



## AGENDA

**MOLALLA CITY COUNCIL MEETING**  
**AUGUST 14, 2019**  
**7:00 PM**  
**Molalla Adult Center**  
**315 Kennel Ave, Molalla, OR 97038**

*Mayor Keith Swigart*

*Council President Elizabeth Klein*  
*Councilor Leota Childress*  
*Councilor DeLise Palumbo*

*Councilor Terry Shankle*  
*Councilor Jody Newland*  
*Vacant Seat*

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**1. CALL TO ORDER AND ROLL CALL**

**2. FLAG SALUTE**

**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.)*

**5. APPROVAL OF THE AGENDA**

**6. CONSENT AGENDA**

*(This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may only be discussed if it is pulled from the consent agenda.)*

- A. Meeting Minutes – July 26, 2019
- B. OLCC Permit for Restaurant: Thai Yo Sushi, LLC  
Requesting Limited On-Premises sale of beer and wine
- C. Resolution 2019-18 System Development Charges Fee Update

**7. PUBLIC HEARINGS**

**8. GENERAL BUSINESS**

- A. Ordinance language review of Molalla Municipal Code 1.02.060

**9. REPORTS**

- A. City Manager
- B. Staff
- C. Mayor
- D. City Councilors

**10. ADJOURN**

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*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 Regular Meeting

Molalla Adult Community Center  
315 Kennel Ave., Molalla, OR 97038  
Wednesday, July 24, 2019

**THE MOLALLA CITY COUNCIL REGULAR MEETING was called to order by Mayor Keith Swigart at 7:00pm, followed by the flag salute.**

### **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  
Vacant Seat  
Student Liaison Natalee Litchfield – Present

### **STAFF IN ATTENDANCE**

Dan Huff, City Manager -Present  
Gerald Fisher, Public Works Director - Present  
Chaunee Seifried, Finance Director – Present  
Christie DeSantis, Interim City Recorder - Present  
Alice Cannon, Planning Director - Present

### **PRESENTATIONS, PROCLAMATIONS, CEREMONIES**

None.

### **PUBLIC COMMENT**

None.

### **APPROVAL OF THE AGENDA**

Mayor Swigart called for a motion to approve the agenda. Motion was made by Councilor Shankle, seconded by Council Newland. Vote passed 6-0.

### **CONSENT AGENDA**

- A. Meeting Minutes – June 26, 2019
- B. 17-15 WTP 2MG Filtration Unit Improvements

Mayor Swigart called for a motion to approve the Consent Agenda. Motion was made by Councilor Childress to approve as written, seconded by Councilor Klein. Vote passed 6-0.

### **GENERAL BUSINESS**

- A. Resolution 2019-17: Financial Policies (Seifried)  
A Resolution Adopting the City of Molalla Financial Policies

Finance Director Seifried reminded Council that on May 22, 2019, some of the policies were discussed briefly.

Councilor Palumbo requested that on Page 2 of the Expenditure Policy; Section IV, Policy Statements, Letter A, be changed from “All monies due by the City shall be paid in full with 30 days of receipt of invoice” to “All payments due shall be paid as agreed”. After brief discussion, it was agreed upon by staff and council.

Mayor Swigart requested a change in the Grants Management Policy, Section II Authority, paragraph two to be changed from "The Board designates the City Manager" to read "The Council designates the City Manager". This was agreed upon by staff and council.

Finance Director Seifried agreed to amend both changes as requested.

Mayor Swigart requested that Council approve the Resolution as amended. A motion to approve Resolution 2019-17 was made by Councilor Childress, seconded by Councilor Shankle. Vote passed 6-0.

## REPORTS

City Manager Huff reminded Council that National Night Out is August 6, 2019. He shared that there would be a large contingency of Public Works, Library, Police and Fire present. Councilor Newland suggested that Council members have a booth for the NNO Event.

Mr. Huff mentioned that the City would like to plan a dedication for the Grizzly and Coyote art installations. He shared with the Council that the plaque for Grizzly and Coyote will be placed in Long Park very soon. Further discussion took place regarding when and where to hold the event.

Mr. Huff shared that there is a both a Council vacancy and Library Board vacancy at this time. Both positions are listed on the City's website.

Planning Director Alice Cannon presented a letter to ODOT regarding the upcoming Cascade Center and the need for a traffic signal at Leroy Ave and OR211. Councilor Newland requested that all Councilors sign the document, as they are all in agreement that this issue needs to be presented to ODOT.

Rae Botsford spoke to the Council regarding this letter. She mentioned that she is distributing this information through social media, Representative Rick Lewis and the citizens of Molalla. Mayor Swigart requested that Ms. Botsford inform him when notification is given to the public so that he can reach out to Commissioner Humberston, as well.

