



AGENDA

MOLALLA CITY COUNCIL MEETING
October 10, 2023
7:00 PM
Molalla Civic Center
315 Kennel Ave., Molalla, OR 97038

Mayor Scott Keyser

Council President Jody Newland
Councilor Terry Shankle
Councilor Eric Vermillion

Councilor Leota Childress
Councilor Crystal Robles
Councilor RaeLynn Botsford

CALL TO ORDER AND FLAG SALUTE

ROLL CALL

CONSENT AGENDA

- [A.](#) City Council Meeting Minutes - September 13, 2023
- [B.](#) Work Session Meeting Minutes - September 13, 2023
- [C.](#) City Council Meeting Minutes - September 27, 2023

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

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.)

PUBLIC HEARINGS

ORDINANCES & RESOLUTIONS

GENERAL BUSINESS

- [A.](#) Annexation Discussion
- [B.](#) ARPA Funding Update

REPORTS

ADJOURN

Agenda posted at City Hall, 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



Minutes of the Molalla City Council Meeting

Molalla Civic Center
315 Kennel Ave., Molalla, OR 97038
September 13, 2023

CALL TO ORDER

The Molalla City Council Meeting of September 13, 2023 was called to order by Mayor Scott Keyser at 7:00pm.

COUNCIL ATTENDANCE

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

Absent: Councilor Leota Childress and Councilor Crystal Robles.

STAFF IN ATTENDANCE

Dan Huff, City Manager; Christie Teets, City Recorder; Mac Corthell, Community Development Director.

APPROVAL OF AGENDA

Approved as presented.

CONSENT AGENDA

- A. Meeting Minutes – August 23, 2023

A motion was made by Councilor Botsford to approve the Consent Agenda, seconded by Councilor Vermillion. Vote passed 5-0, with all Councilors voting Aye.

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

- A. OLCC Liquor Application – Cache Liquidation

Before the presentation of the Cache Liquidation application, Councilor Botsford announced that she would abstain from voting, as Cache Liquidation is one of her clients.

A motion was made by Council President Newland to approve the OLCC License request for Cache Liquidation, seconded by Councilor Vermillion. Vote passed 4-0-1. Voting Aye: Mayor Keyser, Councilor Shankle, Councilor Vermillion, and Council President Newland. Voting Nay: 0. Abstaining: Councilor Botsford.

- B. OLCC Liquor Application – Real Deal Grocery

A motion was made by Council President Newland to approve the OLCC License request for Real Deal Grocery, seconded by Councilor Botsford. Vote passed 5-0, with all Councilors voting Aye.

PUBLIC COMMENT

Vera Black, Molalla resident, is requesting a plan of the Civic Center for planning purposes of a new Adult Center. Ms. Black also informed Council that she is leading a group of people in the Twin Fir Mobile Estates to create a safety committee.

PUBLIC HEARINGS

None.

ORDINANCES AND RESOLUTIONS

- A. Resolution No. 2023-26: Approving Molalla Sanitary Rate Increase as Change in Franchise Agreement

City Manager Huff introduced Will Mathias and Pamela Bloom of Molalla Sanitary. Mr. Mathias gave a presentation to Council, explaining the need for an upcoming rate increase.

A motion was made by Councilor Vermillion to approve Resolution No. 2023-26, Approving Molalla Sanitary Rate Increase in Franchise Agreement, seconded by Councilor Shankle. Vote passed 5-0.

- B. Resolution No. 2023-27: Supporting a Department of Land Conservation and Development (DLCD) Technical Assistance Grant and Authorizing the City Manager to Sign All Necessary Documents

Planning staff is in the process of apply for a Department of Land Conservation and Deveopment (DLCD) grant to assist in funding the Employment Opportunities Analysis that must be completed as part of the Sequential UGB study process. In order to submit the application, staff must provide a resolution from City Council showing support of the grant and project.

A motion was made by Councilor Botsford to approve Resolution No. 2023-27, Supporting a Department of Land Conservation and Development (DLCD) Technical Assistance Grant and Authorizing the City Manager to Sign All Necessary Documents, seconded by Councilor Vermillion. Vote passed 5-0, with all Councilors voting Aye.

- C. Resolution No. 2023-28: Supporting Application for Funding Assistance to Perform Emerging Contaminant Feasibility Studies and Authorizing the City Manager to Sign All Necessary Documents

Water Treatment Plant staff have identified a funding resource throught the Bi-Partisan Infrastructure Bill to fund feasibility studies on Emerging Contaminents. Staff must provide a resolution from City Council showing support of the project.

A motion was made by Council President Newland to approve Resolution No. 2023-28: Supporting Application for Funding Assistance to Perform Emerging Contaminant Feasibility Studies and Authorizing the City Manager to Sign All Necessary Documents, seconded by Councilor Vermillion. Vote passed 5-0, with all Councilors voting Aye.

GENERAL BUSINESS

- A. Beautification & Culture CPC – Donation Request

Councilor Shankle and the B&C CPC are working towards lighting the trees of Molalla Avenue year round. The area that is being considered contains fifty-five trees total. The CPC is looking at a style of light that moves with the growth of the tree. The total for the lights is \$4939, installation \$2750, and power taps are an additional \$600. Mr. Huff stated that the power taps are not needed. Councilor Shankle is requesting the remainder of Council funds to be allocated to this project. She also mentioned that businesses would be asked for donations.

Council discussion continued regarding additional quotes, installation of lights, warranty on the lights, and future projects that Council may consider for FY 2023-2024. Councilor Vermillion suggested soliciting downtown businesses for donations.

Mayor Keyser made a motion to match up to \$2500 to the Beautification & Culture CPC tree light project, seconded by Council President Newland. Vote passed 5-0, with all Councilors voting Aye.

