



**AGENDA**

**MOLALLA CITY COUNCIL MEETING**

**May 13, 2020**

**7:00 PM**

**City Hall Conference Room – Virtual Meeting  
117 N. Molalla Ave., Molalla, OR 97038**

**Mayor Keith Swigart**

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

**Councilor Terry Shankle  
Councilor Jody Newland  
Councilor Crystal Robles**

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

**2. FLAG SALUTE**

**3. PRESENTATIONS, PROCLAMATIONS, CEREMONIES**

A. Proclamation of Molalla Public Library – 120<sup>th</sup> Birthday.....Pg. 3

**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. The City Council does not generally engage in dialog with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the City Council.)*

**5. APPROVAL OF THE AGENDA**

**6. CONSENT AGENDA**

- A. Meeting Minutes – March 11, 2020 Regular Council Meeting.....Pg. 4
- B. Meeting Minutes – April 22, 2020 Work Session.....Pg. 14
- C. Meeting Minutes – April 27, 2020 Emergency Meeting.....Pg. 25
- D. Re-Appointment of Planning Commissioner Chair Botsford.....Pg. 27

**7. GENERAL BUSINESS**

A. Contract Award – WWTP Upgrade to Dyer Partnership (Fisher).....Pg. 28

**8. PUBLIC HEARINGS, ORDINANCES AND RESOLUTIONS**

- A. Ordinance No. 2020-06: An Ordinance to Repeal Chapter 21.02 Driveway Width, Chapter 21.04 Sidewalks, and Chapter 21.06 Foundations (Fisher).....Pg. 50
- B. Resolution 2020-08: DEQ CWSRF (Department of Environmental Quality/Clean Water State Revolving Fund) Loan Authorization (Fisher).....Pg. 53
- C. Resolution 2020-09: Repealing Resolution 2013-17 and Establishing Appropriate Administrative Planning Department Changes (Cannon).....Pg. 56

**9. REPORTS**

- A. City Manager and Staff
- B. Mayor
- C. 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.*



## Proclamation Number 2020-01

### A PROCLAMATION OF THE CITY OF MOLALLA, OREGON,

**WHEREAS**, On May 14, 1900 Mrs. Annie Lilly Robbins signed a six-year membership with the Pacific Coast Installment Library Company; and

**WHEREAS**, the Library remained at Mrs. Robbin's house for over 3 years (now known as the Hoffman House) and then moved to Mackerel's Harness Shop.

**WHEREAS**, Mrs. Robbins died in 1959 at the age of 94 years old.

**WHEREAS**, by its continuous library operations, Molalla has the distinction of giving the longest library service in Clackamas County.

**WHEREAS**, over the years, the Library has offered programs for all ages, outreach services, literacy initiatives, job seeker and small business resources, expanding information services, computer training, Internet access, and other means of community support and enrichment; and

**WHEREAS**, through times of recession and prosperity, war and peace, the Molalla Public Library has continued to serve the people of Molalla, as a place of learning, culture and community.

**THEREFORE, I, MAYOR KEITH SWIGART**, hereby declare with pleasure and pride, a "Happy 120<sup>th</sup> Birthday" to the Molalla Public Library. I also offer my thanks to the current library staff and staff members of the past. You have seen many changes over time and continue to provide an incredible service to our community.

**IN TESTIMONY WHEREOF**, the Mayor of the City of Molalla has hereunto subscribed his name and has caused the official seal of the City of Molalla to be hereunto affixed this 13<sup>th</sup> day of May 2020.

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Keith Swigart, Mayor

ATTEST: \_\_\_\_\_

Christie DeSantis, City Recorder



## Minutes of the Molalla City Council Regular Meeting

Molalla Adult Community Center  
315 Kennel Ave., Molalla, OR 97038  
March 11, 2020

### 1. CALL TO ORDER AND FLAG SALUTE

*The Molalla City Council Regular Meeting was called to order by Mayor Keith Swigart at 7:00pm.*

### 2. ROLL CALL

#### COUNCIL ATTENDANCE:

Mayor Keith Swigart – Present  
Councilor Elizabeth Klein – Absent  
Councilor Leota Childress – Present  
Councilor DeLise Palumbo – Absent  
Councilor Terry Shankle – Present  
Councilor Jody Newland - Present  
Councilor Crystal Robles - Present  
Student Liaison Natalee Litchfield - Absent

#### STAFF IN ATTENDANCE

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

### 3. PRESENTATIONS, PROCLAMATIONS, CEREMONIES

#### A. Swearing -In of Police Officers

*Police Officers Ashly Amason and Jefferey Hillhouse were given the Oath of Office by Chief Schoenfeld and then sworn in by Mayor Swigart.*

#### B. Budget Committee Appointment

*Mr. Robert Thompson submitted an application for one of the vacancies on the Budget Committee. His efforts are appreciated by the Council and was voted unanimously to serve.*

***A motion was made by Councilor Childress to appoint Mr. Robert Thompson to the Budget Committee, seconded by Councilor Shankle. Vote passed 5-0.***

### 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

*Agenda was adopted as presented.*

### 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 – February 26, 2020
- B. Meeting Minutes – February 12, 2020 (revised)
- C. On Premise Liquor License Request : Bear Creek Pub & Pizza

***A motion was made by Councilor Childress to approve the Consent Agenda, seconded by Councilor Robles. Vote passed 5-0.***

**7. PUBLIC HEARINGS**

- A. Ordinance No. 2020-02: Revision to Chapter 13. 02 Utility Code
- B. Ordinance No. 2020-03: Revision to Chapter 13.08 Sanitary Sewers
- C. Ordinance No. 2020-04: Revision to Chapter 13.12 Sewer & Water Main Extensions
- D. Ordinance No. 2020-05: Revision to Chapter 13.13 Surface Water Management

*The Public Hearing for Ordinance No. 2020-02 was opened at 7:15pm. As there were no public comments, the Public Hearing was closed at 7:16pm.*

*The Public Hearing for Ordinance No. 2020-03 was opened at 7:16pm. As there were no public comments, the Public Hearing was closed at 7:17pm.*

*The Public Hearing for Ordinance No. 2020-04 was opened at 7:17pm. As there were no public comments, the Public Hearing was closed at 7:18pm.*

*The Public Hearing for Ordinance No. 2020-05 was opened at 7:18pm. As there were no public comments, the Public Hearing was closed at 7:19pm.*

***A motion to close the Public Hearings was made by Councilor Childress, seconded by Councilor Shankle. Vote passed 5-0.***

**8. ORDINANCES AND RESOLUTIONS**

- A. Ordinance No. 2020-02: Revision to Chapter 13. 02 Utility Code
- B. Ordinance No. 2020-03: Revision to Chapter 13.08 Sanitary Sewers
- C. Ordinance No. 2020-04: Revision to Chapter 13.12 Sewer and Water Main Extensions
- D. Ordinance No. 2020-05: Revision to Chapter 13.13 Surface Water Management
- E. Resolution No. 2020-04: Oregon Transportation Investment Bank (OTIF) Loan

***A motion was made by Councilor Childress to adopt Ordinance No. 2020-02 read by title only, seconded by Councilor Newland. Voting aye: Mayor Swigart, Councilor Childress, Councilor Newland, Councilor Shankle and Councilor Robles. Vote passed 5-0.***

***A motion was made by Councilor Shankle to adopt Ordinance No. 2020-03 read by title only, seconded by Councilor Childress. Voting aye: Mayor Swigart, Councilor Childress, Councilor Newland, Councilor Shankle and Councilor Robles. Vote passed 5-0.***

***A motion was made by Councilor Newland to adopt Ordinance No. 2020-04 read by title only, seconded by Councilor Robles. Voting aye: Mayor Swigart, Councilor Childress, Councilor Newland, Councilor Shankle and Councilor Robles. Vote passed 5-0.***

***A motion was made by Councilor Robles to adopt Ordinance No. 2020-05 read by title only, seconded by Councilor Shankle. Voting aye: Mayor Swigart, Councilor Childress, Councilor Newland, Councilor Shankle and Councilor Robles. Vote passed 5-0.***

**A motion was made by Councilor Childress to adopt Resolution No. 2020-04, seconded by Councilor Newland. Vote passed 5-0.**

**9. GENERAL BUSINESS**

**10. REPORTS**

A. City Manager and Staff

*Public Works Director Fisher reported that Andy Peters, Public Works Operations Supervisor, is assisting the Pudding River Watershed Council with their website. Mr. Peters will give the PRWC an update on our Wastewater Treatment Master Plan very soon.*

*The value analysis for the WWTP Master Plan is nearly completed. As soon as the report is finished, Mr. Fisher will bring it to Council for review.*

*City Recorder DeSantis – Nothing to report.*

*City Manager Huff shared a call-in number provided by LOC for Councilors and Department Heads to participate in an informational Coronavirus update. The City of Molalla defers to Clackamas County for health advisory information.*

B. Mayor

*Mr. Swigart shared a handout from Oregon Department of Transportation regarding tolling I-5 and I-205. He stated that a presentation was made recently by ODOT where mayor's of surrounding cities participated. Mayor Swigart shared that the group is against tolling these areas, due to the fact that Clackamas County is the only county that does not have a way around the toll.*

C. City Councilors

*Councilor Childress congratulated the officers that were sworn in and thanked them for their service. She also thanked Mr. Thompson for serving on the Budget Committee.*

*Councilor Newland thanked Mr. Thompson for serving on the Budget Committee and reminded the community that there are still vacancies on Budget Committee.*

*Councilor Shankle – Nothing to report.*

*Councilor Robles – Nothing to report.*

**11. ADJOURN**

**A motion was made by Councilor Newland to adjourn the meeting at 7:38pm, seconded by Councilor Shankle. Vote passed 5-0.**

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

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Christie DeSantis, City Recorder

**OATH OF OFFICE AND HONOR**  
CITY OF MOLALLA, OREGON

I, Ashly Amason, do solemnly Swear\*, that I will faithfully discharge the duties of Officer for the City of Molalla.

I will, to the best of my ability, uphold the laws and ordinances of the City of Molalla, the State of Oregon, and the United States of America.

I will never betray my badge, my integrity, my character, or the public trust.

I will always have the courage to hold myself and others accountable for our actions.

I will always uphold the constitution, my community, and the agency I serve.

Ashly Amason  
Officer Signature

[Signature]  
Mayor or City Manager

Date: 3/11/20

Before any officer takes the Law Enforcement Oath of Honor, it is important that he/she understands what it means. An oath is a solemn pledge someone makes when he/she sincerely intends to do what he/she says.

**Honor** means that one's word is given as a guarantee.

**Betray** is defined as breaking faith with the public trust.

**Badge** is the symbol of your office.

**Integrity** is being the same person in both private and public life.

**Character** means the qualities that distinguish an individual.

**Public trust** is a charge of duty imposed in faith toward those you serve.

**Courage** is having the strength to withstand unethical pressure, fear or danger.

**Accountability** means that you are answerable and responsible to your oath of office.

**Community** is the jurisdiction and citizens served.



**OATH OF OFFICE AND HONOR**  
CITY OF MOLALLA, OREGON


I, **Jefferey Hillhouse**, do solemnly Swear\*, that I will faithfully discharge the duties of Officer for the City of Molalla.

I will, to the best of my ability, uphold the laws and ordinances of the City of Molalla, the State of Oregon, and the United States of America.

I will never betray my badge, my integrity, my character, or the public trust.