Public Works Director Gerald Fisher shared that a public open house will be held by ODOT on October 2<sup>nd</sup> 5-7pm for the pedestrian project on OR211. This is not being presented by the City, this is ODOT's project.

Mr. Fisher will bring a modification to the SDC Resolution to correct an error at the next meeting. He is also will bring ordinances forward to update sections of the code at future meetings.

Mr. Fisher received a message from ODOT today that speed on OR213 will be decreased from 45mph to 35mph.

Mayor Swigart asked about the equipment at the City park, whether it was aging or being vandalized. Mr. Fisher stated that it was both. It is very difficult to have parts replaced, as many of our pieces of equipment are outdated and are no longer being made. Replacement purchases are being made as soon as possible.

Mayor Swigart questioned the status of the Tractor Supply Store and whether it would open on time as per their construction agreement. Mr. Fisher explained that they are working with OR Fish and Wildlife and ODOT to receive the permits required for that area.

Mayor Swigart asked about curb extensions at the intersection on Fenton Ave and whether that would be standard construction moving forward. Mr. Fisher explained that this was part of the Safe Routes to School Program and that it was addressed in the Transportation System Master Plan when it was adopted in 2018. Much discussion followed as to whether this would be a design standard that the City would continue to use or whether it would need to be revisited. Mr. Fisher stated that the City is not receiving complaints about Molalla Avenue. Molalla Avenue is the same length as

Fenton Avenue, which is 24 feet. Mr. Fisher stated that an important key to remember is that drivers need to stop at the STOP bar, opposed to moving into the intersection.

Councilor Childress feels that this intersection is unsafe. She requested that before the City consider adding another of this style of intersection, that it be discussed by the Council.

Mr. Huff presented the Council with a Wave Broadband Franchise Agreement update. Mr. Swigart felt that the increase is due to the major networks.

Councilor Klein informed the Council that the Visioning graphic is coming along nicely.

Councilor Childress spoke about a local leadership summit presented by Foothills Community Church. She also reported that plans for Celebrate Molalla are coming along very well.

**ADJOURN**

Meeting adjourned at 7:56pm. Motion was made by Councilor Newland, seconded by Councilor Klein. Vote passed 6-0.

\_\_\_\_\_  
Mayor, Keith Swigart

\_\_\_\_\_  
Date

ATTEST:

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Christie DeSantis  
Interim City Recorder

# City Of Molalla

## City Council Meeting



### Agenda Category: Consent Agenda

**Subject:** RES 2019-18 System Development Charges Fee Update

**Recommendation:** Council Approval

**Date of Meeting to be Presented:** August 14, 2019

**Fiscal Impact:** Street SDC & Sewer SDC funds

**Background:**

On April 24, 2019, City Council approved an update to the system development charge fees. Staff miscalculated the rate increase scheduled for January 01, 2020. This Resolution corrects the error and applies the full 50% increase as originally intended. The values for July 01, 2020 did not change.

Staff recommends City Council adopt Resolution 2019-18.

SUBMITTED BY: Gerald Fisher, Public Works Director  
APPROVED BY: Dan Huff, City Manager



## RESOLUTION 2019-18

### A RESOLUTION OF THE CITY OF MOLALLA REPEALING THE EXISTING AND ADOPTING AN UPDATED SYSTEM DEVELOPMENT CHARGE RATES FOR THE WATER, SANITARY SEWER, STORMWATER, TRANSPORTATION AND PARK SYSTEM FOR EACH UTILITY.

WHEREAS, Chapter 223 of the Oregon Revised Statutes authorizes the City of Molalla to establish System Development Charge methodologies and rates for utilization of eligible public utilities; and

WHEREAS, Chapter 13.14 of the Molalla Municipal Code provides for the establishment and revision of System Development Charges by resolution; and

WHEREAS, the City of Molalla commissioned Donovan Enterprises Inc. to review the existing System Development Charge (SDC) Rates which establishes a revised Capital Improvement Plan for transportation and sanitary sewer infrastructure; and

WHEREAS, the Donovan Enterprises Inc. prepared the Wastewater and Transportation System Development Charge Update (April 2019) and City Council adopted the report at the April 24, 2019 City Council meeting; and

WHEREAS, the no changes were made to the Methodologies and the Capital Improvement Plan was updated for transportation removing projects that will be constructed by redevelopment on OR 211 and OR 213; and

WHEREAS, a Discussion Item under New Business was held by the City Council on April 10, 2019 and City Council directed staff to increase the SDC fees, as identified in the Donovan Enterprises Inc report, for transportation and sanitary sewer by 50% on January 1, 2020 and 100% on July 1, 2020.