- B. C4 Letter - I-5 Tolling

Mayor Keyser introduced an I-5 Tolling letter to Council, reflecting C4's Tolling Strategy. He is requested Council support of the letter. Council President Newland is concerned about the term 'climate action'. Councilor Botsford acknowledged that the language of the document could not be changed by Molalla Council, and that she would rather support the document, then not sign it at all.

A motion was made by Councilor Botsford that City Council support the I-5 Tolling letter, seconded by Councilor Shankle. Vote passed 5-0. Vote passed 5-0, with all Councilors voting Aye.

- C. 98th Annual LOC Conference – Designation of Voting Delegate at Annual Membership Meeting

City Manager Huff presented Council with the Voting Delegate request from League of Oregon Cities. They are requesting that each city submit a voting delegate and alternate for the upcoming election. Councilor Vermillion suggested that Mayor Keyser be Council's representative and Council President Newland act as the alternate. Council agreed by consensus.

Mr. Huff also explained that a conflict is presented with the October 11th Council Meeting and Councilors attending the LOC Conference. It was suggested by staff that the meeting be moved to Tuesday, October 10, 2023 to accommodate travel.

A motion was made by Councilor Botsford to move the October 11th meeting to Tuesday, October 10th, seconded by Mayor Keyser. Vote passed 5-0, with all Councilors voting Aye.

STAFF COMMUNICATION

- City Manager Huff is excited for the community that the Pickleball Courts are open.
- City Recorder Teets had nothing to report.
- Assistant City Manager Corthell explained that the Community Development report will be presented at the September 27th meeting. He also shared that soon reports will be presented quarterly.

COUNCIL COMMUNICATION

- Councilor Vermillion announced the upcoming MRSD Board Meeting. He also congratulated Molalla business owner, Jeff Rose, for earning the title of 2023 Highland Games World Champion. Jeff is the owner of NW Fitness.
- Councilor Shankle shared that the Beautification & Culture CPC is working on art for the new roundabout. She also reported that community members are enjoying Strawberry Park.
- Council President Newland thanked the PAC Committee for buttons and stickers promoting the Police Department Bond. She announced the Pickleball Grand Opening on Sunday, September 24th from 11am-2pm.
- Councilor Botsford shared that Molalla Sk8 is holding a fundraiser through the Bottle Drop program, requesting that community members contact her if they are interested in participating.
- Mayor Keyser announced that the PAC Committee for the Police Bond is in full swing. He is asking that people go to the Molalla Current and read about what the Bond pays for, as well as learn about the need for a larger facility for our police staff.

[For the complete video account of the City Council Meeting, please go to YouTube "Molalla City Council Meetings – September 13, 2023"](#)

ADJOURN

Mayor Keyser adjourned the meeting at 8:05pm.

Scott Keyser, Mayor

Date

ATTEST:

Christie Teets, City Recorder



Minutes of the Molalla City Council Work Session

**Molalla Civic Center
315 Kennel Ave., Molalla, OR 97038
September 13, 2023**

CALL TO ORDER

The Molalla City Council Work Session of September 13, 2023 was called to order by Mayor Scott Keyser at 6:30pm.

COUNCIL ATTENDANCE

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

Absent: Councilor Leota Childress and Councilor Crystal Robles.

STAFF IN ATTENDANCE

Dan Huff, City Manager; Christie Teets, City Recorder; Andy Oliva, Human Resource/Risk Manager.

DISCUSSION ITEMS

- A. Laptop Training

City Recorder Teets presented the new laptops to City Council members. She gave them a few quick pointers, then gave them time to familiarize themselves with the program before regular session began.

[For the complete video account of the City Council Meeting, please go to YouTube
"Molalla City Council Work Session – September 13, 2023"](#)

ADJOURN

Mayor Keyser adjourned the Work Session at 6:46pm.

Scott Keyser, Mayor

Date

ATTEST: _____
Christie Teets, City Recorder



Minutes of the Molalla City Council Meeting

Molalla Civic Center
315 Kennel Ave., Molalla, OR 97038
September 27, 2023

CALL TO ORDER

The Molalla City Council Meeting of September 27, 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; Cindy Chauran, Finance Director.

APPROVAL OF AGENDA

Approved as presented.

CONSENT AGENDA

- A. Personnel Policy Handbook Update – Travel per Diem

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

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

- A. Parks CPC Appointment – Desiree Wymer

Ms. Wymer is a lifelong resident of Molalla and is looking forward to giving back to her community through volunteering with the Parks Committee.

A motion was made by Councilor Robles to appoint Ms. Wymer to the Parks CPC, seconded by Councilor Vermillion. Vote passed 7-0, with all Councilors voting Aye.

PUBLIC COMMENT

Char Pennie, Molalla resident, wanted to express her gratitude to the Molalla Police Department and encouraged all Molalla residents to vote Yes on Measure #3-602. This measure is for a Police Bond, which funds will go to building a new Police Department. Ms. Pennie cannot imagine a community where police are not present.

PUBLIC HEARINGS

- A. Ordinance No. 2023-08: Authorizing the Issuance of Wastewater Revenue Bonds to Finance Improvements to the Wastewater System

Assistant City Manager Corthell provided the staff report for the proposed Ordinance. Mayor Keyser opened the Public Hearing on Ordinance No. 2023-08 at 7:08pm. There were no audience members wishing to speak during the Public Hearing, therefore Mayor Keyser closed the Hearing at 7:09pm.

ORDINANCES AND RESOLUTIONS

- A. Resolution No. 2023-29: USDA Rural Development Loan

Mr. Corthell asked Council to refer to page 10 in the Council packet, as the details in the report define the mechanics of the project. This resolution is another step in applying for funding of the Wastewater Treatment Plant.

