



Minutes of the Molalla City Council Regular Meeting

April 22, 2020

7:00 PM

City Hall Conference Room – Virtual Meeting

117 N. Molalla Ave., Molalla, OR 97038

1. CALL TO ORDER AND FLAG SALUTE

The Molalla City Council Regular Meeting was called to order by Mayor Keith Swigart at 7:01pm.

2. ROLL CALL

COUNCIL ATTENDANCE:

Mayor Keith Swigart – Present
Councilor Elizabeth Klein – Present
Councilor Leota Childress – Present
Councilor DeLise Palumbo – Present
Councilor Terry Shankle – Present
Councilor Jody Newland - Present
Councilor Crystal Robles - Present

STAFF IN ATTENDANCE

Dan Huff, City Manager - Present
Christie DeSantis, City Recorder - Present
Gerald Fisher, Public Works Director - Present
Chaunee Seifried, Finance Director - Absent
Alice Cannon, Planning Director - Absent
Darlene Bishop, Executive Admin. Asst. - Present

3. PRESENTATIONS, PROCLAMATIONS, CEREMONIES

4. PUBLIC COMMENT

(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.)

- A. Scott Keyser, Molalla Resident – Email submission, included in these meeting minutes.
Mayor Swigart and City Manager Huff - Responses included in these minutes, also.

Councilor Palumbo stated that she agreed with Mr. Keyser's email, that the City should not assess a \$15 late fee for utility billing. She shared that she was the only Councilor that voted against the fee when it was put to vote a few years ago.

Councilor Childress called "Point of Order". There was discussion regarding the appropriateness of commenting on a citizen's public comment. Councilor Childress stated that we do not generally remark, Council Palumbo felt as though in the past as a group Councilors had commented. The matter was dropped, and Councilor Palumbo stated that she was relieved to know that the City was currently not having an issue with people paying their bill.

Councilor Palumbo left the meeting at 7:14pm. Councilor Palumbo rejoined the meeting at 7:19pm.

NOTE: After careful review of this meeting and the Molalla City Code, it is noted that Chapter 1.02.090 Public Comment states:

- a) *Citizen and community group sign-up forms will be available at each regular business meeting. At the time on the agenda designated for public comment and during any public hearing, any member of the public desiring to address the Council must first request to be recognized by the Mayor and then state their name and address for the record. The Council may set time limits for comments. The Council may request that groups with like comments choose a spokesperson to present joint remarks.*
- b) *During public meetings, all public comments should be directed to the question under discussion and addressed to the Mayor representing the Council as a whole.*
- c) *In general, Councilors will not respond to comments made during the public comment agenda time, except to ask clarifying questions. Any public requests for Council action will be referred to staff and reviewed before placing on a future agenda. (Ord. 2007-05 §1)*

5. APPROVAL OF THE AGENDA

Councilor Childress requested that Item D be removed from the Consent Agenda and moved to General Business.

6. CONSENT AGENDA

- A. Meeting Minutes –March 23, 2020 (Emergency Meeting)
- B. Meeting Minutes – March 25, 2020 (with Exhibits)
- C. OLCC Permit: Humble Pig
- D. Contract Award: Phase I Project II – Patrol Avenue Sewer and Water Reconstruction

Councilor Newland made a motion to approve the Consent Agenda having removed Item D for discussion, Council Robles seconded. Vote passed 7-0. Recorder DeSantis moved Item 6D to General Business Item 8B.

7. PUBLIC HEARINGS, ORDINANCES AND RESOLUTIONS

- A. Resolution 2020-05: Sewer Fee Update (Fisher)

Public Works Director Fisher presented his staff report to Council, explaining the need for the rate increase and referring to the previous meetings presentation.

Councilor Klein made a motion to read the Resolution by title only, seconded by Councilor Childress. Vote passed 7-0.

Councilor Newland made a motion to adopt Resolution 2020-05, seconded by Councilor Robles. Vote passed 7-0.

8. GENERAL BUSINESS

- A. ODOT Cooperative Improvement Agreement No. 34035

In accordance with ODOT development requirements, the City must enter into a Cooperative Improvement Agreement (CIA) with the Oregon Department of Transportation (ODOT) and the developer for construction and ongoing maintenance of the improvements in front of the Cascade Center development and signal at OR 211 and Molalla Avenue.

