarding its designation, in order for the sponsoring governments to effectively consult with these other local taxing districts; and

WHEREAS, This enterprise zone has a total area of 2.47 square miles; it meets other statutory limitations on size and configuration, and it is depicted here on a drawn-to-scale map (Exhibit A) and its boundary is here described as the Molalla city limits; and

WHEREAS, The City shall fulfill its duties and implement provisions under ORS 285C.105 or elsewhere is ORS Chapter 285C and related parts of Oregon Law, including but not limited to having appointed/promptly appointing a local enterprise zone manager, and to preparing a list or map of local, publicly owned lands and building in this enterprise zone for purposes of ORS 285C.110 and

WHEREAS, Designation of this enterprise zone does not grant or imply permission to develop land inside it without complying with jurisdictional zoning, regulatory and permitting processes and restrictions; nor does it indicate any intent to alter those processes or restrictions, except as otherwise done in accordance with Comprehensive Plans as acknowledged by the state of Oregon Land Conservation and Development Commission (LCDC), and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Molalla as follows:

Under ORS [285C.065/285C.245], the City does hereby designate an Oregon enterprise zone to be named the City of Molalla Enterprise Zone, the boundary and area of which are described in the exhibits.

City of Molalla Enterprise Zone is authorized to submit documentation of this enterprise zone re-designation to OBDD on behalf of the zone sponsor for purposes of a positive determination in favor under ORS 285C.074.

Designation of this enterprise zone takes effect on December 13, 2017.

The City as a sponsor for the Molalla Enterprise Zone exercises its option herewith under ORS 285C.070 that qualified property of and operated by a qualified business as a hotel, motel or destination resort shall receive the property tax exemption in the Zone, and that such business firms are eligible for purposes of authorization in the Zone.

DULY ADOPTED AND EFFECTIVE the 13<sup>th</sup> day of December, 2017.

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Mayor Jimmy Thompson

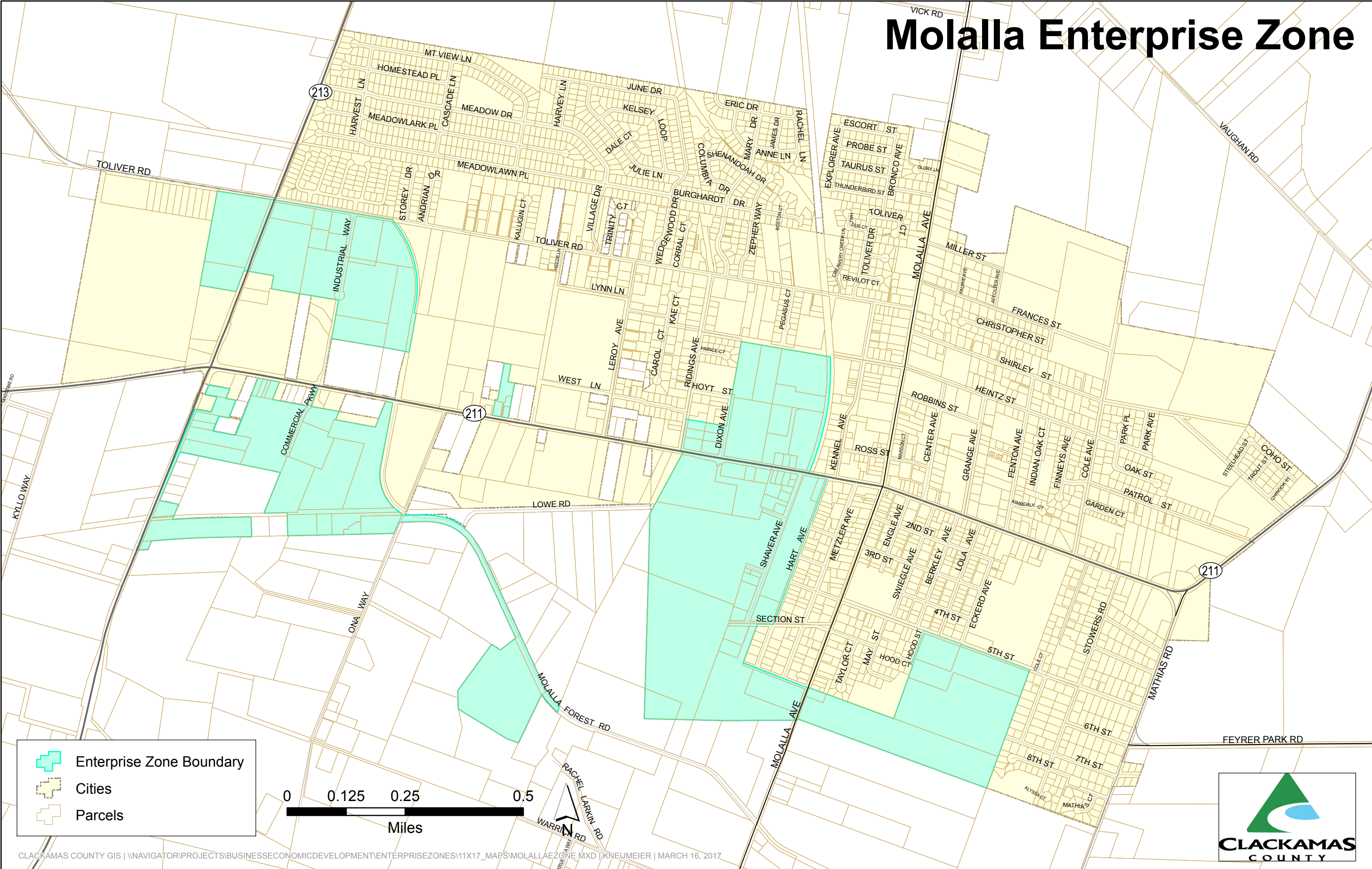
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Kelly Richardson, CMC, City Recorder