A motion was made by Council President Newland to approve Resolution No. 2023-29, a USDA Rural Development Loan, seconded by Councilor Shankle. Vote passed 7-0, with all Councilors voting Aye.

- B. Resolution No. 2023-30: To Authorize a Clean Water State Revolving Fund (CWSRF) Loan from the Oregon Department of Environmental Quality (DEQ) to Finance the Costs of the Wastewater Treatment Plan Upgrade – Project #19-10

Mr. Corthell explained that this document is part of the process in applying for wastewater treatment plant funding, as well. The bid process is starting soon, and staff is trying to stay within the proper timeline for the application process. Mr. Corthell thanked funding partners at DEQ for suggesting this option.

A motion was made by Council President Newland to approve Resolution No. 2023-30 by title only, seconded by Councilor Robles. Vote passed 7-0, with all Councilors voting Aye.

- C. Ordinance No. 2023-08: Authorizing the Issuance of Wastewater Revenue Bonds to Finance Improvements to the Wastewater System

Mr. Corthell reiterated that this is the security needed for the USDA Loan, showing support from City Council for the Wastewater Treatment Plant project.

A motion was made by Council President Newland to hold the First Reading of Ordinance No. 2023-08, Authorizing the Issuance of Wastewater Revenue Bonds to Finance Improvements to the Wastewater System, seconded by Councilor Vermillion. Vote passed 7-0. Councilors voting Aye: Councilor Vermillion, Councilor Shankle, Councilor Childress, Council President Newland, Councilor Robles, Councilor Botsford, and Mayor Keyser.

Due to the unanimous vote, a motion was made to hold the second reading and adoption of the Ordinance.

A motion was made by Councilor Robles to hold the Second Reading and Adoption of Ordinance No. 2023-08, Authorizing the Issuance of Wastewater Revenue Bonds to Finance Improvements to the Wastewater System, seconded by Councilor Vermillion. Vote passed 7-0. Councilors voting Aye: Councilor Vermillion, Councilor Shankle, Councilor Childress, Council President Newland, Councilor Robles, Councilor Botsford, and Mayor Keyser.

- D. Resolution No. 2023-31: Approving Astound Broadband Rate Increase as Change in Franchise Agreement

City Manager Huff explained that the process for Franchise Agreements is to present or notify rate increases to City Council members. The rate increase notification is provided in the Council packet. The franchise agreement for Astound Broadband expires in February 2024, which would be the time to amend the agreement if Council desired.

A motion was made by Councilor Bostford to approve Resolution No. 2023-31, Approving Asound Broadband Rate Increase, seconded by Councilor Robles. Vote passed 7-0, with all Councilors voting Aye.

GENERAL BUSINESS

- A. Coalition to Fix and Improve Measure 110

Mr. Huff shared with Council an announcement that was made to Police Chief's of the Metro Area recently regarding the "Coalition to Fix and Improve Measure 110". Staff provided the press release in the Council packet and encouraged people to visit the website.

- B. Priority List Discussion

Mr. Huff provided an update of projects that staff have been working on, and still need to be completed, related to Council Goals set in January. Main items include the Street Naming Policy and Park Naming Policy. Council President Newland asked if there was enough time left in the year to complete these tasks. City Manager Huff stated that staff would provide some Park Naming Policies from other cities to use as examples. Asst. City Manager Corthell explained that a Street Naming Policy is more legalistic and has more rules set by the State.

Councilor Botsford would like to see the City focus on an Industrial Park, that would create jobs for our community.

City Recorder Teets reminded Council that only four meetings were remaining for this calendar year. Two meetings in October and one each in November and December. The City Council and Planning Commission will have a joint meeting on Wednesday, November 15, 2023.

C. Distinguished Budget Award

Mr. Huff shared that the City of Molalla has been acknowledged with the Distinguished Budget Award for 2023-2024. The City met all expectation and requirements of the Award. Finance Director Chauran explained that the award is due to the hard work of the managers of each department with the programs that the Finance Department has in place.

STAFF COMMUNICATION

- City Manager Huff shared with Council that a few staff members took an Economic Development Tour last week with members of SEDCOR. They manage the Mid-Willamette Valley and could create some opportunities for Molalla. Molalla has no true region contact. Although Molalla will not be allowed to become a member of these organizations, SEDCOR and Mid Willamette Valley Council of Government (MWVCOG) are becoming resources.
- City Recorder Teets had no report.
- Assistant City Manager Corthell presented the 3rd Quarter Report for the Community Development Department. The report is included in these meeting minutes.
- Finance Director Chauran presented a Travel Expense Advance or Reimbursement Form. She explained that this will be much simpler than past practice, as Councilors will be given the per diem ahead of time opposed to being reimbursed. City Manager Huff explained that items such as paying for parking will still need to be submitted for reimbursement.

COUNCIL COMMUNICATION

- Councilor Vermillion announced upcoming MRSD Board meeting dates. He also thanked everyone that participated in the Grand Opening of the Pickleball Court.
- Councilor Shankle congratulated Finance Director Chauran on the Budget Award and thanked Councilor Robles for her hard work in drawing the community together.
- Councilor Childress had no report.
- Council President Newland encouraged people to use the Pickleball Court day and night. The lights stay on at the court until 9:00pm. She announced that the next Parks CPC meeting will be held on Monday, October 2, 2023. The meeting will be held at 5:30pm at Molalla City Hall.
- Councilor Robles thanked everyone that participated in the Pickleball Grand Opening. She encouraged people to play even when it is raining, as the court is not slippery. Councilor Robles announced the next meeting at Plaza Los Robles will be held on Tuesday, October 3, 2023 at 6pm. Mr. Corthell shared that all forms on the website have been translated into Spanish. Councilor Robles is sharing this with the hispanic community, along with showing them how to translate the pages on the city website into spanish.
- Councilor Botsford shared that it is Cookie Dough Season! A major fundraiser for the Molalla Middle School is selling cookie dough. She encouraged people to support the Middle School by making a purchase. Councilor Botsford also announced that if anyone would like a “Vote Yes for the Police Department” yard sign, to contact her.
- Mayor Keyser noticed a growing trend in the city of negativity and complaining about homeless people, the roundabout, the police bond, and so on. He stated that there have been no accidents reported since the roundabout has been in place. Mayor Keyser encouraged people to look around and see the great things going on in the community and find some positivity. He also reminded everyone that the next City Council will be held on Tuesday, October 10, 2023 as all Councilors will be attending the LOC Conference in Eugene the following day.