I will always have the courage to hold myself and others accountable for our actions.

I will always uphold the constitution, my community, and the agency I serve.

  
\_\_\_\_\_  
Officer Signature

  
\_\_\_\_\_  
Mayor or City Manager

Date: 3/11/2020

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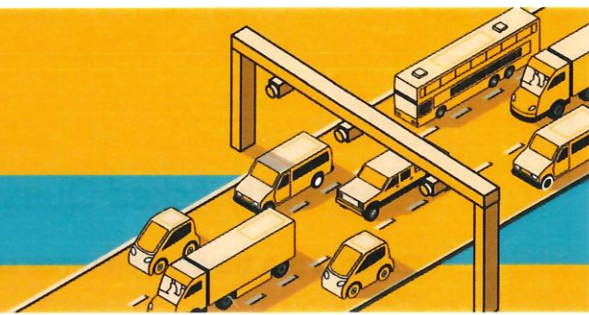
**Courage** is having the strength to withstand unethical pressure, fear or danger.

**Accountability** means that you are answerable and responsible to your oath of office.

**Community** is the jurisdiction and citizens served.

# I-205 Tolling

## TRAVEL PREFERENCE SURVEY OVERVIEW



Winter 2020: Last Updated March 4, 2020

### ODOT to survey I-205 drivers this Spring

- The Oregon Department of Transportation (ODOT) is conducting an online Travel Preference Survey of I-205 drivers.\*
- The survey will launch in March 2020 and will be available for approximately four weeks.
- The survey can be completed in English or Spanish on desktop computers, laptop, tablets or mobile phones.
- Participants who complete the survey can enter for a chance to win a \$100 cash gift card.

### Improving Travel on I-205

ODOT will implement tolling as part of a comprehensive approach to reduce traffic congestion and create revenue for congestion relief projects on I-205.

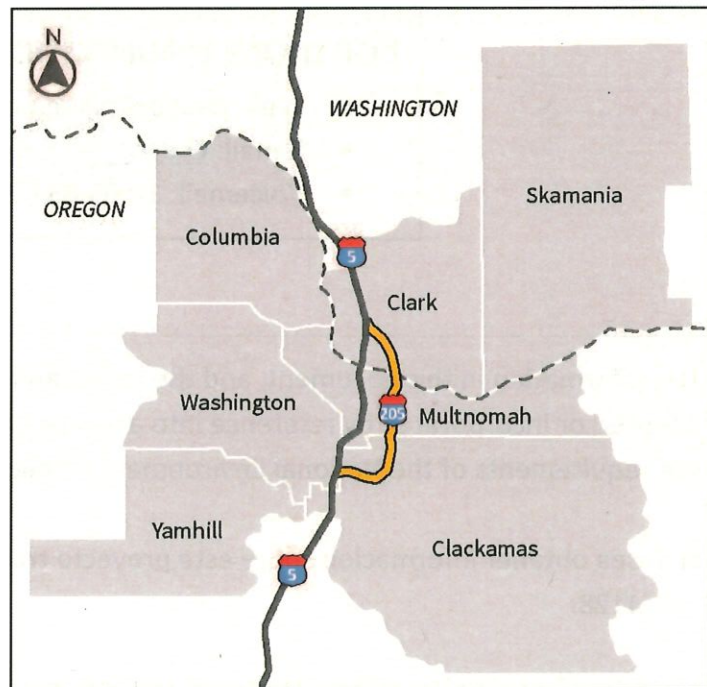
### New data needed for I-205

- This survey will provide ODOT with new data to help identify the potential effects of tolling.

### Any I-205 driver can opt-in

- ODOT will mail postcards to 37,000 residents in a seven-county area with a link to the survey. People who drive on I-205 but do not receive a postcard can also opt-in to the survey through the project website ([OregonTolling.org](http://OregonTolling.org)). The more people who complete the survey, the more precise the results will be.

\*For the purposes of this survey, a “driver” is defined as someone with financial responsibility for the trip and the individual determining the route.



ODOT will send postcards to residents of Clark and Skamania Counties in Washington and of Clackamas, Columbia, Multnomah, Washington and Yamhill Counties in Oregon.

## Frequently Asked Questions

### Q. What is a travel preference survey?

A travel preference survey gathers information about when, why and how often people use a specific roadway and evaluates users' willingness to pay a toll to save travel time. This information is used to develop computer models, which aid with transportation planning and design. This survey instrument is commonly used in travel behavior research and is sometimes called a "stated preference" survey.

### Q. Why are you doing this?

A. At the Oregon Legislature's direction, ODOT is exploring tolling as part of a comprehensive approach to reduce traffic congestion and create a revenue source to help fund congestion relief projects. This type of research allows transportation planners, traffic engineers and modelers to better understand the effects of a potential toll on I-205. A similar study conducted around 2009 for this region is out of date.

### Q. Why just I-205? Will you do I-5?

A. A similar survey for I-5 travelers will be conducted in the future. The information for the I-205 analysis is needed in 2020 to support the environmental review process for I-205 tolling.

### For more information:

- Web: [OregonTolling.org](http://OregonTolling.org)
- E-mail: [OregonTolling@odot.state.or.us](mailto:OregonTolling@odot.state.or.us)
- Voicemail: 1-503-837-3536

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The information in this document, and the public and agency input received, may be adopted or incorporated by reference into a future environmental review process to meet the requirements of the National Environmental Policy Act.

Si desea obtener información sobre este proyecto traducida al español, sírvase llamar al 503-731-4128.

For Americans with Disabilities Act or Civil Rights Title VI accommodations, translation/interpretation services, or more information call 503-731-4128, TTY (800) 735-2900 or Oregon Relay Service 7-1-1.

# Oregon Transportation Commission

**Decisions:**  
Tolling project selected alternative for I-5 and I-205, including equity and mobility strategies  
Toll policies and rates

OTC Toll Rate Setting Process  
(future, TBD)

## Equity and Mobility Advisory Committee

**Members:** Equity and mobility-focused experts, advocates and stakeholders

**Meetings:** OTC convened committee that meets in public

**Role:**

- Provide recommendations on equity framework
- Develop and refine equity and mobility performance measures
- Advise on E&M strategies to improve project outcomes
- Develop and support implementation of equitable engagement plans

## Equitable and Focused Engagement

**Meetings/Tools:**

- Stakeholder interviews
- Discussion groups with historically underrepresented communities
- Events co-hosted with committee members
- Other tools, based on committee input

**Role:**

- Provide feedback and recommendations on equity framework
- Provide input at key NEPA milestones, e.g. purpose & need, range of alternatives
- Advise on E&M strategies to improve project outcomes

## Public and Community Engagement

**Regional Meeting/Tools**

- Neighborhood and community workshops on preferred alternative; committee members would be invited to participate
- Open houses
- Online questionnaires
- Tabling events
- Info sharing and notification via e-news, social media, website, etc.

**Statewide Tools:**

- Digital information sharing/online surveys
- Updates at existing/planned meetings

**Role:**

- Provide input on performance measures
- Provide input at key NEPA milestones, e.g. P&N, range of Alts
- Advise on E&M strategies to improve project outcomes

## Existing Regional Policy Groups (e.g. JPACT, R1ACT, RTC, Boards, Councils, County Coordinating Committees)

**Meetings:** Workshops and discussions at existing public meetings with elected officials and agency executives

**Role:**

- Provide input on performance measures
- Provide input at key NEPA milestones, e.g. P&N, range of Alts
- Develop understanding of equity framework
- Advise on E&M strategies to improve project outcomes
- Accept public comment on tolling projects

## Technical Committees, Groups, and Engagement

**Meetings:** Transit/Multimodal Working Group, Regional Modeling Group, Project Modeling Group, agency policy staff briefings

**Members include:** Various staff from partner agencies

**Role:**

- Provide input on technical analysis, including methods, existing conditions, results and outcomes
- Support public meetings with regional policy groups
- Inform officials that are members of regional policy groups

# I-5 and I-205 Tolling





## Minutes of the Molalla City Council Work Session

City Hall via Conference Call  
6:30pm  
117 N. Molalla Ave, Molalla, OR 97038  
April 22, 2020

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1. **THE MOLALLA CITY COUNCIL WORK SESSION of April 22, 2020 was called to order by Mayor Keith Swigart at 6:30pm.**

### **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  
Councilor Crystal Robles - Present

### **STAFF IN ATTENDANCE**

Dan Huff, City Manager - Present  
Christie DeSantis, City Recorder - Present  
Alice Cannon, Planning Director - Present

### **1. DISCUSSION ITEMS**

#### **A. Planning Fee Update**

Planning Director Cannon proposed a Planning Fee Update schedule to Council. The last fee update was in 2013. Director Cannon mailed Council members three documents outlining the proposed fee changes. (Documents are included in these Meeting Minutes.)

Councilor Newland inquired about the tree permit fee. Director Cannon explained that our current Tree Code is a very weak Code. She feels it is difficult to interpret and enforce. We do not currently charge a fee, however our Code requires that we do.

There was discussion among the Council regarding the Tree Code, whether to charge a fee, required communication with the City, and having a new Tree Code altogether. This is an item that will be addressed at a future meeting.

Mayor Swigart asked for the difference between Type I, Type II, and Type IV Code Interpretation Applications. Director Cannon explained; Type I – Staff Level Review (Associate Planner can complete), Type II – Staff Level Review (requires Director Cannon’s review), and Type III – Planning Commission review, Type IV – Planning Commission and City Council review.

Councilor Palumbo inquired about the Historic Designation and Removal and the proposed \$2,000 fee. Director Cannon explained that this item is something that is labor intensive to staff. The City has three or four sites. Discussion continued surrounding Historic Sites. Councilors felt that this fee should be removed from the proposed fee schedule.

**2. ADJOURN**

*The meeting was adjourned at 6:56pm.*

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

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Christie DeSantis, City Recorder

DRAFT

**Christie Desantis**

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**From:** Alice Cannon  
**Sent:** Wednesday, April 22, 2020 1:25 PM  
**To:** Christie Desantis  
**Subject:** FW: Re: Questions about the work session materials

Hi,

I should have copied you on this. Dan Huff forwarded Councilor Newland's questions after reviewing tonight's Work Session materials. This is my response.

Alice

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**From:** Alice Cannon  
**Sent:** Wednesday, April 22, 2020 1:24 PM  
**To:** 'jnewland@cityofmolalla.com' <jnewland@cityofmolalla.com>  
**Cc:** Dan Zinder <dzinder@cityofmolalla.com>; Dan Huff <dhuff@cityofmolalla.com>  
**Subject:** Re: Questions about the work session materials

**Good afternoon Councilor Newland:**

- 1) **Your Tree Permit Fee Question: Do we have a code that requires property owners to get a permit to cut down a tree on their property? I so, why? I am seeing a proposed \$50 fee.**

Answer: Yes, the City has a tree code, adopted by the City Council in 2010. It is a very strangely-written code and one that is difficult for staff to interpret or enforce. We currently don't have a tree permit fee, though the tree code requires staff to charge a fee (see highlighted and underlined language below). Staff thought we would take this opportunity to add a small fee to cover our costs.

If Council has concerns about the ordinance and the fee, I would actually prefer to simply remove the current tree code from Molalla's regulations. Since the code language is so difficult to interpret, it is almost a foregone conclusion that staff will approve all tree permits. This could be an example of government getting out of the way of property owners who wish to control the use of their property.

