



Minutes of the Molalla City Council Meeting

Molalla Civic Center
315 Kennel Ave., Molalla, OR 97038
June 28, 2023

CALL TO ORDER

The Molalla City Council Meeting of June 28, 2023 was called to order by Mayor Scott Keyser at 7:00pm.

COUNCIL ATTENDANCE

Present: Mayor Scott Keyser, Council President Jody Newland, Councilor Leota Childress, Councilor Terry Shankle, Councilor Crystal Robles, Councilor Eric Vermillion, and Councilor RaeLynn Botsford.

STAFF IN ATTENDANCE

Dan Huff, City Manager; Christie Teets, City Recorder; Mac Corthell, Community Development Director; Chris Long, Police Chief; Cindy Chauran; Finance Director.

APPROVAL OF AGENDA

Approved as presented.

CONSENT AGENDA

- A. City Council Meeting Minutes – June 14, 2023

A motion was made by Councilor Botsford to approve the Consent Agenda, seconded by Councilor Robles. Vote passed 7-0, with all Councilors voting Aye.

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

- A. OLCC License Request – 501 Main Center Market

A motion was made by Councilor Childress to approve the OLCC License request, seconded by Councilor Robles. Vote passed 7-0, with all Councilors voting Aye.

PUBLIC COMMENT

Peggy Smith, Molalla resident, frustrated with the state of Section Street. Ms. Smith suggests that Section Street and Hart Street become a four-way stop. She feels it is unsafe and going to cause an accident. She is concerned about the visibility of Section Street due to cars being parked in front of a fence that makes it difficult to safely proceed. Ms. Smith also has questions about goats being allowed within city limits.

PUBLIC HEARINGS

- A. Resolution No. 2023-12: Adopting the Budget, Making Appropriations, and Imposing and Categorizing Taxes for Fiscal Year 2023-2024

Finance Director Chauran presented the Budget document for Fiscal Year 2023-2024 to Council. She stated that a request was made to increase the City Council budget line item by \$5,000. City Manager Huff explained the need to increase the City Council budget line item for special projects that the Council may want to complete or participate in during the 2023-2024 Fiscal Year. The transfer did not change the Budget, the money was transferred from one line to another.

Mayor Keyser opened the Public Hearing for Resolution No. 2023-12 at 7:11pm. There was no public comment, therefore the Public Hearing was closed at 7:12pm.

ORDINANCES AND RESOLUTIONS

- A. Resolution No. 2023-12: Adopting the Budget, Making Appropriations, and Imposing and Categorizing Taxes for Fiscal Year 2023-2024

Having held the Public Hearing for Resolution No. 2023-12, Mayor Keyser requested a motion to adopt the Budget.

A motion was made by Councilor Vermillion to adopt Resolution No. 2023-12, Adopting the Budget, Making Appropriations, and Imposing and Categorizing Taxes for Fiscal Year 2023-2024, seconded by Councilor Robles. Vote passed 7-0, with all Councilors voting Aye.

B. Resolution No. 2023-16: Authorizing the Intrafund Transfer of Appropriations within Fiscal Year 2022-2023 Budget

Finance Director Chauran explained the purpose of this transfer stemmed from ARPA funds needing to be accounted for.

A motion was made by Councilor Childress to adopt Resolution No. 2023-16, Authorizing the Intrafund Transfer of Appropriations within Fiscal Year 2022-2023 Budget, seconded by Councilor Shankle. Vote passed 7-0, with all Councilors voting Aye.

C. Resolution No. 2023-17: Authorizing Appropriations for Expenditure of a Special Purpose Gift

Finance Director Chauran shared that this appropriation was the result of a donation of \$100,000 by Molalla Communications for the construction of the City's new Pickleball Courts.

A motion was made by Councilor Robles to adopt Resolution No. 2023-17, Authorizing Appropriations for Expenditure of a Special Purpose Gift, seconded by Council President Newland. Vote passed 7-0, with all Councilors voting Aye.