ATTEST the \_\_\_\_ day of \_\_\_\_, 2017




# Molalla Enterprise Zone






Enterprise Zone Boundary



Cities



Parcels





117 N Molalla Avenue, PO Box 248, Molalla, Oregon 97038  
Phone: (503) 829-6855 Fax: (503) 829-3676

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**November 14, 2017**

**Dear Taxing District Representative:**

**This letter is to inform you that the City of Molalla/Port of Portland is proposing the designation of the Molalla Enterprise Zone. We will submit documentation to Business Oregon (state Business Development Department) for it to determine that the enterprise zone satisfies statutory requirements.**

**Notice and Invitation to Public Meeting**

**Your district is being notified of this designation, because the enterprise zone as proposed would include all or parts of one or more tax code areas, in which your district levies taxes on property value. In an enterprise zone, certain types of businesses that create new jobs may receive exemptions of limited duration on qualified new property that they invest in the zone.**

**In particular, we are asking every such local taxing district to send one or more representatives to a special public meeting to discuss the enterprise zone. At the meeting there will be a proposed map of the zone boundary and other information for presentation and review.**

**The meeting will be on December 13, 2017 at 7:00pm at the Molalla Adult Community Center, 315 Kennel Avenue.**

**Besides sending participants to this meeting, your district's board is welcome to submit written comments. For questions or providing commentary:**

**Please submit comments or questions to:**

**Dan Huff, City Manager  
City of Molalla  
PO Box 248  
Molalla, OR 97038  
dhuff@cityofmolalla.com  
503-829-6855**

**Resolutions**



The sponsoring government would adopt the requisite resolution to designate the enterprise zone on December 13, 2017.

#### **An Enterprise Zone and Property Tax Abatement**

These zones in Oregon are discrete areas up to 12 or 15 square miles in size and have been in existence since the mid-1980s. Each designation lasts up to 11 years. State law no longer sets a limit or cap on how many may be designated statewide with local government sponsorship.

They are intended to induce additional investment and employment by non-retail businesses in areas meeting certain measures of economic hardship. They have proven to be Oregon's key offering in the pursuit of business growth and expansion. Their effectiveness is due to a typically short-term but immediate benefit for the business project's cash flow.