If Council agrees with this idea, then it wouldn't make much sense for staff to add a tree fee at this time. We can simply remove that proposed fee following our discussion tonight and then come back at a future meeting to remove the current tree regulations from the Municipal Code. See the existing tree code below. You will notice that I highlighted some other "squishy language" that seasoned planning professionals would never include in a code, because it is open to way too much interpretation. For instance, how does one define a "group of trees?" How does a Planning Director determine that an "adequate" number of trees remain on the property?:



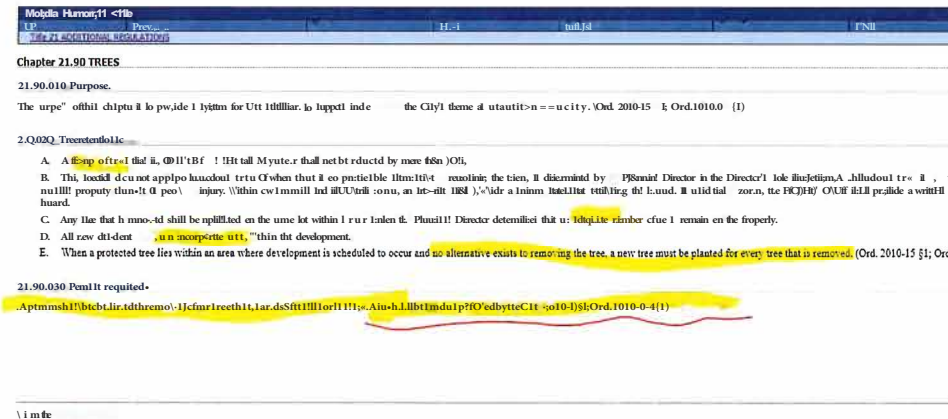
Alice Cannon

**From:** Jody Newland <jnewland@cityofmolalla.com>  
**Sent:** Wednesday, April 22, 2020 12:36 AM  
**To:** Dan Huff <dhuff@cityofmolalla.com>  
**Subject:** Questions about the work session materials

Hi Dan,

I have a couple more questions. This time about the work session materials.

Do we have a code that requires property owners to get a permit to cut down a tree on their property? I so, why? I am seeing a proposed \$50 fee.



Thanks,

Jody

# Molalla Proposed Planning Fees

17-Apr-20

## Building Permit Plan Reviews

Application Type	Proposed Fee
<b>Residential</b>	
Single Family Residence or Accesory Dwelling Unit	\$400.00
Duplex	\$500.00
Multifamily	\$575 + \$75 per unit up to 20 units; \$15 per unit over 20 units.
Accessory Buildings, Non-Living Space	\$100.00
Non-Exempt Remodels Not Increasing Square Footage	\$200.00
Residential Additions	\$200.00
<b>Non-Residential</b>	
0-5,000 Square Feet	\$400.00
5,001-10,000 Square Feet	\$500.00
10,001-50,000 Square Feet	\$750.00
50,001-100,000 Square Feet	\$850.00
More than 100,000 Square Feet	\$1,000.00
Parking Lot/Paving/Landscaping	\$350.00
Tenant Improvements and Remodels Not Increasing Square Footage	\$400.00
<b>Demolitions</b>	\$100.00

## Land Use Applications

Application Type	Proposed Fee
Adjustment	\$500.00

Annexation	<b>Base Fee: \$3500</b> Plus \$3,000 deposit if election required Plus \$7,000 deposit for State review
Appeal	<b>Type II: \$250</b> <b>Type III: \$1,000</b>
Code Interpretation Application	<b>Type I: \$500</b> <b>Type II: \$1,000</b> <b>Type IV: \$3,000</b>
Comprehensive Plan Amendment	\$3,500.00
Conditional Use	\$2,500.00
Historic Designation or Removal	\$2,000.00
Master Plan	<b>Concept Plan - \$3000</b> <b>Detailed Development Plan - \$1500</b> <b>Site Design Review - \$1500</b>
Modification	<b>Type I: \$200</b> <b>Type II: \$750</b> <b>Type IV: \$3,000</b>
Nonconforming Use	\$1,500.00
Partition (Type II)	<b>Preliminary Plat: \$1500</b> <b>Final Plat: \$300</b>
Property Line Adjustment	\$500.00
Site Design Review	<b>Type II: \$1,500</b> <b>Type III: \$3,000</b>
Subdivision -- Final Plat	\$500.00
Subdivision -- Preliminary Plat	\$3,000.00
Temporary Use	\$400.00
Variance	\$2,500.00
Zone Change	\$3,000.00

**Miscellaneous**

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Application Type	Proposed Fee
Addressing	\$50.00
LUCS Review for State Permit	\$200.00
Pre-Application Meeting	Type II: \$400 Type III: \$750
Sign	\$75.00
Tree Removal	\$50.00

# Molalla Proposed Planning Fees

17-Apr-20

Application Type	Molalla -- Current	Molalla -- Proposed
Addressing	No Fee	\$50.00
Adjustment	Type I: \$350 Type II: \$700	\$500.00
Annexation	\$2,100.00	<b>Base Fee: \$3500</b> - Plus \$3,000 deposit if election required - Plus \$7,000 for State review
Appeal	\$100 - \$1,350	<b>Type II: \$250</b> <b>Type III: \$1,000</b>
Building Permit Plan Reviews	Mixed with design review fees; is confusing for applicants	<p><b>Residential:</b></p> <ul style="list-style-type: none"> <li>- SFR or ADU: \$400</li> <li>- Duplex: \$500</li> <li>- Multifamily: 500 + \$75/unit up to 20 units. \$15 per unit over 20 units.</li> <li>- Accessory Buildings, non-living space: \$100</li> <li>- Remodels w/o new SF (non-exempt) - \$200</li> <li>- Residential Additions - \$200</li> </ul> <p><b>Non-Residential:</b></p> <ul style="list-style-type: none"> <li>- 0 to 5,000 square feet \$400</li> <li>- 5,001 to 10,000 square feet \$500</li> <li>- 10,001 to 50,000 square feet \$750</li> <li>- 50,001 to 100,000 square feet \$850</li> <li>- 100,001 square feet and up \$1,000</li> </ul> <ul style="list-style-type: none"> <li>- TIs and Remodels not increasing SF - \$400</li> <li>- Parking lot/paving/landscaping: \$350</li> </ul> <p><b>Demolition - \$100</b></p>
Code Interpretation Application	No Fee	<b>Type I: \$500</b> <b>Type II: \$1,000</b> <b>Type IV: \$3,000</b>
Comprehensive Plan Amendment	\$2,600.00	\$3,500.00
Conditional Use	\$1,700.00	\$2,500.00
Historic Designation or Removal	No Fee	\$2,000.00

Application Type	Molalla -- Current	Molalla -- Proposed
LUCS Review for State Permit	No Fee	\$200.00
Master Plan	\$1,000.00	<b>Concept Plan - \$3000</b> <b>Detailed Development Plan - \$1500</b> <b>Site Design Review - \$1500</b>
Modification	No Fee	<b>Type I: \$200</b> <b>Type II: \$750</b> <b>Type III: \$3,000</b>
Nonconforming Use	\$800.00	\$1,500.00
Partition (Type II)	\$1,000.00	<b>Preliminary Plat: \$1500</b> <b>Final Plat: \$300</b>
Pre-Application Meeting	5% of filing fee for proposed app	<b>Type II: \$400</b> <b>Type III: \$750</b> <b>Type IV or multiple applications: \$1,000</b>
Property Line Adjustment	\$200.00	\$500.00
Sign	\$50.00	\$75.00
Site Design Review	Current fee is based on project values. Is very confusing for customers and the fees are very low.	<b>Type II: \$1500</b> <b>Type III: \$3,000</b>
Subdivision -- Final Plat	\$300.00	\$500.00
Subdivision -- Preliminary Plat	\$1,700 + \$50 per lot	\$3,000.00
Temporary Use	\$250.00	\$400.00
Tree Removal	No Fee	\$50.00
Variance	\$300.00	\$2,500.00
Zone Change	\$1,700.00	\$3,000.00

# Molalla Proposed Planning Fees

17-Apr-20

Application Type	Molalla -- Current	Molalla -- Proposed	Canby	Estacada	Oregon City	Sandy	Silverton	Woodburn	Clackamas County
Addressing	No Fee	\$50.00				\$41 + \$5 per lot for new development, 206 + \$5 per lot for readdressing			
Adjustment	Type I: \$350 Type II: \$700	\$500.00	Not listed	Not listed	\$1490, \$349 in processed with another Type II or III application	Type 1: \$329, Type II: \$442, Type III: \$442	Major: \$550, Minor: \$400		25% of current fee, minimum of \$235
Annexation	\$2,100.00	<b>Base Fee: \$3500</b> - Plus \$3,000 deposit if election required - Plus \$7,000 for State review	\$1,980 + additional per acre rates varying over how many acres are annexed	\$1,800.00	\$4,813 base fee + \$3,468 deposit for election, if required + \$1,130 fee for Oregon Dept. of Revenue review of legal description	\$2194-\$6033 depending on type	\$2750, + \$55/acre for every acre over five acres + \$2750 deposit if election required	\$3,418 for annexations exceeding one acre. \$2,659 for annexations less than one acre.	No fee -- no annexations occur in counties
Appeal	\$100 - \$1,350	Type II: \$250 Type III: \$1,000	Type I or II: \$250, Type 3: \$1980	\$375.00	\$250, \$1541 for a PC appeal	\$123 for Type I, \$329 for Type II, \$770 for Type III	\$500.00	Based on application fee for Type III, \$250 for Type II	\$240.00
Building Permit Plan Reviews	Included in design review fees	<b>Residential:</b> - SFR or ADU: \$400 - Duplex: \$500 - Multifamily: 500 + \$75 per unit up to 20 units, \$15 per unit past 20 units. - Accessory Buildings, non-living space: \$100 - Remodels not increasing SF (non-exempt) - \$200 - Residential Additions - \$200  <b>Non-Residential:</b> - 0 to 5,000 square feet \$400 - 5,001 to 10,000 square feet \$500 - 10,001 to 50,000 square feet \$750 - 50,001 to 100,000 square feet \$850 - 100,001 square feet and up \$1,000  - TIs and Remodels not increasing SF - \$400 - Parking lot/paving/landscaping: 350	SFR: \$150, Duplex: \$175, Non-living space: \$95, Living Space (Expansions or ADU): \$125, Multi-family: additional \$60 per unit up to 20 units, then \$12 per unit, 6 or fewer unit condos: \$285, TIs and Remodels not increasing SF: \$30, Existing Wireless... Modification: %50, Commercial and industrial: \$150 - \$1000 depending on square footage, parking lot/paving: \$310	Not listed	Between \$84-\$3836 depending on proposed building type and value	ADU: \$221,	not listed	not listed	not listed
Code Interpretation Application	No Fee	Type I: \$500 Type II: \$1,000 Type IV: \$3,000	They do zoning letters - \$30 for a basic one and \$125 for conformance research, \$550 for "interpretation"	\$350.00	\$1162 for code interpretations/similar use, compatibility review for communication facilities: \$349, General Research: \$87/hr, \$134 for a letter	\$103 for zoning letter, Type II Director: \$329, Type III Quasi Judicial: \$657, Type IV Legislative: \$657	\$100.00	Interpretation of uses: \$615, of zoning district boundaries \$1578, of WDO: \$1759	\$1660 for hearing, \$730 for administrative
Comprehensive Plan Amendment	\$2,600.00	\$3,500.00	Legislative text: \$6000, Legislative Map: \$4000, Quasi Judicial: \$2000	\$950.00	\$4,888.00	Map: \$3184, Text: \$2963	\$2,750.00	\$3133 for properties less than 1 acre, \$3481 if greater than 1 acre	\$4,000.00
Conditional Use	\$1,700.00	\$2,500.00	\$2,080.00	\$950.00	\$4,203.00	Minor: \$442, Major \$878, Type II: \$878, Type III: \$1648	\$1,100.00	\$3591, for telcomm	\$3,945.00
Demolition	\$100.00	\$100.00	Residential: \$30, Commercial or Industrial: \$50		not listed	\$70.00	not listed	not listed	not listed
Historic Designation or Removal	No Fee	\$2,000.00	not listed		not listed	\$514.00	\$50.00	"Specific conditional use for a historically significant site:" \$1148	no fee
LUCS Review for State Permit	No Fee	\$200.00	not listed	Not listed	\$77.00	\$123.00	not listed	not listed	