[For the complete video account of the City Council Meeting, please go to YouTube “Molalla City Council Meetings – September 27, 2023”](#)

ADJOURN

Mayor Keyser adjourned the meeting at 8:26pm.

Scott Keyser, Mayor

Date

ATTEST:

Christie Teets, City Recorder



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

To: Honorable Mayor & City Council

From: Assistant City Manager, Mac Corthell

Date: September 27, 2023

Re: Community Development Report – 3rd Quarter 2023

LAND USE & PERMITTING

Planning and Land Use Application Statistics:

New Apps 6/27/23 – 09/20/23

- Type I BP Apps –5
- Type I Other Apps – 18
- Type II Apps – 1
- Type III Apps New– 1
- Type IV Apps – 0
- Final Plat – 2
- Pre-App Requests - 5

Approvals 6/27/23 – 09/20/23

- Type I BP Apps – 4
 - Residential Units – 2
 - Com/Ind Sq Ft – 0
- Type I Other Apps – 28
- Type II Apps – 0
- Type III Apps – 0
- Type IV Apps – 0
- Final Plat – 0
- Pre-Apps Held - 3

Open Apps 9/20/23

- Type I BP Apps – 8
- Type I Other Apps – 3
- Type II Apps – 1
- Type III Apps – 2
- Type IV Apps – 4
- Final Plat – 2
- Pre-Apps Pending - 5

LONG-TERM PLANNING

21-16 Urban Growth Boundary

- **Introduction:** DLCD 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.
- **Complete:**
 - Sequential UGB election and concurrence from County and DLCD.
 - Sequential UGB workplan development and acceptance from DLCD.
 - Housing Needs Analysis & Buildable Lands Inventory (HNA/BLI) – complete and adopted.
- **Next Steps:**

- Employment Opportunities Analysis & Buildable Lands Inventory (EOA/BLI)
- **Grants:**
 - Staff applied for and were awarded grant to fund HNA/BLI
 - Staff applied for and were awarded grant to fund Efficiency Measures & Background Studies
 - Staff applied for and were awarded grant to fund Housing Production Strategies (a separate but related study)
 - Staff is applying for grant to fund EOA/BLI

Current Long-Term Planning Initiatives:

- **22-32 Parks Master Plan** – Kickoff meeting with City Staff and Contractor, Cameron McCarthy Landscape Architecture & Planning will be held 9/28/23! This meeting will focus on the development of a public engagement process and overall work plan. Stay tuned for a lot more on this soon.
- **22-31 Stormwater Master Plan** – Kickoff meeting was held 9/6/23! City Staff and Consultant, Keller Associates, are in the “data collection and review” phase of the project.
- **23-02 Emergency Operations Plan** – The City Council will receive an update in regards to this planning process on 10/10/23 at 6pm during the City Council Work Session.
- **23-02 National Hazard Mitigation Plan** – The City’s portion of the plan has been submitted to Clackamas County and no feedback was received. Next, the County Plan (that includes the plans of all the Cities in the County) will be submitted to Oregon Emergency Management for review and comment. At that point, the City will have the chance to make any final changes based on feedback, and the plan would be adopted circa April, 2024.

Notably, the NHMP has been developed in close coordination with the Capital Improvement Plan (CIP), ensuring that potential local, state, federal grants, and Building Resilient Infrastructure and Communities (BRIC) funds opportunities are thoroughly explored.

CODE COMPLIANCE

Code Compliance:

- Officer Murphy continues to make great progress clearing the backlog of cases, engaging community members, and forging new partnerships!

Code Case Statistics:

<u>7/1/23 – 8/21/23</u>	<u>7/1/23 – 8/21/23</u>
<ul style="list-style-type: none"> ● New Complaints - 40 ● Current Open Cases – 57 	<ul style="list-style-type: none"> ● Cases Closed – 47 <ul style="list-style-type: none"> ○ No Violation – 10 ○ Compliance – 29 ○ Referred - Other Agency – 8

Code Abatement Support Services:

- 1. Ant Farm Youth clear property of elderly homeowner free of charge!**



- 2. Ant Farm Youth Assist Molalla Code Compliance and Police with Homeless Camp Cleanup!**





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:

- Don't forget to pick up a Molalla Area Recreation Map at City Hall or the Civic Center!

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

-Thank you to **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!
 - However, as the City's website transitions between Muni-Code and Civic Plus due to a company buyout – the website process cannot begin.