NOW, THEREFORE, IT IS HEREBY RESOVLED by the City Council of the City of Molalla as follows:

1. The revised Rates established in the System Development Charge (SDC) Methodology attached hereto as Exhibit "A" are hereby adopted.
2. The inflationary index shall be applied yearly to the water, stormwater and parks rates based on the Engineering News Record (ENR) cost escalation factor Construction Cost Index (CCI) in accordance with the SDC methodology.
3. The inflationary index shall be applied yearly to the transportation and sanitary sewer after December 31, 2020 based on the Engineering News Record (ENR) cost escalation factor Construction Cost Index (CCI) in accordance with the SDC methodology.
4. Resolution 2019-12 is hereby repealed upon adoption of this Resolution.

DULY ADOPTED AND EFFECTIVE the 14<sup>th</sup> day of August 2019.

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Mayor Keith Swigart

ATTEST:

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Christie DeSantis, Interim City Recorder

EXHIBIT "A"



**CITY OF MOLALLA  
SYSTEM DEVELOPMENT CHARGES (SDC)**

**EFFECTIVE AUGUST 14, 2019**

**WATER SYSTEM SDC'S RATE SCHEDULE**

METER SIZE	EDU FACTOR	IMPROVEMENT SDC	REIMBURSEMENT SDC	ADMIN SDC (2%)	TOTAL SDC
3/4"*	1	\$3,343	\$619	\$80	\$4,042
1"***	1.67	\$5,571	\$1,032	\$133	\$6,736
1 1/2"	3.33	\$11,142	\$2,064	\$265	\$13,471
2"	5.33	\$17,828	\$3,302	\$423	\$21,553
3"	10.67	\$35,655	\$6,603	\$846	\$43,104
4"	16.67	\$55,710	\$10,317	\$1,321	\$67,348
6"	33.33	\$111,420	\$20,634	\$2,642	\$134,696

\* Includes 5/8" x 3/4" and 3/4" x 3/4" meters.

\*\* Single family required to have a 1" meter due to fire sprinkler system requirements shall be charged at the 3/4" meter rate.

**SEWER SYSTEM SDC'S RATE SCHEDULE (EFFECTIVE AUGUST 14, 2019)**

METER SIZE	EDU FACTOR	IMPROVEMENT SDC	REIMBURSEMENT SDC	ADMIN SDC (2%)	TOTAL SDC
3/4"*	1	\$4,817	\$198	\$101	\$5,116
1"	1.67	\$8,029	\$330	\$168	\$8,527
1 1/2"	3.33	\$16,057	\$660	\$335	\$17,052
2"	5.33	\$25,691	\$1,056	\$535	\$27,282
3"	10.67	\$51,382	\$2,112	\$1,070	\$54,564
4"	16.67	\$80,284	\$3,300	\$1,672	\$85,256
6"	33.33	\$160,567	\$6,600	\$3,344	\$170,511

\* Includes 5/8" x 3/4" and 3/4" x 3/4" meters.

**SEWER SYSTEM SDC'S RATE SCHEDULE (EFFECTIVE JANUARY 01, 2020)**

METER SIZE	EDU FACTOR	IMPROVEMENT SDC	REIMBURSEMENT SDC	ADMIN SDC (2%)	TOTAL SDC
3/4"*	1	\$7,720	\$198	\$159	\$8,077
1"	1.67	\$12,867	\$330	\$264	\$13,461
1 1/2"	3.33	\$25,734	\$660	\$528	\$26,922
2"	5.33	\$41,174	\$1,056	\$845	\$43,075
3"	10.67	\$82,347	\$2,112	\$1,690	\$86,149
4"	16.67	\$128,667	\$3,300	\$2,640	\$134,607
6"	33.33	\$257,334	\$6,600	\$5,279	\$269,213

\* Includes 5/8" x 3/4" and 3/4" x 3/4" meters.



EXHIBIT "A"

**SEWER SYSTEM SDC'S RATE SCHEDULE (EFFECTIVE JULY 01, 2020)**

METER SIZE	EDU FACTOR	IMPROVEMENT SDC	REIMBURSEMENT SDC	ADMIN SDC (2%)	TOTAL SDC
3/4"*	1	\$10,623	\$198	\$217	\$11,038
1"	1.67	\$17,705	\$330	\$361	\$18,396
1 1/2"	3.33	\$35,410	\$660	\$722	\$36,792
2"	5.33	\$56,656	\$1,056	\$1,155	\$58,867
3"	10.67	\$113,312	\$2,112	\$2,309	\$117,733
4"	16.67	\$177,050	\$3,300	\$3,607	\$183,957
6"	33.33	\$354,100	\$6,600	\$7,214	\$367,914

\* Includes 5/8" x 3/4" and 3/4" x 3/4" meters.

