



**Minutes of the Molalla City Council Work Session
Goal Setting Conference
Molalla Civic Center
315 Kennel Ave., Molalla, OR 97038
January 21, 2023**

CALL TO ORDER

The Molalla City Council Goal Setting Conference of January 21, 2023 was called to order by Mayor Scott Keyser at 8:30am.

COUNCIL ATTENDANCE

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; Andy Peters, Public Works Division Manager; Suzanne Baughman, Executive Administrative Assistant; Chaunee Seifried, Finance Director; Cindy Chauran, Interim Finance Director; Diana Hadley, Library Director; Beka Murcraay, Teen Librarian; Chris Long, Police Chief, and Bobby Call, Lieutenant.

DISCUSSION ITEMS

A. City Manager Welcome

B. Department Presentations/Mayor and Council Discussion

- o Administration Presentation (*City Manager/City Recorder/Finance*)
 - I. Form of Government

City Manager Huff discussed the form of government with Councilors, pointing to examples on Pages 3 – 10.

- II. Lifecycle of a Project

Staff felt that it was of high importance to explain in detail the Lifecycle of a Project, describing why some projects can take up to five years to accomplish. Examples of public and private projects were both given. (Powerpoint presentation on Page 127.

- III. Franchise Agreements

City Manager Huff explained the use of franchise agreements between a utility and the City. The City's franchise agreement with PGE is expiring in February. Code examples of a franchise agreement can be found on Page 11 – 25.

- IV. Budget/Staffing

Staffing considerations are an integral part of the City. When adding a new position, many items are considered. The City focuses on sustainable hiring practices, while considering the general economy as well. Discussions for the need of

additional police officers, a code enforcement officer, increased public works staff and city hall staff were all taken into consideration. The greatest need for the City currently is a code enforcement officer, to be shared with the Community Development Department and Police Departments.

V. Handbook Policies related to Council

Finance Director Seifried and City Recorder Teets shared the updated Handbook and Personnel Policy Manual (Page 26). Elected Officials are required to follow the same rules as City Staff. Ms. Seifried and Ms. Teets presented the manual, especially highlighting areas related to City Council. (Items found on Page 93)

VI. Increase Council Stipends

Mayor Keyser expressed his concern that Council stipends had not received an increase in several years, without reflecting inflation and fuel prices. Currently the stipend is \$100 per month for Councilors and \$125 for the Mayor. Director Seifried and City Manager Huff shared that they had been reassessing the monthly stipend, and changes have been budgeted for the 2023-2024 Fiscal Year. The proposed budget will reflect a raise of \$150 per month for Council and \$200 for the Mayor.

VII. Councilors Attending Conferences

City Manager Huff thanked Council for their interest in wanting to attend conferences. He is glad that Council wants to participate in these activities. He reminded Council that there is a slim budget for items such as conferences, and that it would be a good idea for them to decide who participates in what. Council will continue to have this discussion, as each conference gets closer.

VIII. Council Meeting Technology Upgrade

Mr. Huff and Ms. Teets described a possible change to the Council dais. Opposed to Council having tablets or laptops, desktops for Council Chambers is being discussed. Desktops would be shared by City Council and Planning Commission. A quote will be requested by Molalla Communications and this item will be brought back to Council.

o Library Presentation (*Library Director*)

Library Director Hadley thanked Council for their constant support and consideration that is given to the Library. She shared the multiple programs that are being offered, and how the new addition of the Book Mobile is being utilized. Teen Librarian Murcay shared a presentation with Council, highlighting many of their accomplishments. (See Page 94)

o Police Department Presentation (*Chief and Lieutenant*)

I. Drug and Substance Use

Chief Long expressed his concern with the ongoing opioid crisis. He shared that overdoses are taking place at a higher rate, and that fentanyl is becoming easier to acquire. Chief Long explained that Narcan is now placed in schools throughout Oregon. The Police Department have recently focused on parks and abandoned areas, where drugs are being trafficked. Other items discussed can be found on Page 119.

II. Homeless/Houseless Community

Lt. Call shared that an important tool collecting data for calls related to the homeless/houseless community has recently been made available by Clackamas County. Codes have been created to help collect data for time, region, and issues being addressed. Lt. Call explained that a Transition Center is located next to the the Clackamas County Jail, where people can find resources to access housing, food, clothing, and mental health services.

Chief Long and Lt. Call shared with Council that a Code Enforcement Officer (CEO) would be able to assist them with calls for services in the above mentioned items. The CEO would be able to help educate and enforce areas such as illegal dumping and camping, along with connecting the homeless community that are struggling with mental illness to a Behavioral Health unit.

- Community Development Department Presentation (*Community Development Director and Public Works Division Manager*)
 - FTE – Code Enforcement Officer

Community Development Director Corthell shared the areas that the CEO could assist with Community Development. Examples are helping enforce the Molalla Municipal Code in areas of development, requiring proper permitting, and illegal camping and dumping. Mr. Corthell also shared Focus Area accomplishments and goals for 2022 – 2023. (Items attached, see Page 136-145)

- Mayor and Council
 - I. Planning Commission Attendance Policy

Council discussed requirements for Planning Commission attendance. They would like to remove section B from MMC Chapter 2.06.110(c). Council has directed staff to bring an ordinance amending the language to an upcoming meeting. (Page 146-148)

II. Councilor Election – Changing Top Three Votes

The voting process for Elections was discussed by council. Mayor Keyser would like candidates to run on their own merit, opposed to the current top three being elected. This procedure is listed in Molalla’s City Charter and would need to go to voters to amend. Council agreed via consensus to leave it as is. (Page 149-150)

III. Traffic Safety Committee

Discussion around the need for a Traffic Safety Committee took place. Mayor Keyser feels it is important for the city to be involved in school areas. City Manager Huff explained the Safe Route to Schools Program, and that it is in the best interest of Molalla River School District to create the committee.

IV. Council Rules – Common Core

Mayor Keyser asked Council to be mindful of Council rules, and to be respectful of each other. (Page 151-164)

C. Review 2022 Council Goals and Accomplishments – Set 2023 Goals

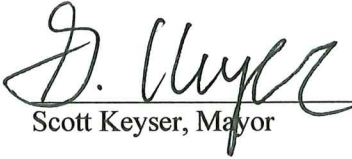
Items C and D are scheduled for continued review at the February 8th and February 15th Work Sessions.

- Focus Area #1: Resilience, History, Culture, Location
- Focus Area #2: Welcoming, Friendly, Safe, Inclusive
- Focus Area #3: Economically Sound, Managed Growth, Business, Education
- Focus Area #4: Resource Hub
- Focus Area #5: Beauty, Tranquility, Natural Areas

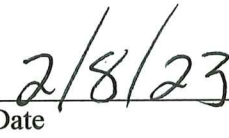
- D. **Council Projects**
○ Work Session Topics

ADJOURN

Mayor Keyser adjourned the meeting at 4:54pm.



Scott Keyser, Mayor



Date

ATTEST: 

Christie Teets, CMC
City Recorder