D. Resolution No. 2023-18: Calling a Measure Election for General Obligation Bonds

City Manager Huff shared the staff report and explained the need for the Resolution. It authorizes the submittal of a measure election for the purpose of submitting the electors of the City of Molalla the question of issuing up to \$16,000,000 in principal amount of general obligation bonds to finance capital costs related to the construction of a new Police Station.

Discussion took place regarding removing the word 'force' in Exhibit A, Summary section, first bullet point. The bullet point would read "increase capacity and safety for officers and staff".

A motion was made by Councilor Robles to adopt Resolution No. 2023-18, Calling a Measure Election for General Obligation Bonds with the amendment of removing the word 'force' in the discussed exhibit, seconded by Councilor Childress. Vote passed 7-0, with all Councilors voting Aye.

E. Ordinance No. 2023-04(A): Amending the Municipal Code by Adding a New Section 9.16.015 Regulating and Prohibiting Public Camping on Public Property

City Manager Huff explained to Council that during the adoption of Ordinance No. 2023-04, Regulating and Prohibiting Public Camping on Public, staff did not identify the section number within the Municipal Code of where it would be located. This is a housekeeping item that needs to be addressed. It does not change the Ordinance in anyway other than assigning a new Section, 9.16.015.

A motion was made by Councilor Vermillion to hold the First Reading of Ordinance No. 2023-04(A), Amending the Municipal Code by Adding a New Section 9.16.15 Regulating and Prohibiting Public Camping on Public Property, seconded by Councilor Shankle. Vote passed 7-0 with Councilor Vermillion, Councilor Shankle, Councilor Childress, Council President Newland, Councilor Robles, Councilor Botsford and Mayor Keyser voting Aye.

A motion was made by Council President Newland to hold the Second Reading and adoption of Ordinance No. 2023-04(A), Amending the Municipal Code by Adding a New Section 9.16.15 Regulating and Prohibiting Public Camping on Public Property, seconded by Councilor Robles. Vote passed 7-0 with Councilor Vermillion, Councilor Shankle, Councilor Childress, Council President Newland, Councilor Robles, Councilor Botsford and Mayor Keyser voting Aye.

F. Ordinance No. 2023-06: Repealing Municipal Code Section 9.16.020 Unlawful Camping and Removing Letters A-C

City Manager Huff explained to Council that in order to update the Municipal Code to reflect the changes brought by Ordinance No. 2023-04A, language needs to be removed from MMC Section 9.16.020. He also explained the need for letter D to remain, so that area could be enforced as necessary.

A motion was made was made by Councilor Robles to hold the First Reading of Ordinance No. 2023-06, Repealing Municipal Code Section 9.16.020 Unlawful Camping and Removing Letters A-C, seconded by Councilor Vermillion. Vote passed 7-0 with Councilor Vermillion, Councilor Shankle, Councilor Childress, Council President Newland, Councilor Robles, Councilor Botsford and Mayor Keyser voting Aye.

A moton was made by Council President Newland to hold the Second Reading and adoption of Ordinance No. 2023-06, Repealing Municipal Code Section 9.16.020 Unlawful Camping and Removing Letters A-C, seconded by Councilor Childress. Vote passed 7-0 with Councilor Vermillion, Councilor Shankle, Councilor Childress, Council President Newland, Councilor Robles, Councilor Botsford and Mayor Keyser voting Aye.

GENERAL BUSINESS

A. Emergency Operation Plan Discussion

Community Development Director Corthell introduced Jon Legarza with Healthy Sustainable Communities to provide a presentation to Council. Mr. Legarza is assisting the City with updating the Emergency Operation Plan. The presentation is attached to these meeting minutes.

B. Wastewater Treatment Plant Update

Mayor Keyser shared with the Council that recently he received a phone call from Senator Girod, informing him that the City has been awarded \$5 million dollars towards the construction of a new wastewater treatment plant. This money will assist in construction and may open other opportunities for grant money. All money received will directly result in lowering the cost to citizens, which is about twenty-five percent. City Manager Huff shared his appreciation to Community Development Director Corthell and former Public Works Division Manager Peters for their hard work on this project. He also acknowledged Mayor Keyser for his presentation at the State Capitol.