PUBLIC & PRIVATE INFRASTRUCTURE PROJECTS

Active Public Project List

Number	Name	Notes
23-05	Pickleball at Long Park	Courts are open - Final landscaping in October!
23-02	EOP/NHMP Plans	NHMP Draft submitted, EOP update for Council 10/10/23
22-32	Parks Master Plan	Kickoff Meeting 9/28/23
22-24	Water Pressure Zoning	Design Phase 90%
22-31	Storm Master Plan	Data Collection Phase
22-29	Water Intake Project	Pre-Design & Budget Phase
22-21	Section St Rebuild	Pre-Design & Budget Phase
22-04	New 2.0mg Water Tank	Property Acquisition Phase
21-16	Sequential UGB	HNA complete, EOA next – applying for grant
21-15	S Molalla Ave Waterline	Design Phase 90%
21-10	Molalla Civic Center	Design Phase for ADA Upgrades
21-09	Yelkus Park	Pre-Design Phase
21-02	MFR – Park Road	On hold, Legal issue being resolved
20-03	Eckerd, Lola, 2 nd – w/se/str	Complete – In Warranty
19-10	WWTP Upgrade	90% Design Accepted, \$5 mil approved from Capital Committee – awaiting final bill, mitigation credit purchased
18-08	213/Toliver Roundabout	Construction complete, in punch list

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
23-10	609 E Heintz Townhomes	In Planning Process
23-09	Embold CU	In Civil Review
23-08	Burger King	Awaiting Building Permit Applications
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, set for construction
22-23	5 th St Duplex	In Civil Review
22-16	Starbucks	In Construction
22-13	Goodwill	Complete – In Warranty
22-11	River Meadows Subdivision	Civil Improvements in Work
22-09	1000 W Main Multi-Family	In Civil Review, building ongoing
22-07	Cascade Place Multi-Family	In Construction, Occupancy by building
22-02	501 E Main St C-Store	Complete – In Warranty
19-04	Cascade Center Commercial	Awaiting pavement repairs to release warranty bond
18-16	Hix Tractor Supply	Complete
17-20	Sawyer Trucking Frontage	Complete – In Warranty

Public Works Maintenance Report

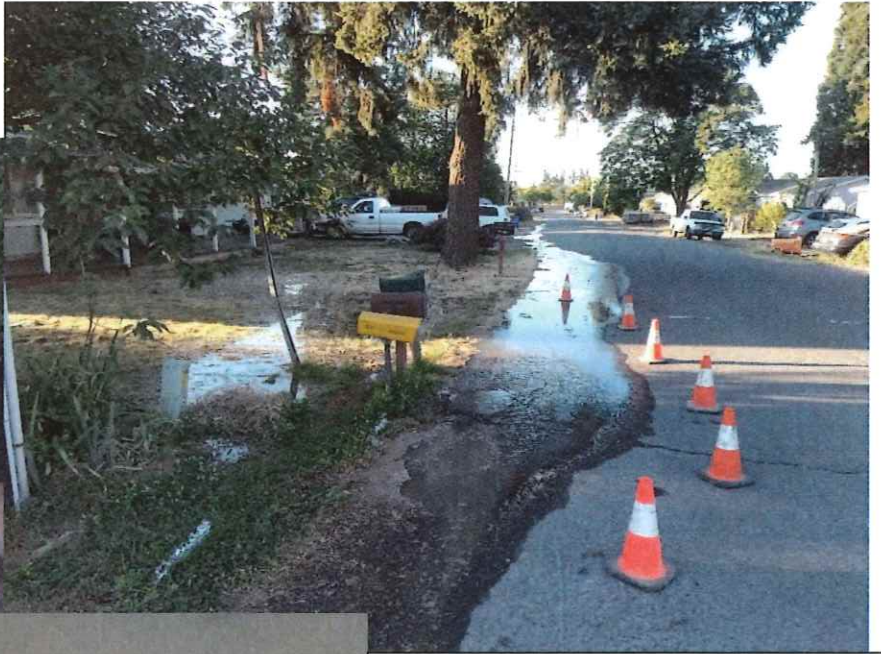
By: Public Works Maintenance Manager, Adam Schulz

Public Works Utility Report



Utility Crew installing the signage and irrigation at Long Park for the Pickleball Courts

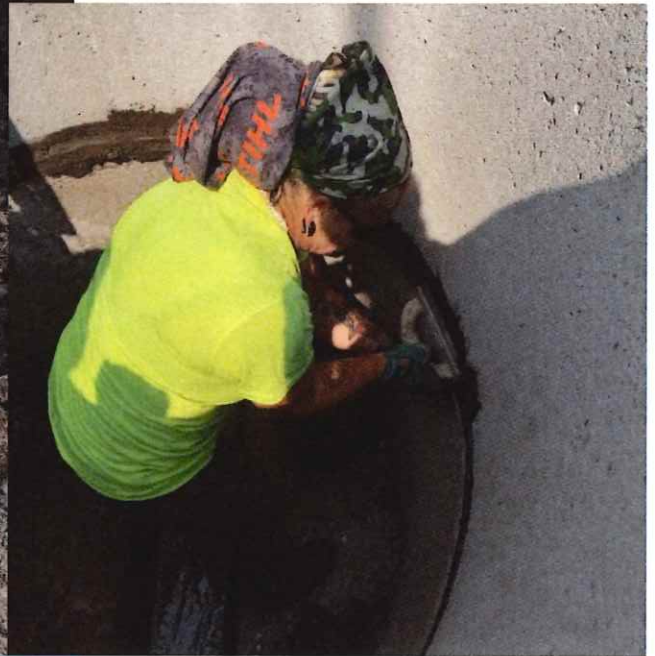




Above: Crews Repair a Steel Water Main Break on Metzler.

Below: Crews Replace an Inoperable Hydrant on 5th and Lola.