**STORM DRAINAGE SYSTEM SDC'S RATE SCHEDULE (EFFECTIVE AUGUST 14, 2019)**

LAND USE	UNITS	IMPROVEMENT SDC	REIMBURSEMENT SDC	ADMIN SDC (2%)	TOTAL SDC
All Types	EDU	\$891	\$41	\$18	\$950/EDU

\* EDU are total square feet of impervious divided by 2,640 square feet. Single Family homes count as 1 EDU.

**TRANSPORTATION SYSTEM SDC'S RATE SCHEDULE (EFFECTIVE AUGUST 14, 2019)**

LAND USE	UNITS	IMPROVEMENT SDC	REIMBURSEMENT SDC	ADMIN SDC (2%)	TOTAL SDC
All Types	TOTAL TRIP ENDS	\$3,374	\$769	\$83	\$4,226/PMPH TRIP

\* Units are based on ITE trip manual for adjacent street traffic. Trip generation is based on the higher value of AM or PM Peak Hour trips.

**TRANSPORTATION SYSTEM SDC'S RATE SCHEDULE (EFFECTIVE JANUARY 01, 2020)**

LAND USE	UNITS	IMPROVEMENT SDC	REIMBURSEMENT SDC	ADMIN SDC (2%)	TOTAL SDC
All Types	TOTAL TRIP ENDS	\$7,543	\$769	\$167	\$8,479/PMPH TRIP

\* Units are based on ITE trip manual for adjacent street traffic. Trip generation is based on the higher value of AM or PM Peak Hour trips.

**TRANSPORTATION SYSTEM SDC'S RATE SCHEDULE (EFFECTIVE JULY 01, 2020)**

LAND USE	UNITS	IMPROVEMENT SDC	REIMBURSEMENT SDC	ADMIN SDC (2%)	TOTAL SDC
All Types	TOTAL TRIP ENDS	\$11,932	\$769	\$254	\$12,955/PMPH TRIP

\* Units are based on ITE trip manual for adjacent street traffic. Trip generation is based on the higher value of AM or PM Peak Hour trips.

EXHIBIT "A"

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**PARKS AND RECREATION SYSTEM SDC'S RATE SCHEDULE (EFFECTIVE AUGUST 14, 2019)**

USER TYPE	IMPROVEMENT SDC	REIMBURSEMENT SDC	ADMIN SDC (2%)	TOTAL SDC
Residential/Unit	\$2,500	\$0	\$50	\$2,550

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**Annual Improvement Fee Adjustments using Engineering News Record (ENR) Published Annual Index  
Changes as approved by City Council: Resolution 2019-18**

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# City of Molalla

## City Council Meeting



### Agenda Category: Ordinance Adoption

**Subject:** Molalla Municipal Code Section 1.02.060

**Recommendation:** City Council General Direction

**Date of Meeting to be Presented:** August 14, 2019

**Fiscal Impact:** None

**Background:**

Included with this memo is proposed ordinance change to Molalla Municipal Code Section 1.02.060 regarding Council meetings and Work Study sessions. Staff is asking for final direction on the proposed ordinance change. If Council is satisfied that proposed language changes were captured in the attached draft, we will set a future date for an ordinance amendment.

SUBMITTED BY: Dan Huff, City Manager  
APPROVED BY: Dan Huff, City Manager

## Ordinance Adoption Molalla Municipal Code

### 1.02.060 Council meetings.

A. Regular meetings to conduct Council business will be held on the 2nd and 4th Wednesdays of each month unless canceled by the Mayor for good cause.

B. Work sessions ~~to review meeting agenda items will~~ may be held prior to each meeting unless cancelled by the Mayor for good cause. Work sessions and agendas will be developed by the City Manager in consultation with the City Council, or by motion with Council approval or by concurrence of the Council.

C. Special meetings or work sessions may be called by the Mayor or Council President in the absence of the Mayor or by a majority of the Council. Final decisions shall not be made taken at work sessions.

D. Executive sessions will be held in compliance with the Oregon Public Meetings law.

E. Minutes of regular meetings, and special Council meetings and work sessions will be taken as provided by the Oregon Public Records law.

F. Telephone/electronic meetings may be held in compliance with the Oregon Public Meetings law. Councilors may participate and vote in Council meetings via telephone, electronically, or by other means consistent with the Oregon Public Meetings law.

G. Attendance at meetings is expected of Councilors who should use their best efforts to attend all Council meetings. Councilors will inform the Mayor and the City Manager if they are unable to attend any meeting. Additionally, the Mayor will inform the Council President and the City Manager regarding any absence by the Mayor. (Ord. 2007-05 §1)