STAFF COMMUNICATION

- Community Development Director Corthell shared his monthly Director Report with Council. This report is attached to these meeting minutes.
- Police Chief Long informed Council of the newest hire within the Molalla Police Department. He is a lateral hire and will be brought to Council for introduction soon. Chief announced that many different agencies are assisting with the upcoming Molalla Buckeroo.
- Finance Director Chauran announced that the finance department is working on year end items and preparing for audit.
- City Recorder Teets shared that she and City Manager Huff had met with the insurance agent earlier in the day regarding the 2023-2024 insurance policy. The current rate increase is considered low, as the City has had very few claims over the past five years. There were only two significant claims; smoke damage to City buildings from the 2020 Wildfires and a police vehicle that was totalled during a shoot-out in 2021. Otherwise in total, the City is doing very well.
- City Manager Huff stated that City staff cannot be involved in any regard to the bond/elections for the new Police Station. He encouraged Council members to promote it during Celebrate Molalla and National Night Out if they would like. He announced that at the next Council meeting, the Work Session would be located at the current Police Station in order to take a tour.

COUNCIL COMMUNICATION

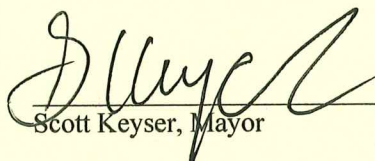
- Councilor Vermillion announced the upcoming MRSD Board meeting dates and that summer school enrollment is still open. He is looking forward to the upcoming 4th of July festivities.
- Councilor Shankle is thrilled with the 5 million dollar announcement made earlier. She also encouraged citizens to participate in all of the upcoming 4th of July events.
- Councilor Childress had no report.
- Council President Newland announced that the July Parks CPC meeting will be held on July 10th at Clark Park.
- Councilor Robles held a meeting with Plaza los Robles recently, helping to facilitate sign-ups for the Molalla Current and alert texts. Plaza los Robles is hosting an event on August 30th from 5-8pm called Buen Vecino (Good Neighbor).
- Councilor Botsford announced the final Parade meeting before July 4th. She also thanked the Mayor and staff for the work they put into at the legislature.

- Mayor Keyser reminded everyone to get signed up on the Molalla Current. A lot of new information is coming, and that is a great way to stay informed. He announced that the Molalla Nazarene Church is hosting an event on the 4th of July weekend. This is not a City event, it is a MoNaz event. Proceeds from parking are being used to send kids to camp.

For the complete video account of the City Council Meeting, please go to YouTube
"Molalla City Council Meetings – June 28, 2023"

ADJOURN

Mayor Keyser adjourned the meeting at 8:20pm.



Scott Keyser, Mayor

7/12/23

Date

ATTEST:



Christie Teets, City Recorder

**CITY OF MOLALLA
EMERGENCY OPERATIONS
PLAN UPDATE**

**CITY OF MOLALLA
COUNCIL PRESENTATION
JUNE 28TH, 2023**



City of Molalla has started working in March 2023 to update the 2013 Emergency Operations Plan



The City of Molalla has created an Emergency Operations Planning Committee to provide input to the new updated plan. The committee consists of the following members:



EOP Group 23-02

Name	Agency
Adam Shultz	Molalla PW
Bobby Call	Molalla PD
Chris Long	Molalla PD
Keith McClung	Mol Riv Sch Dist
Tim Anderson	Buckeroo Assc.
Andy Peters	Molalla PW
Jon Legarza	
Dan Huff	City of Molalla
Tony Mann	Mol. Riv. Sch. Dist
Mac Cortshell	Molalla Com Dev
Mike Everhart	Molalla FD
Vince Stafford	Molalla FD
Mike Strauch	S. Clack. Trans Dist.
Mike Penunuri	Molalla FD
Daniel Nibouar	Clackamas County
Molly Caggiano	Clackamas County



EOP PHASES

Overview of the EOP timeline

Phase 1 Lessons Learned & ICS

- Establish of the EOP Planning Committee
- Update is following NIMS National Institute Management Systems
 - ICS 100 & 200 Training Scheduled with EOP Planning Committee
- Lessons learned from the the following:
 - 2020 Wildfires
 - Ice Storms
 - Other