Public Works Utility Crew Adding a Section on Manhole to the Sewer Main on Hwy 213 during the Roundabout Project



Work Complete During Period

8/21/2023 - 9/25/2023

Work Orders Completed (by Team)

Utility_Crew	225
Wastewater_Plant	26
Water_Plant	59
Supervisor	0
Code_Enforcement_Complaint_emails_Officer	0
Building_Maint_emails_Official	1
Corrective_Action	0
Deep_Backlog	0

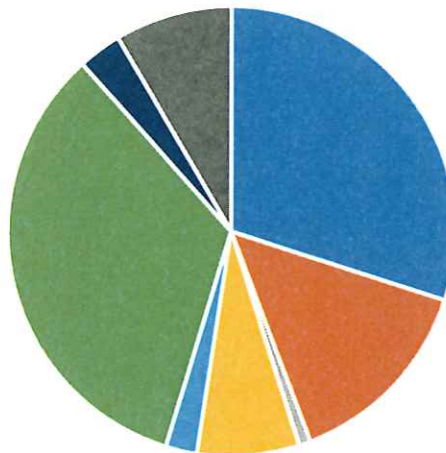
TOTAL	331

Work Orders Completed (by Fund)

Water	105
Sewer	25
Storm	3
Street	26
Fleet	8
General_parks_facilities_ect	118
SplitFund_locates_etc	11
Capital	0
Other	30
Library	0

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TOTAL	326

Work Orders Completed (by Fund)



- Water
- Sewer
- Storm
- Street
- Fleet
- General_parks_facilities_ect
- SplitFund_locates_etc
- Capital
- Other

Wastewater Treatment Plant Report

By: WWTP Manager, Seth Kelly



The Wastewater Treatment Plant Received 14.680 million gallons of raw sewage in August and 12.407 million gallons so far in the month of September. Meanwhile we were able to reuse, and land apply 20.718 million gallons in August and another 11.115 million gallons so far in September. The Wastewater Treatment Plant staff have been able to keep a good balance of water in and water out. Therefore, the ponds are in a good position for shutting down the plant and preparing for Winter Discharge. We currently expect to seize summer irrigation in the first half of October. We Will be able to begin Winter discharge on November 1st as long as all conditions of our permit are meet. The WWTP staff will be ready to go once mother nature allows.

The WWTP staff has begun working on rebuilding one of its four media filters. This will help ensure compliance even with high winter flow. This was important because the filter was performing at about half capacity. But this will help ensure the current Wastewater Treatment Plant can perform well enough to get through the New Wastewater Treatment Plant build and makes sure that the plant can handle the needs for filtering as we get the Lagoon lined and converted into an Effluent Storage Pond.



The Wastewater Treatment team had a new operator position open and we will soon have our new employee starting. We are excited to have Amy join the team as a long time community member looking to give back to her community.

Water Treatment Plant Report

By: WTP Manager, Katie Niece

Water Treatment Plant

Conservation

The City of Molalla would like to remind its customers of the importance of conserving water. During the summer months, water use approximately doubles because of outdoor use. Conserving water by limiting and using it efficiently helps ensure we have enough water for all our different uses. Most importantly, reducing the amount of water we use helps the city to maintain fire protection during these high-water use months.

Using water wisely, not just during the summer months, but all year round can help the city to manage its resources, save you money, and preserve the life of your Water Treatment Plant. For tips on how to conserve water, please visit the City's website at www.cityofmolalla.com



Production

For the month of August, the City of Molalla treated a total of 50 million gallons of water with a 1.6 million gallon daily average. About a 6% increase in water production from this time last year.

Water Production (gallons)		
	August 2022	August 2023
Total Treated:	47,356,000	50,369,000
Daily Average:	1,527,613	1,624,806
Maximum Day:	1,903,000	2,037,000
Minimum Day:	1,109,000	995,000

Preventative Maintenance

This month the crew has been working on prepping and painting the piping of the filter system to prevent pipe corrosion and preserve the life of the treatment plants infrastructure.



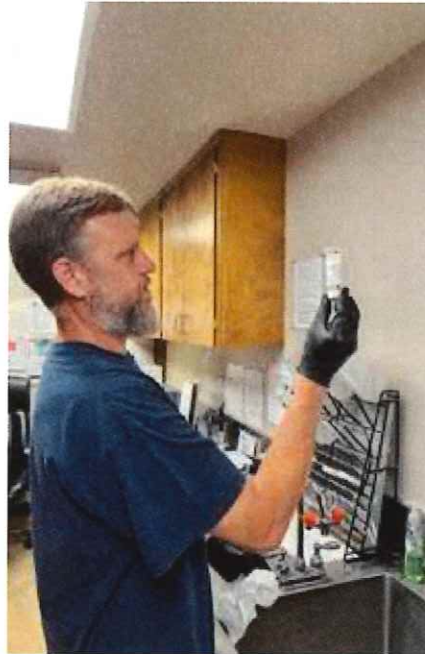
Staff have been working to inspect or replace the screens on the Reservoir hatches.



Operations & Regulatory Compliance

Jeffrey McCrum sampling for 3rd Quarter Volatile Organic Compounds (VOC's) & Disinfection by Products (DBP's). These samples are part of our routine quarterly sampling requirements set forth by the Oregon Health Authority. The latest results for VOC's were all non-detect (ND).

Disinfection by products are formed when chlorine disinfectant combines with organics in the water. The city was recently granted the Reduced Monitoring Plan by the state for having consistently low levels below the Maximum Contaminant Level (MCL).



Staff drained/inspected and cleaned the filter systems adsorption clarifier and filter media from the summer months heavy demand.





City Of Molalla
FINANCE DEPARTMENT

TRAVEL/TRAINING EXPENSE ADVANCE OR REIMBURSEMENT FORM

OCTOBER 1, 2023 - SEPTEMBER 30, 2024

NAME: WILE E COYOTE DATE SUBMITTED: 10/4/23

BRIEF DESCRIPTION OF TRAVEL/TRAINING: OACP CONFERENCE

DATES OF TRAVEL: NOV 7-9, 2023

ATTACH TRAINING OR CONFERENCE AGENDA INCLUDING DATES, LOCATION AND MEALS INCLUDED.
SUBMIT REQUESTS AS SOON AS POSSIBLE SO CHECK CAN BE ISSUED PRIOR TO TRAVEL.