Application Type	Molalla -- Current	Molalla -- Proposed	Canby	Estacada	Oregon City	Sandy	Silverton	Woodburn	Clackamas County
Master Plan	\$1,000.00	Concept Plan: \$3000 Detailed Development Plan: \$1500 Site Design Review: \$1500	\$1,600.00		\$7639, additional costs for an amendment depending on review type	\$4390 for conceptual + \$657 + subdivision fees for development plan. \$411 for modifications.	Without Traffic Analysis: \$2750, With Traffic Analysis: \$3500 + 27.50 per lot + cost of traffic engineer review	Preliminary fee: \$2985, final \$2585	
Modification	No Fee	Type II: \$200 Type II: \$750 Type III: \$3,000							
Nonconforming Use	\$800.00	\$1,500.00	\$530.00	\$725.00	Type I: \$154, Type 2: \$917	\$493.00	not listed	not listed	\$700.00
Partition (Type II)	\$1,000.00	Preliminary Plat: \$1500 Final Plat: \$300	Major: \$1390, Minor: \$1310	\$725.00	\$4,285.00	Minor: \$657, Major \$988 + \$32 per lot, Minor Revised Plat: \$988 + \$32 per lot, Type III: \$1099 + \$32 per lot, Major Replat: \$1099 + \$32 per lot	Major: \$825, Minor: \$550	Preliminary fee: \$2478, final \$1081	\$2,600.00
Pre-Application Meeting	5% of filing fee for proposed app	Type II: \$400 Type III: \$750 Type IV or multiple applications: \$1,000	Type II: \$310, Type III: \$720	\$500-\$1000 - can be credited to application	Minor: \$610, Major: \$1184	Type I: \$103, Type II: \$308, Type III: \$514	\$300.00	\$508.00	not listed
Property Line Adjustment	\$200.00	\$500.00	\$530.00	\$295.00	\$1,284.00	\$390.00	\$550.00	\$599.00	\$455 for Type I, \$315 for Type I
Sign	\$50.00	\$75.00	\$75.00	Not listed	\$194 + 5% of construction cost, \$56 for temporary signs	Not listed	Not listed	Type I (Signs): \$85	\$530 with design review, \$135 without
Site Design Review	Current fee is based on project values. Is very confusing for customers and the fees are very low.	Type II: \$1500 Type III: \$3,000	Type II: \$1000-\$5000 depending on size Type III: \$1600-\$5600 depending on size	Between \$275 and \$5450 depending on project value	Minor Type 1 Items: \$83 for up to two, \$166 for 2+. Building alterations: 277. Minor Type I New Construction: \$524, Minor Type II: \$917, Master Planning - up to \$60,927 depending on project cost	\$205-\$7682 depending on project value	New Construction \$825, Addition: \$550, Public Hearing Required: \$1100, Parking Lot: \$550, Traffic Analysis: \$350 plus traffic analysis cost, Extension: \$300, Historic Design Review Application: \$50	\$2177-\$14397 depending on project size	0.384% of construction cost, between \$650-\$36835, minor changes: \$135
Subdivision -- Final Plat	\$300.00	\$500.00	\$250.00	not listed	not listed	not listed	\$660.00	\$2585, Manufactured Dwelling Park: \$1081	
Subdivision -- Preliminary Plat	\$1,700 + \$50 per lot	\$3,000.00	\$1735 for a 4 lot subdivision + \$115 per additional lot	\$2500 + \$50/lot	\$4584 + \$381/lot	Type II 4-10 lots: \$2634 + \$75/lot, Type II 11+ lots: \$2855 + \$75/lot, Type III 4-10 lots: \$3081 + \$75/lot, Type III 11+ lots: \$3297 + \$86/lot,	Without Traffic Analysis: \$2750, With Traffic Analysis: \$3500 + 27.50 per lot + cost of traffic engineer review	\$3775 + \$40 per lot, Manufactured Dwelling Park: \$3137	11+ Lots: \$5090 + \$45/lot, 4-10 lots \$2600
Temporary Use	\$250.00	\$400.00	\$100, \$50 renewal - half for non-profits	\$250.00	not listed	Type I Structure: \$123, Type II Structure: \$164, Use permit: \$103	\$100 - same fee for use or structure	\$157.00	\$125 during construction, \$504 dwelling for care, \$520 for other
Tree Removal	No Fee	\$50.00			\$342.00	\$103-442 depending on type		\$145.00	
Variance	\$300.00	\$2,500.00	Major: \$2150, Minor setback: \$530, Sign: \$120	\$850.00	Administrative - \$1490, Hearing - \$2767, Signs - \$1406	Type II: \$657, Type III: \$1099, Type III Design Variation: \$442	\$725.00	\$2,432.00	\$900.00
Zone Change	\$1,700.00	\$3,000.00	\$2,750.00	\$875.00	\$3,101.00	\$2,413.00	\$2,750.00	\$3074, \$1042 for a zoning adjustment	Hearings review officer: \$4110, Hearings review officer filed with another application: \$3560, filed with com plan amendment: \$2510





**RESOLUTION NUMBER 2020-07**

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON,  
EXTENDING RESOLUTION 2020-06 DECLARING A STATE OF  
EMERGENCY DUE TO COVID-19**

**WHEREAS**, Molalla City Council adopted Resolution No. 2020-06 effective March 23, 2020 declaring a state of emergency for the City of Molalla in response to the COVID-19 pandemic; and

**WHEREAS**, Resolution No. 2020-06 was scheduled to expire on April 28, 2020 unless terminated or extended by Order of the City Council; and

**WHEREAS**, COVID-19 continues to present a high potential threat to public health and safety, the duration of which is still unknown.

**NOW THEREFORE, the City Council of the City of Molalla declares:**

1. The declaration of emergency is still needed to address the City's ability to respond and recover from this emergency.
2. Resolution No. 2020-06 is hereby extended and will expire on May 30, 2020, unless terminated or extended by Order of the City Council.

Adopted this 27<sup>th</sup> day of April 2020.

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Keith Swigart, Mayor

ATTEST:

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Christie DeSantis, City Recorder



**Minutes of the Molalla City Council Special Meeting**

**Molalla City Hall via Virtual Meeting  
117 N. Molalla Avenue, Molalla, OR 97038  
April 27, 2020 2:00pm**

**1. CALL TO ORDER AND FLAG SALUTE**

*The Molalla City Council Special Meeting of April 27, 2020 was called to order by Mayor Keith Swigart at 2:02pm.*

**2. ROLL CALL**

**COUNCIL ATTENDANCE:**

- Mayor Keith Swigart – Present
- Councilor Elizabeth Klein – Present
- Councilor Leota Childress – Present
- Councilor DeLise Palumbo – Absent
- Councilor Terry Shankle – Absent
- Councilor Jody Newland - Present
- Councilor Crystal Robles - Absent

**STAFF IN ATTENDANCE**

- Dan Huff, City Manager - Present
- Christie DeSantis, City Recorder - Present

**3. PUBLIC HEARINGS, ORDINANCES AND RESOLUTIONS**

A. Resolution No. 2020-07: Extending Resolution No. 2020-06 Declaring a State of Emergency Due to COVID-19

City Manager Huff briefly explained that Resolution No. 2020-06 Declaring a State of Emergency Due to COVID-19 was going to expire on April 28, 2020. In order to protect the City, it is important to extend the Resolution through the month of May.

***A motion was made by Councilor Childress to approve Resolution 2020-07 Extending the State of Emergency, seconded by Councilor Newland. Vote passed 4-0.***

There was discussion regarding surrounding cities and their decisions to re-open. The County Commissioners, Mayors and Governor’s office are all working together at this time. Council would like to plan a Work Session to discuss what the re-opening possibilities are for Molalla.

**4. ADJOURN**

***A motion was made by Councilor Klein to adjourn the meeting, seconded by Councilor Childress. The meeting was adjourned at 2:20pm.***

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

\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_

Christie DeSantis, City Recorder

# City of Molalla

## City Council Meeting



### Agenda Category: Consent Agenda

**Subject:** Planning Commission – Reappointment of Chair Rae Lynn Botsford

**Recommendation:** Reappointment

**Date of Meeting to be Presented:** May 13, 2020

**Fiscal Impact:** None

**Background:**

Planning Commission Chair Botsford’s term expires May 31, 2020. Ms. Botsford has volunteered to remain on the Planning Commission, as acting Chair.

**SUBMITTED BY:** Christie DeSantis, City Recorder  
**APPROVED BY:** Dan Huff, City Manager

# City of Molalla

## City Council Meeting



### Agenda Category: General Business

**Subject:** Contract Award – WWTP Upgrade to Dyer Partnership

**Recommendation:** Award of Contract by City Council

**Date of Meeting to be Presented:** May 13, 2020

**Fiscal Impact:** Sewer Capital Projects

**Background:**

On July 11, 2018, City Council awarded the On-call Professional Engineering Services contract to Dyer Partnership for all City infrastructure projects. Due to the size of this modification to the original contract, staff has provided a copy of the scope of work for design and construction administration services through completion of the WWTP upgrade. Steve Major, PE, Principal of the Dyer Partnership is available to answer any questions the City Council may have regarding the design, construction, and DEQ approval process for the project. The total contract award amount is \$3,945,000 over a 4.5-year period from FY 2020-2021 through FY 2024-2025. Staff will issue a Notice to Proceed for each Task Order based on adequate funding through yearly budget adoption process.

Recommended Motion: Authorize the City Manager to execute a Contract Modification for the WWTP Upgrade project (#19-10) and any change orders within the approved budget.

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

**CITY OF MOLALLA  
CONTRACT MODIFICATION  
WASTEWATER TREATMENT FACILITY PHASE I IMPROVEMENTS  
SCOPE OF ENGINEERING SERVICES**

This Task Order, when executed, modifies the Professional Services Agreement between the City of Molalla (City) and The Dyer Partnership Engineers & Planners, Inc. (Engineer). Services provided under this Task Order will be performed under the terms and conditions of that agreement and any current amendments effective on the date this Task Order is executed.

**SCOPE OF WORK:**

The Dyer Partnership Engineers & Planners, Inc. will provide Professional Engineering Services for the City of Molalla's Wastewater Treatment Facility Phase I Improvements. These services will be provided for: value analysis workshop, value engineering workshop, environmental review and report, wetland mitigation, permitting, Predesign Report, final design, bidding and construction management.