Phase 2 Risk Assessments

- Risk Assessments of incident hazards and flow of the responsible agencies with incident levels
- Establish a stronger together communications with agencies on response
- Coordinated efforts to establish awareness within the Community



Phase 3 Drafting of EOP

- Draft the new updated plan for EOP Planning
- Outlining roles and responsibilities
- Update feedback
- City Council Approval
- Submit final EOP to State of Oregon Emergency Management



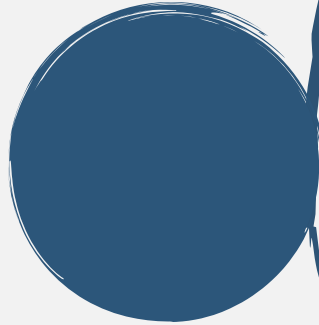
Prioritize

OPPORTUNITY TO
WORK WITH
MOLALLA FIRE DEPT
BOARD



Events

PUBLIC OUTREACH
THROUGH EVENTS
AND SOCIAL MEDIA



IGA

WITH INTERAGENCY
COLLABORATION TO
REACH THE
COMMUNITY

PUBLIC AWARENESS

HOW CAN WE WORK
TOGETHER TO BUILD PUBLIC
AWARENESS ON THE UPDATES
TO THE GENERAL PUBLIC

Timeline



- May & June the Emergency Operations Planning Committee and City staff have completed the ICS 100 & 200 -Incident Command System training
- June the Emergency Operations Committee has met and discuss the hazard vulnerability and probabilities of past and future hazards
- July and August during Phase to the EOP Planning will review and discuss proposed staffing of hazard incidents with the City and partners
- September update the council on the Emergency Operations Plan
- September-October finalize the written plan for City Council
- November-December submit the final approval plan to the County and State of Oregon Emergency Management OEM



Thank you



Community Development Department
 315 Kennel Avenue, PO Box 248, Molalla, Oregon 97038
 Phone: (503) 759-0205

To: Honorable Mayor & City Council

From: Community Development Director, Mac Corthell

Date: June 28, 2023

Re: Monthly Community Development Report

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LAND USE & PERMITTING

Planning and Land Use Application Statistics:

New Apps 7/01/22 – 06/26/23

- Type I BP Apps – 24
- Type I Other Apps – 154
- Type II Apps – 9
- Type III Apps New– 12
- Type IV Apps – 3
- Final Plat – 1
- Pre-App Requests - 23

Approvals 7/01/22 – 06/26/23

- Type I BP Apps – 20
 - Residential Units – 213
 - Com/Ind Sq Ft – 0
- Type I Other Apps – 135
- Type II Apps – 2
- Type III Apps – 6
- Type IV Apps – 2
- Final Plat – 0
- Pre-Apps Held - 23

Open Apps 6/26/23

- Type I BP Apps – 6
- Type I Other Apps – 9
- Type II Apps – 4
- Type III Apps – 7
- Type IV Apps – 5
- Final Plat – 5
- Pre-Apps Pending - 0

LONG-TERM PLANNING

21-16 Housing Needs Analysis and Production Strategy:

- Housing Needs Analysis – This report is in Final Draft form and will go to the City Council for adoption on July 26, 2023.
- Housing Production Strategy – This action plan is in Final Draft form and will go to the City Council for adoption on July 26, 2023.
- All work on this project is required by State HB 2003 and is being funded by a grant from DLCDC, with \$5k match from the City.

21-16 Urban Growth Boundary

- DLCDC Formally Approved Molalla to use the Sequential UGB Process on March 28, 2023.
 - Molalla is the first in the state to use the sequential process.
 - The Sequential process mitigates risk by considering each portion of the UGB studies and expansion separately, thus limiting challenges to the task at hand without delegitimizing the entire process.
- The Housing Needs Analysis is the first step in the Sequential UGB Process.
 - A work plan has been approved to complete the remaining steps over a 3-year period, it is available for viewing on the Molalla Current!