PER DIEM MEALS

USING OREGON PER DIEM RATES ON THE BACK OF THIS FORM PLEASE INDICATE PER DIEM FOR EACH DAY OF TRAVEL. DEDUCT INCLUDED MEALS TO ARRIVE AT TOTAL.

NUMBER OF FULL DAYS 1 X FULL DAY RATE \$ 59 = TOTAL \$ 59

NUMBER OF HALF DAYS 2 X HALF DAY RATE \$ 30 = TOTAL \$ 60

REDUCE BY MEALS INCLUDED:

BREAKFAST \$ _____ + LUNCH \$ 15 + DINNER \$ _____ = TOTAL REDUCTION \$ <15>

TOTAL REQUESTED PER DIEM \$ 104

MILEAGE

USING ONLINE MAPS, CALCULATE THE MILEAGE TO THE TRAINING FROM MOLALLA AND ATTACH PRINTOUT. THE IRS MILEAGE RATE ALLOWANCE AS OF JANUARY 1, 2023, IS 65.5 CENTS PER MILE. NOTIFICATION WILL BE SENT OUT WHEN RATE CHANGES.

MILES 141.2 X .655 = TOTAL REQUESTED MILEAGE \$ 92.49

GRAND TOTAL REQUEST: \$ 196.49

DEPARTMENT: POLICE GL ACCOUNT CODE: 101-103-520-0600

AUTHORIZED BY: ROAD RUNNER [Signature] 10/12/23
Print Sign Date



OREGON ASSOCIATION CHIEFS OF POLICE
SMALL AGENCY CONFERENCE
NOVEMBER 7 – 9, 2023

Oregon State University – DPS | LaSells Stewart Center | CORVALLIS, OR



Day 1
Tuesday, November 7

Coffee / Snacks Provided by: Chief Anderson

1230 – 1345 Welcome – Chief Ken Rueben / Chief Jeff Groth
 Round Table / Introductions – Discussion on Topics / Themes

1345-1530 Hiring Right to Avoid Managing Tough
 Presenter: CIS – Jeff Williams

1530 – 1700 Risk Management for Law Enforcement
 Presenters: CIS – Dan Brown



citycounty insurance services

1745 Networking and Dinner
 Location: TBA
 Sponsor: TBA

70.6 x 2 = 141.2 mi.

117 N Molalla Ave
Molalla, OR 97038

Get on I-5 S in Woodburn from OR-211 S/Woodburn-Estacada Hwy NE

- 24 min (15.4 mi)
- ↑ 1. Head south on N Molalla Ave toward W Main St
- 210 ft
- ↘ 2. Turn right onto OR-211 S/W Main St/Woodburn-Estacada Hwy NE (signs for State Route 211 S/Woodburn Silverton)
 - Continue to follow OR-211 S/Woodburn-Estacada Hwy NE
 - Pass by O'Reilly Auto Parts (on the left in 0.3 mi)
- 12.6 mi
- ↑ 3. At Little Caesars Pizza, continue onto OR-214 N/Hillsboro-Silverton Hwy NE/Mt Hood Ave
 - Continue to follow OR-214 N/Hillsboro-Silverton Hwy NE
 - Pass by Pizza Hut (on the right in 0.3 mi)
- 2.5 mi
- ↗ 4. Slight right to merge onto I-5 S toward Salem
- 0.2 mi

Follow I-5 S to OR-34 W in Linn County. Take exit 228 from I-5 S

- 40 min (43.7 mi)
- ↗ 5. Merge onto I-5 S
- 43.5 mi
- ↘ 6. Take exit 228 for OR-34 toward Lebanon/Corvallis
- 0.3 mi

Follow OR-34 W to SW 26th St in Corvallis

- 14 min (11.5 mi)
- ↘ 7. Use the right 2 lanes to turn right onto OR-34 W
- 9.6 mi
- ↙ 8. Use the left 2 lanes to turn left onto OR-34
- 1.6 mi
- ↘ 9. Turn right onto SW 26th St
 - Destination will be on the right
- 0.3 mi

LaSells Stewart Center
875 SW 26th St, Corvallis, OR 97331



CITY OF MOLALLA

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

Staff Report

Agenda Category: General Business

Agenda Date: October 10, 2023

From: Dan Huff, City Manager
Approved by: Dan Huff, City Manager

SUBJECT: Annexation Discussion

FISCAL IMPACT: N/A

BACKGROUND:

This discussion is intended to be a general education discussion and we will have additional information available during the October 10, 2023 Council meeting regarding city initiated island annexations. We believe it is important to have a general discussion about the differences between property owner-initiated annexations, like the most recent annexations processed by Council, and the city-initiated process for island annexations.

Staff believes that there is an opportunity to be proactive in our pursuit of economic development to promote job creation and annexation is the first step. As a City we do not invest infrastructure improvements and too much staff time for areas outside the city limits. Annexation can speed up that process as we have witnessed occurring on Main Street/Highway 211. Many of the properties from Ridings Avenue to Highway 213 were annexed in 2015.

Staff will present additional information including Statutory information to further compare and contrast the different types of annexations.

Attachment: Map of all properties remaining inside the UGB but not yet annexed into the Molalla city limits.

RECOMMENDATION: General consensus in moving forward.

UGB Properties Outside City Limits



- City Boundary
- Properties Outside City Limits
- Urban Growth Boundary
- Right-of-Way

Scale = 1:12,000
 0 1,000 2,000 Feet



The data shown represents administrative boundary data prepared by Clackamas County Information Services and the City of Molalla. It is presented "as is," as of May, 2023. This data may be subject to change. The City of Molalla and Clackamas County Information Services shall assume no liability for any errors, positional accuracy, omissions, or inaccuracies in the information provided and therefore, there are no warranties which accompany this product. The City of Molalla and Clackamas County Information Services assume no liability for decisions made or action taken (or not taken) based upon any of the furnished information or data.