All of the above activities will be completed in accordance with the Oregon Department of Environmental Quality (DEQ) and funding agency regulations. Each step of the process, as outlined below, will be approved by all stake holders prior to continuing with the next step.

**FOUNDATION:**

The following existing information will be used to help with the development of this project:

- A. *Wastewater Facility and Collection System Master Plan*, November 2018, The Dyer Partnership, Engineers & Planners, Inc.
- B. *Collection System and Wastewater Treatment Plant (WWTP) Improvements Phasing Schedule Memorandum*, August 28, 2019, The Dyer Partnership, Engineers & Planners, Inc.
- C. Mutual Agreement and Order No. WQ/M-NWR-2016-246, October 2018, between the City and DEQ.
- D. *City of Molalla WWTP, Dissolved Oxygen Analysis*, August 7, 2019, Geosyntec Consultants.
- E. *City of Molalla WWTP (Version 2) Human Use Allowance Memorandum*, May 31, 2019, Richwine Environmental.
- F. *Molalla WWTP Permit Modification Request Memorandum*, April 25, 2018, Richwine Environmental.

The Wastewater Facility and Collection System Master Plan evaluated four different permit scenarios that would affect the magnitude of the treatment and disposal improvements. The consensus of the City and Engineer after meetings with DEQ, was that Permit Scenario No. 3, mass load increase but no May discharge, would be approved. That option listed a total project cost of approximately \$49.7M.

The August 28, 2019 Phasing Memorandum divided Permit Scenario No. 3 into two phases. Phase I listed a total project cost of approximately \$27.7M and Phase II listed a total project cost of approximately \$20.4M. The City has decided to complete Phase I Improvements now and address Phase II Improvements as needed in the future.

During the time to complete the documents listed in Foundation Items A through F above, the City has completed a number of inflow and infiltration projects. The result of these projects is a lower observed influent flow at the Wastewater Treatment Facility (WWTF). With the lower flows there is the potential to down size the major treatment units which would result in a cost savings. The Scope of Services for this Contract Modification is based on a total project cost of \$25M. A detailed breakdown of man hours and costs is attached as Exhibits A through A-3. The proposed schedule for Phase I Improvements is attached as Exhibit B.

### **SCOPE OF ENGINEERING SERVICES:**

The scope of Engineering Services for this Task Order includes design plans and specifications, bidding and construction period services, construction administration and observation, operation and maintenance manuals, and record drawings.

The work tasks itemized below describe the major tasks for preparation, implementation, and to complete the Phase I Improvements. Written authorization from the City will be required prior to the start of each Task.

#### ***Task 1 – Value Analysis***

The City will contract with an independent team of professionals to evaluate the Master Plan. Every aspect of the Plan will be analyzed to see if the recommendations are appropriate for the City. The end product will be a report with recommendations on how to improve the Plan. The City and Engineer will review the recommendations and decide which recommendations should be incorporated into the Predesign Report, after the value analysis report is submitted to the City.

The Engineer's responsibility for this task is to present the Plan to the team, provide backup information as requested, attend a meeting on report recommendations and review recommendations with City. A letter will be sent to DEQ advising them on which recommendations of the report the City will incorporate into the predesign.

#### ***Task 2 – Environmental Report***

- A. Prepare an environmental report that evaluates the environmental effects of the Phase I Improvements and assist the City in obtaining approvals of authorities having jurisdiction over any anticipated environmental impact of the proposed improvements. The report will conform to the guidelines established by the joint committee of the US Department of Agriculture, Rural Community Assistance Corporation, DEQ and Business Oregon.
- B. Work with a biological subconsultant to complete the biological assessment requirements of the report.

- C. Revise the report in response to regulatory agency review comments, as appropriate, and furnish two final paper copies and one electronic copy of the revised report to the City and one final paper copy to the funding agency.

### ***Task 3 – Wetland Mitigation***

The majority of the Phase I Improvements will be constructed on the southern portion of the existing WWTF site, north of Highway 211. The City’s wetlands inventory map identifies this area as wetlands. Typically, for every acre of existing wetlands disturbed three new acres of wetland must be created. Work associated with this Task is summarized as follows:

- A. Coordinate and conduct a site visit with all affected regulatory agencies.
- B. Coordinate potential wetland mitigation sites with the City.
- C. Develop a wetland mitigation plan.
- D. Revise wetland mitigation plan in response to regulatory agency review comments, as appropriate and furnish two final paper copies and one electronic copy of the revised report to the City and one final paper copy to the regulatory agencies.
- E. Assist the City with the development of the new wetlands.

### ***Task 4 – Predesign Report***

The first phase of design is the development of the Predesign Report. This report represents approximately thirty percent design and must be completed prior to conducting the value engineering exercise. The report will be completed in accordance with DEQ and OAR 340-52 guidelines. The items to be completed under this task are summarized as follows:

- A. Site Survey & Research – Research existing records for applicable data that can be utilized for a new site survey. Survey the existing WWTF to verify location and elevations of the process areas. Survey the area proposed for the new improvements. The information obtained will be utilized to develop sitemaps and the preliminary drawings that will be included in the Predesign Report.
- B. Geotechnical Evaluation – Prepare a geotechnical report for the proposed site. A minimum of four borings and three test pits will be completed to evaluate the subsurface conditions. The final geotechnical report will include but not be limited to recommendations for foundation preparation, groundwater elevation information, seismic coefficients, removal and fill issues, and other issues related to geotechnical engineering
- C. Flow Equalization Basin – The existing aerated lagoon will be converted to a flow equalization basin to store raw wastewater during high flow events. The Predesign Report will include hydraulic information, location, sizing and a narrative on operation of the basin.
- D. Transfer Pump Station – An evaluation and predesign of upgrades necessary for increasing the capacity of the existing transfer pump station will be performed. The work will include a hydraulic analysis, pump alternatives, pumping schemes, preliminary equipment and piping layouts with the emphasis on system redundancy, safety and long-term operation of the pump station.

- E. Secondary Treatment – This task will include the predesign of a new Sequencing Batch Reactor (SBR) facility. The Predesign Report will include a clear and concise design and layout for the secondary treatment process area. The hydraulics of the system will be designed for the addition of an ultraviolet disinfection system if required in the future.
- F. Disinfection System – A new sodium hypochloride disinfection system will be used for disinfection. The Predesign Report will include a clear design and layout for disinfection system.
- G. Aerobic Digester – Aerobic digestion will be used for stabilization of the waste activated sludge. The Predesign Report will include a clear and concise design and layout for the aerobic digesters. The plans will show preliminary layout of tanks and equipment.
- H. Biosolids Processing Facility - A new biosolids dewatering unit and a new dewatered biosolids holding facility are part of this process area. Preliminary Plans of the equipment and mechanical layout will be provided in the Predesign Report.
- I. Recycled Water Storage Facilities – The existing facultative lagoons will be converted to recycled water storage lagoons. The Preliminary Plans will indicate the location of the berms that need rebuilding, details for the installation of the impervious liner and hydraulic improvements between the two lagoons.
- J. Miscellaneous Equipment – A new standby generator needs to be provided for the new process area. Location, size and details will be included within the Predesign Report.
- K. Site Structures – A new control building is required at the new process area. This building will have a blower room for the blowers for the SBR and aerobic digester, electrical room for all electrical gear and controls, biosolids dewater room, covered biosolids storage area rest room and small office. The Predesign Report will have a preliminary building layout with details.
- L. Site Improvements and Yard Piping – The majority of new improvements are not located near the existing WWTF. This creates the need for new roads, parking areas and interconnecting piping. Preliminary Plans will show location and grades of these facilities.
- M. Plant System, Electrical and Controls – This will include an evaluation and discussion on controls, Supervisory Control and Data Acquisition (SCADA), telemetry, monitoring, and other plant systems that should be considered as part of the new plant. This task will also include predesign work for electrical issues including system load sizing, new service requirements and identifying any known deficiencies with the electrical facilities in the area and other electrical predesign issues.
- N. Integration of Process – The task will provide analysis and predesign work to integrate all of the separate processes together into a cohesive treatment plant capable of meeting the regulatory requirements for treatment. This will include integrating existing facilities and the new facility, preparation of detailed overall layouts, development of hydraulic profiles ensuring gravity flow through the facilities and elimination of additional pumping steps, confirmation of all hydraulics and piping runs, location of facilities, ensuring access for maintenance and operations, and other general operations and integration analyses. This task will ensure that the system works cohesively.
- O. Construction Sequencing – This task item shall analyze and recommend an appropriate construction sequencing plan for the project. The existing plant must remain in operation during construction and meet permit requirements. Therefore, careful sequencing must be planned in order to maintain operation while new facilities are built and old facilities are



demolished. A clear plan will be prepared for the construction phase. The impacts of construction activities on effluent quality will be evaluated and minimized where possible.

- P. Predesign Report Preparation/Schematic Design – This task includes documentation for all of the project tasks and assembly into a Predesign Report including the preparation of schematic design plan sheets. The Predesign Report will be submitted to DEQ for review and approval. Prior to submitting the report to DEQ a draft will be submitted for City staff to review and comment on.
- Q. Cost Estimating – Detailed cost estimates will be prepared for all of the planned improvements recommend within the final Predesign Report. The estimate shall include but not be limited to detailed costs for construction, design, construction engineering, administration costs, and other project related items.
- R. Meetings and Presentation – In order for a successful project it is imperative and expected that the Engineer communicate effectively with staff and keep them informed. It is anticipated that meetings will be on an as-needed basis however the following meetings have been identified to capture certain milestones that will occur during the Predesign Report:
1. Project Kickoff Meeting.
  2. 40% Predesign - Schematic Design Progress Report: The main purpose of the meeting is to keep staff informed of the project approach and configuration. The meeting will include the following items:
    - a. Updated schematic layout of plant.
    - b. Property issues, zoning and land use challenges, if any.
    - c. Updated process schematic.
    - d. Discussion of sizing, capacity, and planning issues.
  3. 60% Predesign - Development Progress Report: The main purpose of this meeting is to discuss the project layout and recommendation to date. Topics for this meeting will include:
    - a. Preliminary recommendations and layouts.
    - b. Updated cost estimates.
    - c. Conceptual drawings.
    - d. Draft sections of study.
  4. 90% Predesign - Draft Report: The main purpose of the meeting is to present to City staff the draft report. Typically DEQ is also in attendance for this meeting. Topics for this meeting will include:
    - a. Presentation of final recommendations, layouts, and cost estimates.
    - b. Draft level drawings and details.
    - c. Draft report submittal.
    - d. Discussion of updated project schedule and anticipated impacts to operations, budgets, etc.

### **Task 5 – Value Engineering**

The City will contract with an independent team of professionals to evaluate the Predesign Report. Every aspect of the report will be analyzed to see if the recommends are appropriate for the City. The emphasis is more on constructability and costs than process types. The end product will be a report with recommendations on how to improve the design. The City and Engineer will review the recommendations and decide which recommendations should be incorporated into the design, after the value engineering report is submitted to the City.

The Engineer’s responsibility for this task is to present the Predesign Report to the team, provide backup information as requested, attend a meeting on report recommendations and review recommendations with City. A letter will be sent to DEQ advising them on which recommendations of the report the City will incorporate into the design.