General information is available online at: [www.oregon4biz.com/Oregon-Business/Tax-Incentives/Enterprise-Zones/](http://www.oregon4biz.com/Oregon-Business/Tax-Incentives/Enterprise-Zones/).

This proposed enterprise zone would consist of about 2.47 square miles.

An Oregon enterprise zone exempts only new property that an eligible business might build or install in the zone at some future time. A qualifying investment under the standard exemption program entails the creation of new full-time employment in the zone- greater of one new job or a 10 percent increase.

A standard enterprise zone exemption is temporary, usually lasting only three years, after which time the property induced by these incentive is available for assessment, possibly for decades. Extensions of the exemption period to four or five years in total (or even longer under a different rural facility program) are possible, subject to written agreement with the governments sponsoring the zone, higher compensation for new employees, and possibly additional local requirements.

These property tax exemptions are not available to just any business. Most commercial or retail operations that compete locally are ineligible. Rather, the primary recipients of enterprise zone benefits are manufacturing and other types of facilities serving other business operations for which new investments have been increasingly rare around here.

If you have any questions, please contact me at 503-829-6855 or [dhuff@cityofmolalla.com](mailto:dhuff@cityofmolalla.com) .

Sincerely,

Dan Huff  
City Manager

C: Special Districts Association of Oregon

# ***Molalla Police Department***



***Chief of Police Rod Lucich***

PO Box 248  
117 N. Molalla Ave.  
Molalla, OR 97038

503-829-8817 ph  
503-829-3461 fax  
[www.cityofmolalla.com](http://www.cityofmolalla.com)

November 28, 2017

TO: Mayor and Councilors  
Dan Huff - City Manager

**SUBJ: MOLALLA POLICE STAFF REPORT REGARDING SURPLUS OF OLD PATROL VEHICLES**

We are currently expecting to begin taking delivery of our replacement police patrol vehicles any day now and our officers are looking forward to replacing some units that are getting pretty tired.

Although we have operated with some of our current vehicles for years and they have served us well, some of the vehicles being replaced are 12-13 years old, with high mileage and that's a long time for first responder vehicles.

To that end, it is time for some of these vehicles move on and therefore they must now be declared as surplus. As Chief of Police, it is my assessment that these vehicles have served their purpose and I have no further use for them.

Therefore, it is my recommendation that we dispose of the vehicles in compliance with Molalla Municipal Code 3.09.040 (F,G). The City Code gives us a number of options for disposition and will adhere to those options and dispose of them in the most efficient manner that provides the best return on our investment.

We will be disposing of the four vehicles listed below:

2005	Ford Crown Vic	2FAHP71W76X132764
2005	Ford Crown Vic	2FAHP71W55X147892
2006	Ford Crown Vic	2FHAP71W26X132753
2006	Ford Crown Vic	2FAHP71W06X132752

Thank you to Council for your consideration and your on-going support.

Respectfully,

Chief Lucich

**RESOLUTION NUMBER 2017-19**

**A RESOLUTION AUTHORIZING THE SALE OF SURPLUS PROPERTY**

**WHEREAS**, the City of Molalla owns four older Ford Crown Victoria police vehicles as follows

2005 Ford Crown Vic 2FAHP71W76X132764

2005 Ford Crown Vic 2FAHP71W55X147892

2006 Ford Crown Vic 2FHAP71W26X132753

2006 Ford Crown Vic 2FAHP71W06X132752

That were formerly used by the Police Department; and

**WHEREAS**, the City of Molalla no longer has a use for the 4 vehicles; and

**WHEREAS**, the 4 vehicles is surplus property; and

**WHEREAS**, the funds received from sale of the vehicles will benefit the City of Molalla;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MOLALLA THAT:** that the City Manager, Dan Huff, is authorized to sell the 4 Ford Crown Vic's in a reasonable and efficient manner, either through public auction, private sale, or any other method of his choosing, that will likely result in the City obtaining the highest and best value for the vehicles.

