



City of Molalla
City Council - Regular Meeting
Minutes – February 14, 2024
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

CALL TO ORDER

The Molalla City Council Meeting of February 14, 2024 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, Assistant City Manager; Cindy Chauran; Finance Director.

Guest: Kathy Wilson, Director of Assurance at SingerLewak Auditing Firm for the governmental sector.

APPROVAL OF AGENDA

Council President Newland made a motion to remove General Business Item E, Lease Authorization – Antfarm Youth Services, and place it on the February 28, 2024 regular meeting agenda; seconded by Councilor Robles. *Vote failed 2-5.*

AYES: Newland, Robles.

NAYS: Vermillion, Shankle, Childress, Botsford, Keyser.

ABSENTIONS: None.

CONSENT AGENDA

- A. Goal Setting Meeting Minutes – January 20, 2024
- B. City Council Meeting Minutes – January 24, 2024
- C. Personnel Policy Update – Paid Leave Oregon

ACTION:

Councilor Childress moved to approve the Consent Agenda; Councilor Vermillion seconded. *Motion passed 7-0.*

AYES: Vermillion, Shankle, Childress, Newland, Robles, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

EXECUTIVE SESSION ANNOUNCEMENT

Mayor Keyser stated that prior to this evening's Regular Meeting, Council met in Executive Session, held pursuant to Oregon Public Record Law, ORS 192.660(2), letters A and E. Letter A: *to consider the employment of a public officer, employee, staff member, or individual agent*, with no decision made during the meeting. Letter E: *e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions*. Regarding letter E, the following motion was made:

ACTION:

Councilor Botsford moved to authorize the City Manager to submit a proposal to purchase the property owned by Union Pacific Railroad property within the City of Molalla; seconded by Councilor Vermillion. *Motion passed 7-0.*

AYES: Vermillion, Shankle, Childress, Newland, Robles, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

A. Finance Department – Audit Presentation by SingerLewak

Kathy Wilson, of SingerLewak, presented the audit report for fiscal year June 30, 2023. She expressed her gratitude toward Finance Director Chauran and staff for providing documents in a timely and effective manner. A significant deficiency was found in the accounts receivable/accounts payable section, due to the City budgeting on a cash opposed to accrual basis.

The auditors report opinion is unmodified, meaning this is a clean opinion, with no adjustments out of the ordinary. The City continues to have a good position for fund balances, and Ms. Wilson praised the City for running in a positive fund, opposed to negative. She shared that staff is working towards earning the Government Achievement Award of Excellence that is awarded by the Oregon Government Finance Officer’s Association (OGFOA).

Councilor Botsford inquired about why the City works on a cash basis opposed to accrual basis, Ms. Wilson explained that is the City’s determination. Finance Director Chauran stated that staff would be correcting that in the upcoming fiscal year, and transferring to accrual basis for FY 2024-2025. This will keep the City from experiencing further deficiencies in this area. Councilors expressed their gratitude towards staff, for being responsible stewards of the cities money.

PUBLIC COMMENT

None.

PUBLIC HEARINGS

None.

ORDINANCES AND RESOLUTIONS

None.

GENERAL BUSINESS

A. City Council Calendar Adjustment – April 24, 2024

Mayor Keyser stated that during the Annual Goal Setting Conference, a scheduling conflict was brought to Council’s attention. The League of Oregon Cities Spring Conference will be held in Klamath Falls April 25th through 27th. City Council has a meeting scheduled for April 24th, which creates a conflict for those of us attending the conference that need travel time.

ACTION:

Mayor Keyser moved to cancel the April 24, 2024 City Council Meeting; Councilor Childress seconded. *Motion passed 7-0.*

AYES: Vermillion, Shankle, Childress, Newland, Robles, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

B. 2024 Council Goals – Adoption

The Molalla City Council Goal Setting Conference was held on Saturday, January 20, 2024. Council reviewed and discussed each Focus Area from the Molalla Area Vision and Action Plan.

ACTION:

Councilor Childress moved to adopt the 2024 City Council Goals; Councilor Vermillion seconded. *Motion passed 7-0.*

AYES: Vermillion, Shankle, Childress, Newland, Robles, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

After the vote, City Manager Huff informed Councilmembers that staff is working to access additional funding to update the Vision and Action Plan 2020-2030 from the Ford Family Foundation. Mr. Huff has also contacted the previous consultant about assisting with the update.

C. Additional FTE Request

City Manager Huff presented a job description that would assist staff in the Community Development Department with economic development and increase community engagement. This is a new position that staff would like to add before the upcoming budget session.

ACTION:

Councilor Botsford moved to approve City staff's request for additional FTE; Councilor Vermillion seconded. Councilor Botsford expressed her concern with burnout for the Community Development staff. Council President Newland thanked staff for being thorough about adding additional FTE, and knowing that a position can be sustained.

AYES: Vermillion, Shankle, Childress, Newland, Robles, Botsford, Keyser. *Motion passed 7-0.*

NAYS: None.

ABSENTIONS: None.

D. Non-Profit Lease Criteria – 209 Kennel Avenue

City Manager Huff presented a Commercial Lease Agreement template to Council, per their request from a previous Council meeting. He shared that staff heard their concerns and hoped to have captured them in the lease agreement being presented.

ACTION:

Councilor Vermillion moved to approve the criteria for non-profit organizations to enter into a Commercial Lease in the 209 Kennel Avenue 'PAL Building'; Councilor Shankle seconded. Discussion followed.