### **Task 6 – Design**

Design of Phase I Improvements includes the preparation of the plans and specifications for the construction of facilities as described in Task 4 Predesign Report. The items to be completed under this task are summarized as follows:

- A. Plans and Specifications - This task shall include preparation and completion of the design including civil, structural, mechanical, architectural and electrical plans and specifications and other parameters that will be required for the design. The secondary treatment equipment will go through the Equipment Procurement Process during design. The Final Design will be based on the equipment selected during the Procurement Process. These documents will be completed for the following items:
  - 1. Flow Equalization Basin
  - 2. Transfer Pump Station
  - 3. Secondary Treatment
  - 4. Disinfection System
  - 5. Aerobic Digester
  - 6. Biosolids Processing Facility
  - 7. Recycled Water Storage Facilities
  - 8. Miscellaneous Equipment
  - 9. Site Structures
  - 10. Site Improvements and Yard Piping
  - 11. Plant System, Electrical and Controls
  
- B. Cost Estimating – Detailed cost estimates will be prepared for all of the planned improvements recommend within the final design. The estimate shall include but not be limited to detailed costs for construction, design, construction engineering, administration costs, and other project related items.

- C. Meetings and Presentation – In order for a successful project it is imperative and expected that the Engineer communicate effectively with staff and keep them informed. It is anticipated that meetings will be on an as-needed basis however the following meetings have been identified to capture certain milestones that will occur during design:
1. 60 % Design Review - The main purpose of the meeting is to keep staff informed of the project approach and configuration. Topics for this meeting may include the following items:
    - a. Updated plans for the various process areas.
    - b. Detailed discussion of controls.
    - c. Items that may have been changed or modified.
    - d. Revised cost estimate.
  2. 90% Design Review - Development Progress Report: The main purpose of this meeting is to discuss the final project layout, controls and details. Typically DEQ is also in attendance at this meeting. Topics for this meeting may include:
    - a. Presentation of recommendations and layouts
    - b. Final plan review.
    - c. Final specification review.
    - d. Final cost estimate.

### ***Task 7 – Permitting***

The permitting process will start during the design phase. With the known wetlands being disturbed there is the potential of a number of permits that must be applied for prior to going to construction. A list of these permits is summarized as follows:

- A. Division of Stat Lands – Removal Fill Permit
- B. DEQ 401 Water Quality Permit
- C. SHPO Clearance
- D. USACE Nationwide Permit
- E. NPDES 1200-C Permit

The Engineer will coordinate with all regulatory agencies, submit completed permits, address agencies' question and comments and provide copies of approved permits with the bidding documents.

### ***Task 8 – DEQ Review & Approval/Final Contract Documents***

Ninety percent plans and specifications will be submitted to DEQ for their review and approval. During the time of their review final revisions will be made to the plans and specifications to bring them up to 100 percent complete. Final review comments from DEQ will be incorporated into the documents and the bidding documents will also be prepared. The bidding documents consisting of the Advertisement for Bid, Instructions to Bidders, Bid Form, General Conditions,

Supplemental Conditions and any forms required from the funding agency will be added to the contract documents.

### ***Task 9 – Bidding and Construction Contracts***

The following items will be completed under this task:

- A. Prepare bidding documents including bidding requirements and contract documents in accordance with DEQ and City requirements.
- B. Prepare advertisement for bids and send to City-approved publications (City to pay advertising expense).
- C. Reproduce bidding documents and distribute to approved plan exchanges and interested Bidders.
- D. Respond to bidder questions and prepare necessary addendums, if needed.
- E. Attend Pre-Bid meeting with City, affected utilities, and potential Bidders.
- F. Attend bid opening.
- G. Review bids and recommend contract award based on public contracting rules.
- H. Prepare construction contracts for execution.
- I. Issue Notice of Intent to Award and Notice of Award.

### ***Task 10 – Construction Management***

Upon successful completion of the Bidding Phase, and upon written authorization from City, Engineer shall complete the following items:

- A. Pre-Construction Conference: Participate in a pre-construction conference prior to commencement of Work at the Site. Prepare and issue the Notice to Proceed.
- B. General Administration of Construction Contract: Consult with City and act as City's representative as provided in the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of Engineer shall be as assigned in EJCDC® C-700, Standard General Conditions of the Construction Contract, or other construction general conditions specified in the construction documents. Engineer may prepare and issue Field Orders requiring minor changes in the Work. Review and recommend Change Orders to City, as appropriate, and prepare Change Orders as required. Review and respond to Request for Information from the Contractor. Recommended and prepare application for payments based on the completeness of the work. Conduct substantial completion inspection with City and Contractor.
- C. Shop Drawings, Samples, and Other Submittals: Review and approve or take other appropriate action with respect to shop drawings, samples, and other required Contractor's Submittals, but only for conformance with the information given in the contract documents and compatibility with the design concept of the Project
- D. Schedules: Receive, review, and determine the acceptability of any and all schedules that Construction Engineer is required to submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.

- E. Construction Stakeout: As appropriate, establish baselines and benchmarks for locating the Work which in Engineer's judgment are necessary to enable Contractor to complete the work.
- F. Resident Project Representative: Engineer shall provide full-time resident representative to observe construction. Resident representative shall be onsite when the Contractor is performing meaningful work. Coordinate anticipated work with the City , regulatory and funding agencies. Prepare daily reports for City. Photo document the construction.
- G. Operations and Management Manuals: An Operations and Maintenance (O&M) Manual will be prepared for each major piece of equipment and for each process. This manual can be used by City staff to troubleshoot equipment failures and address process questions. The draft manual will be submitted to DEQ for their review and approval prior to completion of 50 percent of construction completed. A final O&M will be delivered to DEQ prior to the completion of 90 percent of construction completed. The O&M Manual will be in paper copy and electronic format.
- H. Performance Evaluation Standards: Develop a Performance Evaluation Standards that develops the design operational parameters for each major process area. The draft standards will be submitted to DEQ for their review and approval prior to 50 percent of construction completed and a final prior to 90 percent construction completed. The standards will be used during the eleventh month inspection to determine if the treatment facility is operating as designed. The Performance Evaluation Report will be submitted to DEQ approximately 12 months from the date of the initiation of operation. Costs for the Performance Evaluation Report are not included within this Scope of Work.
- I. Plan of Operations: A Plan of Operation will be completed in time to hand out during the preconstruction meeting. This Plan will cover the construction sequence of work, O&M budgets, sludge management plan, staffing, training, safety and preventive measures and plan approval conditions. A draft Plan will be submitted to the Department of Environmental Quality (DEQ) prior to the meeting.
- J. Testing and Training: All equipment and processes will be tested to ensure they comply with the performance evaluation manual criteria. Engineer will certify whether or not the construction meets the requirements. Training will be provided through our operations consultant, Engineers and equipment manufacturers. All training will be videotaped for use at a future date.
- K. Final Closeout: Conduct final inspection with City, regulatory and funding agencies and Contractor to check Punch List and back-check of corrective work identified during the substantial completion inspection. Prepare final pay request and review with City. Provide "As-Built" Drawings based on Contractor's mark-ups. Two paper copies and one electronic copy of the Drawings shall be provided. The Engineer will allocate a block of additional time to assist the City in operational issues during the first three months of operation.

## **WORK PRODUCT:**

All required contract documents, plans and specifications for the City of Molalla Wastewater Treatment Facility Phase I Improvements. Record drawings for the complete project and O&M Manuals for the new system will be supplied following the completion of construction.

**PROPOSED FEE:**

Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement and fee listed herein and shown on the attached breakdowns (Exhibit A through A-3). The fee for these services is a not to exceed maximum of \$3,945,000 including all Professional Services and reimbursable expenses. An increase of hourly rate will be implemented at the start of the bidding and construction management phase.

**PAYMENT METHOD:** Monthly Billing

**PROJECT SCHEDULE (ANTICIPATED):** See Exhibit B

**CITY OF MOLALLA**

**THE DYER PARTNERSHIP  
ENGINEERS & PLANNERS, INC.**

\_\_\_\_\_  
Dan Huff, City Manager

\_\_\_\_\_  
Steve Major, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF MOLALLA  
WASTEWATER TREATMENT FACILITY PHASE I IMPROVEMENTS  
ADDITIONAL PROJECT RESIDENT REPRESENTATIVE EXPENSES**

9/20/2019

1 Number of Days Per Month for Part and Full Per Diem for 507 Construction Days

Month	Working Days/Month	1/2 Per Diem	Full Per Diem
2022			
Nov	20	7	13
Dec	21	9	12
2023			
Jan	21	9	12
Feb	20	8	12
Mar	23	9	14
Apr	20	8	12
May	22	9	13
Jun	22	9	13
Jul	19	9	10
Aug	23	8	15
Sep	20	9	11
Oct	22	9	13
Nov	20	8	12
Dec	20	9	11
2024			
Jan	22	9	13
Feb	21	8	13
Mar	21	9	12
Apr	22	9	13
May	22	9	13
Jun	20	8	12
Jul	21	9	12
Aug	22	9	13
Sep	20	9	11
Oct	23	8	15
<b>Total</b>	<b>507</b>	<b>207</b>	<b>300</b>

2 Per Diem Costs

A.	1/2 Per Diem = 207 days x 0.5 x \$45 =	\$4,658
B.	Full Per Diem = 302 x \$45 =	\$13,590
	<b>SubTotal</b>	<b>\$18,248</b>

3 Lodging

A.	105 weeks x 4 night/week x \$100/night =	\$42,000
----	--	----------

4 Mileage

A.	Daily Mileage = 20 mile/day x 300 days x \$0.56 =	\$3,360
B.	Weekly Mileage = 104 trips x 100 miles/trip x \$0.56 =	\$5,824
	<b>SubTotal</b>	<b>\$9,184</b>

**TOTAL \$69,432**

## EXHIBIT A

### CITY OF MOLALLA WWTF PHASE I IMPROVEMENTS SUMMARY OF ENGINEERING COSTS BY TASK MAN HOURS AND COSTS

<i>DATE:</i> 20-Sep-19		<i>PROJECT No:</i> 198.19								
TASK	DESCRIPTION	MAN HOURS								
		PRINC MNGR	PROJ MNGR	PROJ ENGR 2	ENGR TECH 2	ENGR TECH 1	DRFR	SURVEY CREW	CLER	
1	Value Analysis	49	51	32	10	0	0	0	10	
2	Environmental Report	60	73	300	200	100	80	0	60	
3	Wetland Mitigation	40	60	225	186	75	39	40	50	
4	Pre-design Report				See Exhibit A-1					
5	Value Engineering	49	51	32	10	0	0	0	10	
6	Design				See Exhibit A-2					
7	Permitting	100	200	350	319	300	40	0	100	
8	DEQ Review /Final Contract Documents	166	250	400	350	300	200	0	12	
9	Bidding & Construction Contracts				See Exhibit A-3					
10	Construction Management				See Exhibit A-3					
TOTAL ESTIMATED HOURS		464	685	1,339	1,075	775	359	40	242	
		DESCRIPTION OR UNIT					QUANTITY	UNIT COST	TOTAL COST	
MATERIAL COSTS										
REPORTS		Copies					30	100	\$3,000	
PHOTOGRAPHS		Each						1	\$0	
PLAN SETS		Copies					10	500	\$5,000	
SURVEY EQUIPMENT		GPS						100	\$0	
TOTAL MATERIAL COSTS-----									\$8,000	
		DETAIL					QUANTITY	UNIT COST	TOTAL COST	
TRAVEL AND PER DIEM										
MILEAGE							2234	0.56	\$1,251	
LODGING							16	150	\$2,400	
PER DIEM							16	45	\$720	
TOTAL TRAVEL AND PER DIEM-----									\$4,371	
		DETAIL						UNIT COST	TOTAL COST	
OTHER SIGNIFICANT COSTS										
Land & Water Environmental (ER Report)							30,000	1.05	31,500	
Land & Water Environmental (Wetland Mitigation)							20,000	1.05	\$21,000	
R&W Engineering							10,000	1.05	\$10,500	
TOTAL OTHER SIGNIFICANT COSTS-----									\$63,000	