Current Long-Term Planning Initiatives:

- 22-32 Parks Master Plan – A Request for Quotes has been circulated on the Oregon Listserv of the American Planning Associate page.
- 22-31 Stormwater Master Plan – Final project scope and contract negotiations are ongoing. Adoption of a contract expected in July, 2023.
- 23-02 Emergency Operations Plan – Several Technical Advisory Meetings and two trainings for ICS 100 and ICS 200 have been held. Planning process is ongoing.
- 23-02 National Hazard Mitigation Plan – This is currently in-work by Healthy Sustainable Communities, first draft is due to Clackamas County on 6/30/23.

CODE COMPLIANCE

Code Compliance Staffing:

- Code Compliance Specialist, Kyle Murphy, was hired in early June.
 - The new position is housed in City Hall and works under Molalla PD part of the time and Molalla Community Development part of the time.
- Currently working to: clear complaint backlog, update several code provisions, and develop Molalla’s Code Compliance Program!

Code Case Statistics:

<u>7/1/22 – 6/27/23</u>	<u>7/1/22 – 6/27/23</u>
<ul style="list-style-type: none">• New Complaints - 100• Current Open Cases – 59	<ul style="list-style-type: none">• Cases Closed – 75<ul style="list-style-type: none">○ No Violation – 17○ Compliance – 37○ Referred - Other Agency – 21

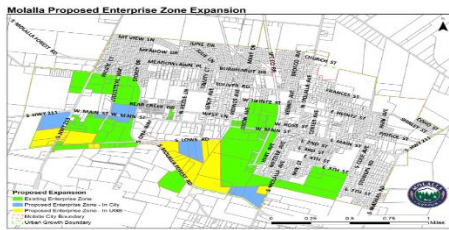
Code Abatement Support Services:

There is a new service in town for anyone who cannot clean up their code violation **due to age, infirmity, or disability**. The **Ant Farm** is a non-profit that serves at-risk youth providing them with opportunities for internships, employment, and a full array of services aimed at helping them succeed as they move into adulthood.

Paid services are also available at a fraction of the cost compared to most landscape and trash haul away services.

If you are interested in these services on a paid or unpaid basis, please contact Denise at Molalla Ant Farm: denises@antfarmyouthservices.com or call (503) 668-7962.

ECONOMIC DEVELOPMENT



Completed Projects:

- 2022 Enterprise Zone Boundary Expansion (see map ←)
- 2022 Wayfinding Kiosks & Map
- 2022 Destination Ready Grant (Kiosks)
- 2022 Kiosk Art Contest
- 2022 Travel Oregon Destination Assessment

Travel Oregon Destination Ready Action Project:

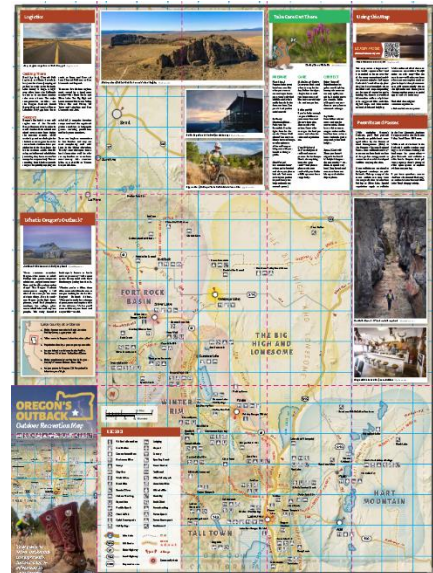
- Printing errors caused a delay... map expected in print in July!
- **This project made possible by our partners:**

-**Mt. Hood Territory (Clack Co Tourism)** who applied for and administered this Destination Ready process on behalf of the city.

-**Travel Oregon** who funded the Destination Ready grant and has been a major partner in providing consultants, and staff to bring this project home.

Economic Development Web Page Update!

- Completion of the Enterprise Zone Expansion triggered the next phase in the City's Economic Development program evolution... a valuable, viable web presence!