A motion was made by Councilor Childress to authorize the City Manager to enter into an agreement with ODOT, seconded by Councilor Newland. Vote passed 7-0.

Item D from the Consent Agenda becomes General Business.

Contract award for Phase I Project II – Patrol Avenue Sewer and Water Reconstruction. The City advertised an Invitation to Bid on February 26 and March 4, 2020 in the Daily Journal of Commerce. On March 25, 2020, the City received and opened a total of seven bids. Moore Excavation was the lowest bidder and was awarded the contract.

Councilor Childress questioned whether Moore Excavating had done work for the City in years previous. Public Works Director stated not since he had been employed with the City. Councilor Klein inquired about the process of choosing a contractor.

Mr. Fisher explained the set of guidelines and criteria for submitting a contract that is set by the State of Oregon for public agencies. The City of Molalla follows that criteria when awarding a contract.

A motion was made by Councilor Palumbo to approve the contract award for Patrol Avenue, seconded by Councilor Robles. Vote passes 7-0.

9. REPORTS

A. City Manager and Staff

Ms. DeSantis had nothing to report.

Mr. Fisher shared the Public Works crew report with Council. Operations Supervisor Andy Peters is providing opportunities for the crew to learn new skills. The crew has poured concrete pads at the new Shops Facility where gravel used to be. Many training opportunities have become available during the City wide shut-down of COVID-19. Our crews are using the extra time to their advantage.

Mr. Fisher informed Council that he will be bringing three small updates to the Molalla Municipal Code, Chapter 21, for driveway and sidewalk updates to the next meeting.

Mr. Fisher also stated that he wished COVID would let up soon, because he would like a haircut.

Mr. Huff explained to Council that he and Mr. Swigart are trying to figure out how to re-establish Coffee with the Mayor, given the current Executive Order in place by the Governor.

Mr. Huff jokingly stated that when the pandemic is over, he will decline all virtual meetings. He would also like to have a haircut.

B. Mayor

Mayor Swigart would like a haircut, too.

Mr. Swigart is attempting to try a Zoom Meeting for Coffee with the Mayor. He has enlisted Robert Thompson's help.

The Clackamas County Mayor's attended a meeting with Governor Brown, discussing the possibility of reopening rural cities.

C. City Councilors

Council President Childress thanked Operations Supervision Andy Peters for the photo journal that he submitted for his Public Works report. She felt the photos were extremely helpful in showing the work that has been done around the City.

She reminded Mr. Fisher that Celebrate Molalla is taking place on September 19th. She would appreciate not having any streets blocked off due to construction, during that event.

Councilor Klein has attended White House briefing calls regarding the small business Paycheck Protection Program. She encouraged small businesses to be ready to submit an application when the funding is available. She also shared that there are other grants available, as well.

Councilor Palumbo shared that she has done her own tracking on the COVID deaths in Oregon. She was encouraged to find that deaths are going down.

She also shared that she has spoken with the Principal at Molalla High School and the Fire Department about displaying names of the Senior Class of 2020 on the giant reader board. All parties involved are looking forward to honoring our kids that way.

Councilor Palumbo also stated that she felt encouraged by the way we have all learned to use the technology we have since the COVID-19 crisis began.

Councilor Newland encouraged everyone to continue to be kind and not vilify one another. She feels when times are stressful it is easy to forget these things.

Mayor Swigart asked Councilor Newland about the library reopening. She deferred to Mr. Huff. Mr. Huff explained that there are many processes and procedures that must be in place to do so. The City is falling in line with Clackamas County Library District. The Molalla Library has made many programs available via the website, as well as curbside drop-off and pick-up.

Councilor Shankle shared that planning for the 4th of July Parade are underway. The parade coordinators are hoping for the best and that we will be able to hold the annual parade.

Councilor Robles thanked the City staff and citizens for our work and how the community is coming together to support one another. She feels very fortunate to live in a community that helps each other the way Molalla does.

10. ADJOURN

A motion was made by Councilor Childress to adjourn the meeting at 8:01pm, seconded by Councilor Palumbo.



Keith Swigart, Mayor

Date May 27, 2020

ATTEST: 

Christie DeSantis, City Recorder