**SUMMARY**  
**SUMMARY OF ENGINEERING COSTS BY TASK**  
**BREAKDOWN OF PROPOSED FEE**

DATE: 20-Sep-19

PROJECT NO.: 198.19

DIRECT LABOR COSTS:				TASK #
PRINCIPAL/MANAGER	140.00	464	64,960	
PROJECT MANAGER	130.00	685	89,050	1 \$ 18,800
PROJECT ENGINEER 2	120.00	1,339	160,680	2 \$ 92,500
ENGINEER TECH 2	100.00	1,075	107,500	3 \$ 77,215
ENGINEER TECH 1	90.00	775	69,750	4 \$ 550,000
DRAFTER/CAD OPERATOR	85.00	359	30,515	5 \$ 18,800
SURVEY CREW	145.00	40	5,800	6 \$ 1,015,000
CLERICAL 1	47.00	242	11,374	7 \$ 149,000
<b>TOTAL DIRECT LABOR COSTS:</b>			<b>\$539,629</b>	8 \$ 183,301
				9 \$ 60,000
				10 \$ 1,705,000
				<b>TOTAL \$ 3,869,616</b>

**DIRECT PROJECT EXPENSES**

A. MATERIAL COSTS (BREAKDOWN ATTACHED)	8,000
B. TRAVEL & PER DIEM (BREAKDOWN ATTACHED)	4,371
C. OTHER SIGNIFICANT COSTS (BREAKDN ATTACHED)	<u>63,000</u>
TOTAL OF: A THROUGH C	<u>\$75,371</u>

**TOTAL HOURLY LABOR & EXPENSES NOT TO EXCEED MAXIMUM: \$3,945,000**

## EXHIBIT A-1

### CITY OF MOLALLA WWTF PHASE I IMPROVEMENTS PREDESIGN REPORT MAN HOURS AND COSTS

DATE: 20-Sep-19		PROJECT No:					198.19			
TASK	DESCRIPTION	MAN HOURS							SURVEY CREW	CLER
		PRINC MNGR	PROJ MNGR	PROJ ENGR 2	ENGR TECH 2	ENGR TECH 1	DRFR			
1	SITE SURVEY/SITE PLAN	8	58	8	64	70	80	166	16	
2	GEOTECHNICAL EVALUATION	24	30	24	0	0	0	0	10	
3	FLOW EQUALIZATION BASIN	20	30	30	25	0	30	0	12	
4	TRANSFER PUMP STATION	25	40	60	28	30	40	0	16	
5	SECONDARY TREATMENT	40	60	70	50	30	40	0	14	
6	DISINFECTION SYSTEM	20	30	30	20	20	20	0	10	
7	AEROBIC DIGESTERS	30	50	60	40	20	40	0	16	
8	BIOSOLIDS PROCESSING FACILITY	30	50	40	35	30	40	0	12	
9	RECYCLED WATER STORAGE FAILITIES	40	60	40	35	30	30	0	12	
10	MISCELLANEOUS EQUIPMENT	2	10	10	5	0	0	0	2	
11	SITE STRUCTURES	20	35	40	25	40	40	0	16	
12	SITE IMPS AND YARD PIPING	30	50	50	60	20	50	0	16	
13	PLANT SYSTEM, ELECTRICAL & CONTROLS	50	70	70	20	0	55	0	20	
14	INTEGRATION OF PROCESS	30	40	20	10	20	20	0	12	
15	CONSTRUCTION SEQUENCING	18	30	40	0	0	30	0	10	
16	REPORT PREP & SCHEMATIC DESIGN	40	45	60	40	0	40	0	36	
17	COST ESTIMATING	30	50	40	40	0	0	0	8	
18	MEETINGS & PRESENTATIONS	100	100	80	30	0	24	0	24	
TOTAL ESTIMATED HOURS		557	838	772	527	310	579	166	262	
		DESCRIPTION OR UNIT						QUANTITY	UNIT COST	TOTAL COST
MATERIAL COSTS										
REPORTS		Copies						16	60	\$960
PHOTOGRAPHS		Each						0	1	\$0
PLAN SETS		Copies						24	75	\$1,800
SURVEY EQUIPMENT		GPS						21	100	\$2,100
TOTAL MATERIAL COSTS-----										\$4,860
		DETAIL						QUANTITY	UNIT COST	TOTAL COST
TRAVEL AND PER DIEM										
MILEAGE								9448	0.56	\$5,291
LODGING								44	150	\$6,600
PER DIEM								72	45	\$3,240
TOTAL TRAVEL AND PER DIEM-----										\$15,131
		DETAIL							UNIT COST	TOTAL COST
OTHER SIGNIFICANT COSTS										
Industrial Systems Inc.								20,000	1.05	21,000
Foundation Engineering								35,000	1.05	\$36,750
R&W Engineering								30,000	1.05	\$31,500
TOTAL OTHER SIGNIFICANT COSTS-----										\$89,250

**SUMMARY  
PREDESIGN REPORT  
BREAKDOWN OF PROPOSED FEE**

*DATE:* 20-Sep-19 *PROJECT NO.:* 198.19

DIRECT LABOR COSTS:				TASK #
PRINCIPAL/MANAGER	140.00	557	77,980	
PROJECT MANAGER	130.00	838	108,940	1
PROJECT ENGINEER 2	120.00	772	92,640	2
ENGINEER TECH 2	100.00	527	52,700	3
ENGINEER TECH 1	90.00	310	27,900	4
DRAFTER/CAD OPERATOR	85.00	579	49,215	5
SURVEY CREW	145.00	166	24,070	6
CLERICAL 1	47.00	262	12,314	7
<b>TOTAL DIRECT LABOR COSTS:</b>		<b>\$445,759</b>		8
				9
				10
				11
				12
				13
				14
				15
				16
				17
				18
				<u>TOTAL</u>
				\$445,759

**DIRECT PROJECT EXPENSES**

A. MATERIAL COSTS (BREAKDOWN ATTACHED)	4,860
B. TRAVEL & PER DIEM (BREAKDOWN ATTACHED)	15,131
C. OTHER SIGNIFICANT COSTS (BREAKDN ATTACHED)	89,250
D. ADMINISTRATIVE FEE                      0 % OF A,B,&C	<u>0</u>
<b>TOTAL OF: A THROUGH D</b>	<b>\$109,241</b>

**TOTAL HOURLY LABOR & EXPENSES NOT TO EXCEED MAXIMUM:                      \$555,000**

## EXHIBIT A-2

### CITY OF MOLALLA WWTF PHASE I IMPROVEMENTS

#### DESIGN

#### MAN HOURS AND COSTS

DATE:		20-Sep-19		PROJECT No.:		198.19				
TASK	DESCRIPTION	MAN HOURS							SURVEY CREW	CLER
		PRINC MNGR	PROJ MNGR	PROJ ENGR 2	ENGR TECH 2	ENGR TECH 1	DRFR			
1	ADDITIONAL SITE SURVEYS	10	10	10	0	0	80	48	18	
2	FLOW EQUALIZATION BASIN	20	65	60	49	30	60	0	12	
3	TRANSFER PUMP STATION	80	90	80	40	40	80	0	24	
4	SCECONDARY TREATMENT	130	185	120	99	80	120	0	40	
5	DISINFECTION SYSTEM DESIGN	40	51	60	27	50	40	0	16	
6	AEROBIC DIGESTERS	110	140	110	90	70	120	0	35	
7	BIOSOLIDS PROCESSING FACILITY	100	140	80	40	0	80	0	30	
8	RECYCLED WATER STORAGE FAILITIES	120	120	60	60	0	60	0	24	
9	SITE STRUCTURES	50	70	80	80	60	110	0	24	
10	SITE IMPS AND YARD PIPING	50	60	80	60	40	120	0	32	
11	PLANT SYSTEM, ELECTRICAL & CONTROLS	40	60	60	40	40	59	0	32	
12	INTEGRATION OF PROCESS	40	80	60	80	80	80	0	25	
13	SCHEMATIC/PROCESS DESIGN	40	60	60	30	30	60	0	20	
14	COST ESTIMATING	70	60	60	0	0	0	0	18	
15	MEETINGS & PRESENTATIONS	80	60	60	0	30	0	0	24	
	A. 60% DESIGN REVIEW	16	24	24	0	10	30	0	20	
	B. 90% DESIGN REVIEW	16	24	24	0	10	30	0	20	
16	VALUE ENGINEERING REPORT MOD	41	47	40	40	40	30	0	31	
	TOTAL ESTIMATED HOURS	1,053	1,346	1,128	735	610	1,159	48	444	
		DESCRIPTION OR UNIT						QUANTITY	UNIT	TOTAL
MATERIAL COSTS									COST	COST
	SPECIFICATIONS	Copies						50	150	\$7,500
	PHOTOGRAPHS	Each								\$0
	PLAN SETS	Copies						50	150	\$7,500
	TOTAL MATERIAL COSTS-----									\$15,000
		DETAIL						QUANTITY	UNIT	TOTAL
TRAVEL AND PER DIEM									COST	COST
	MILEAGE							2036	0.56	\$1,140
	GPS							0	1	\$0
	PER DIEM							33	45	\$1,485
	LODGING							23	150	\$3,450
	TOTAL TRAVEL AND PER DIEM-----									\$6,075
		DETAIL							UNIT	TOTAL
OTHER SIGNIFICANT COSTS									COST	COST
	Industrial Systems Inc.							25,000	1.05	26,250
	Foundation Engineering							10,000	1.05	\$10,500
	VLMK - Archetectural							30,000	1.05	\$31,500
	VLMK - Structural							75,000	1.05	\$78,750
	R&W Engineering							128,000	1.05	\$134,400
	TOTAL OTHER SIGNIFICANT COSTS-----									\$281,400

**SUMMARY  
DESIGN  
BREAKDOWN OF PROPOSED FEE**

DATE: 20-Sep-19

PROJECT NO.: 198.19

DIRECT LABOR COSTS:				TASK #	
PRINCIPAL/MANAGER	140.00	1,053	147,420	1	18,506
PROJECT MANAGER	130.00	1,346	174,980	2	31,714
PROJECT ENGINEER 2	120.00	1,128	135,360	3	48,028
ENGINEER TECH 2	100.00	735	73,500	4	85,830
ENGINEER TECH 1	90.00	610	54,900	5	30,782
DRAFTER/CAD OPERATOR	85.00	1,159	98,515	6	73,941
SURVEY CREW	145.00	48	6,960	7	54,010
CLERICAL 1	47.00	444	20,868	8	51,828
TOTAL DIRECT LABOR COSTS:			\$712,503	9	49,578
				10	45,704
				11	34,693
				12	46,375
				13	32,340
				14	25,658
				15	30,028
				15A	12,630
				15B	12,630
				16	28,252
				TOTAL	\$712,527