**ADOPTED by the Molalla City Council at a City Council meeting held on Wednesday, December 13, 2017. This resolution is effective December 13, 2017.**

Dated this \_\_\_\_ day of December, 2017.

**ATTEST:**

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**Jimmy Thompson, Mayor**

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**Kelly Richardson, CMC  
City Recorder**

# City Of Molalla

## City Council Meeting



### Agenda Category: New Business

**Subject:** Public Works Projects Discussion

**Recommendation:** None

**Date of Meeting to be Presented:** December 13, 2017

**Fiscal Impact:** Street Fund, Sewer Fund, CIP Fund

**Background:**

Attached is a memorandum from Public Works regarding upcoming publicly funded construction projects that will be readily visible to the general public beginning this spring. This is a short list of the 24 active public projects currently underway.

SUBMITTED BY: Gerald Fisher, Public Works Director  
APPROVED BY: Dan Huff, City Manager



***Public Works Department***

*117 N Molalla Avenue*

*PO Box 248*

*Molalla, Oregon 97038*

*Phone: (503) 829-6855*

*Fax: (503) 829-3676*

**December 07, 2017**

**TO:** Dan Huff, City Manager

**FROM:** Gerald Fisher, Public Works Director

**CC:** City Recorder

**RE: Public Works Project Look Ahead**

Dan,

The following is a list of Public Works public projects that will be under construction this spring:

**Public Capital Projects Underway**

1. Metzler Avenue, 3<sup>rd</sup> Street, Faurie Avenue Waterline Improvements – We anticipate this project to replace the waterlines on Metzler Avenue (Main-7<sup>th</sup>), 4<sup>th</sup> Street (Metzler-Hart), 3<sup>rd</sup> Street (Berkley-Lola), and Faurie Street (Frances-Miller) will be under construction this spring and completed by fall of 2018.
2. Shops Facility Improvements – We anticipate design and construction for the new shops facility building will begin this spring and be completed by fall of 2018. This new building will house the vector truck and street sweeper while upgrading crew shower and locker facilities and provide an office for the Operation Supervisor.
3. I&I Project – City forces and contractors will be making spot repairs to the sanitary sewer system throughout the City. This work will begin after the first of the year and continue each year until all stormwater connections are removed from the sanitary sewer system. The projects completed come directly from a recently completed smoke test that was performed as part of the wastewater master plan project.
4. Fenton Ave Reconstruction – We anticipate construction of this project to rebuild approximately 650 feet of Fenton Avenue south of Heintz Street will begin this spring and be completed by fall of 2018. The project also includes the replacement of the sewer system, water system, and construction of new stormwater improvements along the length of the project.
5. OR 211 Pedestrian & Bicycle Improvements – We anticipate construction of this project to begin this summer and be completed sometime in 2019.
6. Pavement Repairs – We anticipate this project to be underway within the next few weeks and be completed sometime this next spring. Staff has secured a new contractor at a reduced cost from the prior contract and the work will be weather dependent.
7. Clark Park Sidewalk Improvements – We anticipate construction of sidewalk improvements on the west and south sides of Clark Park, ADA improvements at the intersection of Shirley and

Cole, and parking improvements to the south parking area to begin this spring and be completed by the fall of 2018. Construction activities will likely impact parking within the work area during the 2018 Buckaroo Festival which is unavoidable due to the timing of the event coinciding with the peak of construction season.

Design and construction activities of public projects will be busy and ongoing for the foreseeable future and the speed at which we can complete these project will be based on the number of projects underway as well as staffing levels to manage the projects. Thanks and let me know if you have any questions.





**Administration – City Manager's Office**  
117 N Molalla Avenue, PO Box 248, Molalla, Oregon 97038  
Phone: (503) 829-6855 Fax: (503) 829-3676

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DATE: December 13, 2017  
TO: Mayor and Council  
FROM: City Manager  
SUBJECT: PAL Building

Staff met with the Molalla Warming Center as well as representatives of Clackamas County Health, Housing and Human Services December 29<sup>th</sup> to discuss the possibility of using the PAL Building as a Warming Center for the 2017 – 2018 winter months. They are here in front of the Molalla City Council for that specific request.