CITY OF MOLALLA

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

Staff Report

Agenda Category: General Business

Agenda Date: October 10, 2023

From: Mac Corthell, Asst. City Manager
Approved by: Dan Huff, City Manager

SUBJECT: ARPA Update

FISCAL IMPACT: N/A

RECOMMENDATION/RECOMMEND MOTION: N/A

BACKGROUND:

In 2021, the City of Molalla and all other cities in the State of Oregon were awarded Coronavirus State and Local Fiscal Relief Funds through the Department of the Treasury under the American Rescue Plan Act (ARPA).

The ARPA funds for Molalla totaled \$2,057,894 provided in two separate disbursements of \$1,028,947 and like all federal grants, carried strict restrictions on how they could be spent. The City Council was consulted as to how the ARPA funds should be spent, given the applicable restrictions and approved a list of projects.

Today, Molalla's ARPA funds are nearly exhausted, so staff thought it would be an appropriate time to provide one last update to recap the work completed and celebrate the successes brought about by this cash infusion.

Attached you will find the Master ARPA Spreadsheet used to track all of the City's ARPA expenditures.

Project Number	Status	Project Name	ARPA				
			Projected Resources	Actual Resources	Projected Expense	Actual Expense	
Arpa Revenue							
		ARPA Award 1	\$ 1,028,947	\$ 1,028,947			
		ARPA Award 2	\$ 1,028,947	\$ 1,028,947			
Arpa Expenses FY21-22						Revenue	
21-14	Complete	City Hall Reader Board Signs		\$ 27,070	\$ 27,070	\$ 27,070	
21-10	Complete	EOC Civic Center Improvements		\$ 26,762	\$ 26,762	\$ 26,762	
21-06	Complete	Scandia Waterline		\$ 215,691	\$ 215,691	\$ 215,691	
Book Mobile	Complete	Library Book Mobile		\$ 151,286	\$ 151,286	\$ 151,286	
Molalla Current	Complete	Molalla Current + Launch + Advertising		\$ 14,886	\$ 14,886	\$ 14,886	
PD Body Cams	Complete	Tasers and Body Cameras		\$ 177,162	\$ 177,162	\$ 177,162	
Fuel Cells	Complete	Fuel Cells		\$ 12,410	\$ 12,410	\$ 12,410	
22-01	Complete	City Hall Sewer Main Repairs		\$ 37,755	\$ 37,755	\$ 37,755	
19-04	Complete	Cascade Dry Sewer Line		\$ 140,449	\$ 140,449	\$ 140,449	
19-04	Complete	Cascade Water Line Upsize		\$ 24,877	\$ 24,877	\$ 24,877	
21-04	Complete	City Hall Upstairs - HVAC		\$ 28,931	\$ 28,931	\$ 28,931	
Buckeroo	Complete	Buckeroo Assistance		\$ 50,000	\$ 50,000	\$ 50,000	
Russ Mabry	Complete	Council Video Stream Services		\$ 5,000	\$ 5,000	\$ 5,000	
18-14	Complete	Shops Decant Facility		\$ 18,279	\$ 18,279	\$ 18,279	
ARPA Expenses FY22-23							
21-06	Complete	Scandia Waterline	Note: not paid until 22/23	\$ 2,658	\$ 2,658	\$ 2,658	
18-14	Complete	Shops Decant Facility	split	\$ 146,885	\$ 146,885	\$ 146,885	
N/A	Complete	Library Book Mobile	gf	\$ 68,112	\$ 68,112	\$ 68,112	
N/A	Complete	Sweeper	cap	\$ 277,471	\$ 277,471	\$ 277,471	
N/A	Complete	EE Direct Payment Maximum	gf	\$ 131,118	\$ 131,118	\$ 131,118	
22-25	Complete	City Hall - PD HVAC	gf	\$ 33,450	\$ 33,450	\$ 33,450	
N/A	Complete	HarborTech - Cameras/Doors	gf	\$ 149,989	\$ 149,989	\$ 149,989	
N/A	Complete	Camera Install City Hall & Civ Ctr	gf	\$ 7,635	\$ 7,635	\$ 7,635	
23-02	Complete	Emergency Ops Plan \$75k + NHMP \$50k	cap	\$ 21,216	\$ 21,216	\$ 21,216	
19-10	Complete	OWRD Grant Application	gf	\$ 13,500	\$ 13,500	\$ 13,500	
	Complete	City Hall & Civic Center Door Security	cap	\$ 3,118	\$ 3,118	\$ 3,118	
21-10	Complete	Civ Ctr Foyer Security Improvements + Fence	cap	\$ 16,560	\$ 16,560	\$ 16,560	
	Complete	City Council Laptops	gf	\$ 12,756	\$ 12,756	\$ 12,756	
21-15	Complete	S Molalla Ave Water Line	cap	\$ 780	\$ 780	\$ 780	
19-10	Complete	Wetlands Mitigation Credits	cap	\$ 62,400	\$ 62,400	\$ 62,400	
ARPA Expenses FY23-24							
23-02	In Work	Emergency Ops Plan \$75k + NHMP \$50k		\$ 95,234	\$ 55,465	\$ 55,465	
	Complete	City Hall & Civic Center Door Security		\$ 14,075	\$ 14,075	\$ 14,075	
	In Work	Server Upgrade		\$ 45,000	\$ 34,838	\$ 34,838	
21-10	Complete	Civ Ctr Foyer Security Improvements + Fence		\$ 7,016	\$ 7,016	\$ 7,016	
	Complete	City Council Laptops		\$ 654	\$ 654	\$ 654	
	In Work	Civic Center HVAC		\$ 9,500	\$ 825	\$ 825	
Total				\$0	\$2,057,894	\$ 2,049,685	\$1,988,389