Council President Newland shared concerns that the lease be modified from a five-year lease to a one-year lease. In addition, she would like for it to be advertised to community members. Councilor Botsford felt that it would be important to lease the building on at least a two-year basis, as nonprofits often may not be able to acquire funding within a one-year period. Councilor Shankle and Councilor Botsford disagree with advertising the building. As long as a nonprofit entity meets the requirement of the lease, they should be eligible to lease. Discussion about the criteria of section 4.1, Purpose, also took place.

Mayor Keyser asked about changes to language in the Lease Agreement. City Manager Huff and City Recorder Teets reminded Council that the lease presented is a template only. All other language can be filled out according to the needs of the leasee. Mayor Keyser called for the vote.

AYES: Vermillion, Shankle, Childress, Newland, Robles, Botsford, Keyser. *Motion passed 7-0.*

NAYS: None.

ABSENTIONS: None.

E. Lease Authorization – Antfarm Youth & Family Services

City Manager Huff presented the staff report with regard to Antfarm Youth leasing the building at 209 Kennel Avenue.

ACTION:

Councilor Vermillion moved to authorize the City Manager to enter into a Commercial Lease Agreement with Antfarm Youth & Family Services for the use of 209 Kennel Avenue; Councilor Childress seconded.

Councilor Robles questioned the items listed in Section 4, regarding emergency declarations that would create a need to allow the space to be used as a homeless shelter. Council President Newland stated that she would like Council to strike 'without permission of City Council', and for the language to state 'no overnight sleeping'. These items were agreed upon by Council via consensus. Assistant City Manager Corthell stated that he was aware of the language Council was trying to accomplish and that he would accommodate the changes to the document. Council President Newland suggested that the lease be changed to a two-year lease opposed to five-year lease. Via consensus, the lease will remain a five-year lease. Councilors Botsford and Shankle praised the employees with Antfarm for answering their questions and for their kindness. Councilor Vermillion feels that Antfarm will be able to provide valuable services to our community.

Council President Newland stated that her frustration with discussing a lease for Antfarm had to do with the process of how Council was going about the discussion, not with Antfarm and their services directly.

Councilor Vermillion restated his motion with amendments discussed, re-seconded by Councilor Childress.

AYES: Vermillion, Shankle, Childress, Botsford, Keyer. *Motion passed 5-2.*

NAYS: Newland, Robles.

ABSENTIONS: None.

STAFF COMMUNICATION

- City Manager Huff thanked Council for approving the position for the new FTE position.
- Finance Director Chauran stated that Finance is running with a small crew currently, with Ginger out with a broken leg. Finance Director Chauran expressed her thanks towards her staff and appreciates how everyone has helped.
- City Recorder Teets announced Budget Committee openings. Applications are due to the City Recorder no later than March 21, 2024. She also announced a conflict with a scheduled Town Hall and the annual event with The Reptile Man.
- Assistant City Manager Corthell echoed that he is consistently impressed with the hard work from all staff. Mr. Corthell expressed his gratitude towards the Public Works Department Manager and staff currently, as they located a trunk line that runs down Main Street with deficiencies that could have been fairly catastrophic. Cured in place piping was used to take care of the issue. He appreciates the hard work from the crew, and their dedication to the City.

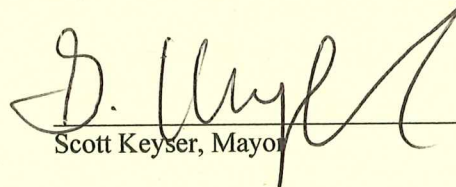
COUNCIL COMMUNICATION

- Councilor Botsford thanked everyone that attended the Annual Chamber Auction, and felt it was a great success. She also stated that planning has begun for the 4th of July Giant Street Parade.
- Councilor Vermillion announced the upcoming MRSD Board meeting dates. He also announced that Molalla Fire Department is looking for volunteers.
- Councilor Robles had nothing to report.
- Councilor Shankle announced the annual Spring Clean Up Day will take place on Friday and Saturday, April 19-20, 2024.
- Councilor Childress announced that MRSD Board was approved to move forward with a \$77 million dollar bond to replace the Middle School. The cost has gone down about \$20 million as materials have become more affordable. Councilor Childress thanked Antfarm for their continued work in the community of Molalla.
- Council President Newland wished everyone a Happy Valentine's Day. The Parks CPC is planning another Garage Sale for the month of July, with all donations going to the Parks Fund. The next Parks CPC meeting is on March 4, 2024 at 5:30pm at City Hall. She also announced a Budget 101 - Town Hall meeting on March 21, 2024 at 6:30pm at the Civic Center. Council President Newland made a statement to Council regarding diversity of opinions on Council, and decisions being made. She hopes that Council will be able to continue to move forward in a respectful manner.
- Mayor Keyser wished Oregon a Happy Birthday. He also extended his thoughts and prayers to the residents of Kansas City that were affected by the shooting during the Super Bowl Parade. Mayor Keyser also extended an apology to Council President Newland for letting his passion for the City getting in the way of respectful conversation. Council President Newland thanked Mayor Keyser.

For the complete video account of the City Council Meeting, please go to YouTube
"Molalla City Council Meetings – February 14, 2024"

ADJOURN

Mayor Keyser adjourned the meeting at 8:29pm.


Scott Keyser, Mayor

ATTEST:


Christie Teets, CMC - City Recorder