One year ago the City Council approved the use of the PAL Building as a Warming Center for one year only. The City had intended to use the building as a Police Department training and meeting facility but the commencement of that project has yet to begin. We do not have a starting point for the training facility and believe the Warming Center can occupy the facility for one more winter.

The Warming Center has provided a formal request and cost suggestions for your consideration. I recommend that you consider approving the request and authorize the City Manager to enter into an additional Memorandum of Agreement with the Warming Center for the upcoming winter months pursuant to parameters set out by Council.

  
\_\_\_\_\_  
Dan Huff  
City Manager



**Administration – City Manager’s Office**  
117 N Molalla Avenue, PO Box 248, Molalla, Oregon 97038  
Phone: (503) 829-6855 Fax: (503) 829-3676

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## **MEMORANDUM OF UNDERSTANDING**

THIS AGREEMENT is made effective as of December \_\_\_\_\_ 2017, by and between the City of Molalla, an Oregon Municipal Corporation (“City”), and the Molalla Warming Center.

**WHEREAS**, there is a need to coordinate a community project to serve un-housed individuals in the Molalla Area;

**WHEREAS**, the Molalla Warming Center in coordination with Molalla Christian Church and Molalla Communities that Care and under contract with Clackamas County has agreed to accept responsibility for this community service;

**THE CITY of MOLALLA AGREES**, to the following:

1. Provide, through a lease, a City facility located at 209 Kennel Avenue for use as a warming Center during the winter months of 2017 – 2018. This facility usage has been allowed pursuant to Molalla City Council approval and attached exhibits.
2. The City of Molalla shall invoice the Warming Center for utility costs throughout the usage timeframe.

**THE WARMING CENTER AGREES**, to the following:

1. Carry appropriate Insurance indemnifying the City of Molalla (Attached).
2. Pay all utility invoices promptly.
3. Assume all maintenance and repair responsibility throughout usage.
4. Make formal request to the City for approval of any change to the operation as approved and agreed upon by this document.
5. Adhere to the following Exhibits:
  - a. City Council Decision authorizing use,
  - b. The Warming Center Mission Statement
  - c. Agency Service contract with Clackamas County

**IN WITNESS THEREOF**, the City and the Warming Center have executed this agreement as of the date written above.

**Accepted By:**

\_\_\_\_\_  
**Dan Huff, City Manager (“City”)**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Leota Childress, Director (“Warming Center”)**

**Date:** \_\_\_\_\_

# City Of Molalla

## City Council Meeting



### Agenda Category: Old Business

**Subject:** Street Maintenance Utility Fee Discussion

**Recommendation:** Council Direction

**Date of Meeting to be Presented:** December 13, 2017

**Fiscal Impact:** TBD

**Background:**

Under City Council direction, City staff held three informational Town Hall meetings to discuss the pavement condition of City owned and operated streets. Meetings were held on September 20<sup>th</sup>, November 30<sup>th</sup>, and again on December 2<sup>nd</sup>. A total of approximately 20 citizens attended the first meeting, six at the second meeting, and two at the final meeting. Input received on a levels of funding totaled: \$5 = 3, \$7 = 0, \$9 = 0, \$11 = 10, and \$19.98 = 4. One additional note was to bond the full \$16.4M to do all of the work. Other comments included utilizing a gas tax, bond, and/or combination of all revenue options. Staff requests direction from City Council on what funding option they would like to be brought back for approvals.

SUBMITTED BY: Gerald Fisher, Public Works Director  
APPROVED BY: Dan Huff, City Manager

# City Of Molalla

## City Council Meeting



### Agenda Category: Old Business

**Subject:** Street Maintenance Utility Fee Discussion

**Recommendation:** Council Direction

**Date of Meeting to be Presented:** December 13, 2017

**Fiscal Impact:** TBD

**Background:**

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SUBMITTED BY: Gerald Fisher, Public Works Director  
APPROVED BY: Dan Huff, City Manager