PUBLIC & PRIVATE INFRASTRUCTURE PROJECTS

Active Public Project List

Number	Name	Notes
23-05	Pickleball at Long Park	Project completion July – Aug '23
23-02	EOP/NHMP Plans	NHMP draft due 6/30/23, EOP in Planning Process
22-32	Parks Master Plan	Out for bids
22-24	Water Pressure Zoning	In Design
22-31	Storm Master Plan	Consultant selected, scoping contract and budget
22-04	New 2.0mg Water Tank	Property Acquisition process ongoing
21-16	HNA/HPS + Sequential UGB	HNA/HPS to Council on 7/26/23, next step is EOA grant app
21-15	S Molalla Ave Waterline	Project Manager under contract, pre-design in work
21-10	Molalla Civic Center	Side & Paint In Work, Fence and Desk awaiting parts, door sensors scheduled for Aug '23, ADA Upgrades in Design
21-09	Yelkus Park	Project Manager under contract, pre-design July-Nov '23
21-02	MFR – Park Road	In design for phase 1, ROW encroachment in negotiation
20-03	Eckerd, Lola, 2 nd Water/Sewer/Street	Final punch list complete, awaiting release of retainage and warranty bond for completion
19-10	WWTP Upgrade	90% Design Accepted, \$5 mil approved from Capital Committee – awaiting final bill, mitigation credit purchased
18-08	213/Toliver Roundabout	Preliminary work beginning, full construction closure 7/6 – 8/31

Recently Completed Public Project List

23-04 Sewer Rate Model Update	23-01 Disk Golf at Ivor Davies
22-35 WTP Auto-Shutdown Upgrade	22-30 WWTP Aeration Basin Bypass
22-25 PD HVAC Repair/Replace	22-20 Toliver at Trinity Waterline
22-15 Mercury TMDL Plan	22-10 WWTP Interim Capacity Study
22-03 Shaver at OR-211 Repair	22-01 City Hall Sewer Main Replace
21-11 Fox Park Playground Equipment	21-06 525 W Main Waterline
21-04 City Hall Upstairs Remodel	19-09 Signal at OR-211/Molalla Ave
17-12 Shirley Curb Extensions Repair	22-26 Temp Allocation in TMDL
20-07 Strawberry Park	18-14 City Shops Decant Facility

Active Private Project List

Number	Name	Notes
23-07	Stoneplace Partition	Partition resulting in S Leroy Ave through to Lowe Rd
23-06	105 Ona Way Multi-Family	In Civil Review
23-03	Molalla Petroleum	Civil Review Complete, site work to begin in near term
22-23	5 th St Duplex	In Civil Review
22-16	Starbucks	Building and Civil Construction in work
22-13	Goodwill	Punch list – C of O expected in July '23
22-11	River Meadows Subdivision	Civil Review complete, contractor not on-site at this time
22-09	1000 W Main Multi-Family	In Civil Review, building ongoing
22-07	Cascade Place Multi-Family	Building and Civil Construction in work
22-02	501 E Main St C-Store	Building and Civil Construction in work
19-04	Cascade Center Commercial	Awaiting pavement repairs to release warranty bond
18-16	Hix Tractor Supply	Complete - pending payment for proportion of roundabout
17-20	Sawyer Trucking Frontage	In Design

PUBLIC WORKS MAINTENANCE

Disk Golf at Ivor Davies has Arrived!



This project was completed in-house by our Public Works Maintenance Crew.

Design work was donated by local Disk Golf aficionados.

Public input was integrated in the design to avoid conflicts with neighboring properties and other park uses.



Above:

Disk Golf at Ivor Davies!

Below & Left:

Crews Prepare for July 4th Events!



Guess What's Happening at Long Park... Pickle Ball!!!



Public Works Crews Constructing the New Pickle Ball Courts in Long Park!!!



Parks isn't all they do... not even close.



Above: Public Works Crews Repair the Sewer Main that was Damaged in the Roundabout Project.



Above Right: PW's Help MCC with New PD Banner.



Right: Crews placing new benches at Strawberry Park.

Work Complete During Period

5/17/2023 - 6/27/2023

Work Orders Completed (by Fund)

Water	126
Sewer	63
Storm	0
Street	90
Fleet	6
General parks facilities ect	218
SplitFund locates etc	21
Capital	0
Other	46
Library	0

TOTAL	570

Work Orders Completed