DIRECT PROJECT EXPENSES

A. MATERIAL COSTS (BREAKDOWN ATTACHED)	15,000
B. TRAVEL & PER DIEM (BREAKDOWN ATTACHED)	6,073
C. OTHER SIGNIFICANT COSTS (BREAKDN ATTACHED)	281,400
TOTAL OF: A THROUGH C	\$302,473

TOTAL HOURLY LABOR & EXPENSES NOT TO EXCEED MAXIMUM: \$1,014,976

**EXHIBIT A-3**

**CITY OF MOLALLA WWTF PHASE 1 IMPROVEMENTS  
BIDDING & CONSTRUCTION MANAGEMENT  
MAN HOURS AND COSTS**

<b>DATE:</b> 20-Sep-19		<b>PROJECT No:</b> 198.19							
TASK	DESCRIPTION	MAN HOURS						SURVEY CREW	CLER
		PRINC MNGR	PROJ MNGR	PROJ ENGR 2	ENGR TECH 2	INSP	DRFR		
1	BIDDING AND CONTRACTS								
	A. Prepare Bid Documents	80	23	17					36
	B. Reproduce Bidding Documents & Distribute		10	6					48
	C. Pre-Bid Mtg, Bid Questions, Addendums	60	101	20	24		40		24
	D. Attend Bid Opening, Recommend Award	14	10						6
	E. Prepare Construction Contracts, Miscellaneous Ltrs	24	8						24
2	CONSTRUCTION MANAGEMENT								
	A. Pre-Construction Meeting	10	32	24					9
	B. Construction Stakeout		10	36	40			120	9
	C. Performance Evaluation Report & Plan of Operations	60	100	120			80		100
	D. Administer Construction Contract	925	1,500	950	434		40		400
	E. Project Certification	10	24	24					8
	F. Periodic Site Inspections	648	840		325				100
3	OBSERVATION SERVICES								
	A. Resident Representative						4,000		100
4	OPERATIONS & MAINTENANCE MANUAL								
	A. Develop Draft and Final O&M	60	80	180	180		70		80
5	TESTING & TRAINING								
	A. On-site Testing & Training	40	120	120					10
6	FINAL CLOSEOUT	40	120	60	60		160		40
TOTAL ESTIMATED HOURS		1,971	2,978	1,557	1,063	4,000	390	120	994
MATERIAL COSTS		DESCRIPTION OR UNIT					QUANTITY	UNIT COST	TOTAL COST
	PRINTING (Construction)	Copies					1	5000	\$5,000
	PHOTOGRAPHS	Each					0	0	\$0
	PLAN SETS (Plus As-Builts)	Copies					15	500	\$7,500
TOTAL MATERIAL COSTS-----									\$12,500
TRAVEL AND PER DIEM		DETAIL					QUANTITY	UNIT COST	TOTAL COST
	MILEAGE						10000	0.56	\$5,600
	RESIDENT REPRESENTATIVE (See Attached Breakdown)						69400	1	\$69,400
	PER DIEM						24	45	\$1,080
	LODGING						24	150	\$3,600
TOTAL TRAVEL AND PER DIEM-----									\$79,680
OTHER SIGNIFICANT COSTS		DETAIL					UNIT COST	TOTAL COST	
	VLMK						50,000	1.05	\$52,500
	Industrial Systems Inc.						30,000	1.05	\$31,500
	Foundation Engineering						20,000	1.05	\$21,000
	R&W Engineering						50,000	1.05	\$52,500
TOTAL OTHER SIGNIFICANT COSTS-----									\$157,500

AMaster\Marketing\Rates\Fee Breakdown-Est Man Hours

**SUMMARY  
BIDDING & CONSTRUCTION MANAGEMENT  
BREAKDOWN OF PROPOSED FEE**

DATE: 20-Sep-19 PROJECT NO.: 198.19

DIRECT LABOR COSTS:				TASK 1	TOTAL
PRINCIPAL/MANAGER	150.00	1,971	295,650	A	19,230
PROJECT MANAGER	140.00	2,978	416,920	B	4,580
PROJECT ENGINEER 2	130.00	1,557	202,410	C	33,180
ENGINEER TECH 2	110.00	1,063	116,930	D	3,800
INSPECTOR	95.00	4,000	380,000	E	5,920
DRAFTER/CAD OPERATOR	90.00	390	35,100		
SURVEY CREW	155.00	120	18,600	<b>TASK 2</b>	
CLERICAL 1	50.00	994	49,700	A	9,550
<b>TOTAL DIRECT LABOR COSTS:</b>			<b>\$1,515,310</b>	B	29,530
				C	50,800
				D	543,590
				E	8,380
				F	255,550
					<b>897,400</b>
				<b>TASK 3</b>	
				A	385,000
					<b>385,000</b>
				<b>TASK 4</b>	
				A	73,700
					<b>73,700</b>
				<b>TASK 5</b>	
				A	38,900
					<b>38,900</b>
				<b>TASK 6</b>	
					<b>53,600</b>
				<b>TOTAL</b>	<b>1,515,310</b>
					<b>1,515,310</b>

<b>DIRECT PROJECT EXPENSES</b>	
A. MATERIAL COSTS (BREAKDOWN ATTACHED)	12,500
B. TRAVEL & PER DIEM (BREAKDOWN ATTACHED)	79,680
C. OTHER SIGNIFICANT COSTS	<u>157,500</u>
TOTAL OF: A THROUGH C	<b>\$249,680</b>

**TOTAL HOURLY LABOR & EXPENSES NOT TO EXCEED MAXIMUM: \$1,765,000**

A:\Master\Marketing\Rates\Fee Breakdown-Est Man Hours

**WASTEWATER TREATMENT FACILITY PHASE I IMPROVEMENTS  
PRELIMINARY COST ESTIMATE**

Item	Description	Cost
1	Flow Equalization Basin	\$ 950,000
2	Transfer Pump Station	\$ 844,000
3	SBR	\$ 5,626,000
4	Lagoon Desludging & Disposal	\$ 300,000
5	Aerobic Digester	\$ 2,200,000
6	Biosolids Processing Facility	\$ 1,700,000
7	Disinfection	\$ 500,000
8	Recycled Water Storage Bank Stab. & Improv.	\$ 2,900,000
9	Misc. Equipment	\$ 250,000
10	Site Structures	\$ 1,030,000
11	Site Improvements and Yard Piping	\$ 1,700,000
	WWTP Construction Total	\$ 18,000,000
	Contingency (14%)	\$ 2,555,000
	Engineering - Design	\$ 1,765,000
	Engineering - Bidding - Construction Management	\$ 1,765,000
	Value Analysis and Value Engineering	\$ 225,000
	Environmental Report	\$ 125,000
	Wetland Mitigation	\$ 100,000
	Permitting	\$ 150,000
	Review Fees	\$ 15,000
	Administration & Legal	\$ 300,000
	<b>WWTF Total Project Cost Estimate - Phase 1</b>	<b>\$ 25,000,000</b>



## Exhibit B

### Molalla Wastewater System Improvemnts (198.00C)

Project Lead: Steve Major

Budget: Estimated: \$25,000,000 | Baseline: \$0 | Cost: Estimated: \$25,000,000

						2020			2021				2022				2023				2024																	
WBS	Task Name	Start	Finish	Duration (Months)	Cost	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct		
1	Administratrion & Legal	04.01.20	11.01.24	53	\$300,000																																	
2	Value Analysis	04.01.20	06.01.20	2	\$110,000																																	
3	Environmental Report	07.01.20	07.01.21	12	\$125,000																																	
4	Predesign Report	07.01.20	03.01.21	8	\$550,000																																	
5	Wetland Mitigation	02.01.21	06.01.21	4	\$100,000																																	
6	Value Engineering	03.01.21	06.01.21	3	\$115,000																																	
7	Design	06.01.21	06.01.22	12	\$1,015,000																																	
8	Permitting	11.01.21	05.01.22	6	\$150,000																																	
9	DEQ Review & Approval/ Final Contract Documents	05.01.22	08.01.22	3	\$215,000																																	
10	Bidding-Construction Contracts	08.01.22	11.01.22	3	\$60,000																																	
11	Construction Management	11.01.22	11.01.24	24	\$1,705,000																																	
12	Construction	11.01.22	11.01.24	24	\$18,000,000																																	
13	Contingency	05.01.24	11.01.24	6	\$2,555,000																																	

# City of Molalla

## City Council Meeting



### Agenda Category: Ordinances and Resolutions

**Subject:** Repeal of Chapter 21.02 Driveway Widths, 21.04 Sidewalks, and 21.06 Foundations

**Recommendation:** Adoption of Ordinance by City Council

**Date of Meeting to be Presented:** May 13, 2020

**Fiscal Impact:** N/A

**Background:**

Staff reviewed Title 21 Additional Regulations in the Molalla Municipal Code and has determined that Chapters 21.02, 21.04, and 21.06 are no longer needed. Standards for driveways and sidewalks are provided in the Public Works Standards, current Transportation Master Plan, Title 17 Development Code. Standards for location and placement of building foundations are provided in the Building Code administered by the Clackamas County Building Department. This repeal of the three chapters and reservation of the chapter numbers for future use is a house keeping item.

Recommended Motion: Adopt Ordinance 2020 – 06

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



**ORDINANCE NUMBER 2020 – 06**

**AN ORDINANCE OF THE CITY OF MOLALLA, OREGON  
REPEAL OF CHAPTER 21.02 DRIVEWAY WIDTH, CHAPTER 21.04  
SIDEWALKS, AND CHAPTER 21.06 FOUNDATIONS.**

**WHEREAS**, staff has reviewed and recommends under Title 21 that three sections of the municipal code, Chapters 21.02, 21.04, and 21.06 repealed in its entirety: and

**WHEREAS**, the Molalla City Council reviewed the three sections of code during the regularly scheduled meeting on May 13, 2020.

**Now, Therefore, the City of Molalla does ordain as follows:**

Section 1. Chapter 21.02 Driveway Width be repealed, and the chapter number reserved.

Section 2. Chapter 21.04 Sidewalks be repealed, and the chapter number reserved.

Section 3. Chapter 21.06 Foundations be repealed, and the chapter number reserved.

Section 2. Effective date. The effective date of the code revision will take place thirty (30) calendar days after adoption of the Ordinance.

Read the first time on **May 13, 2020** and moved to second reading by \_\_\_\_\_ vote of the City Council.

Read the second time and adopted by the City Council on **May 13, 2020**.

Signed by the Mayor on \_\_\_\_\_.

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

ATTEST:

\_\_\_\_\_  
Christie DeSantis, City Recorder

## **TITLE 21 ADDITIONAL REGULATIONS**

### **Chapter 21.02 DRIVEWAY WIDTH**

#### **21.02.010 Purpose.**

Driveways shall be monitored to ensure the existence of adequate access, while simultaneously limiting the amount of cut access space that exists to any one area. (Ord. 2010-15 §1; Ord. 2010-04 §1)

#### **21.02.020 Garage access widths.**

##### **A. Single-Car Garage.**

1. Minimum access width shall be 10 feet.
2. Maximum access width shall be 20 feet.

##### **B. Two-Car Garage.**

1. Minimum access width shall be 12 feet.
2. Maximum access width shall be 24 feet.

##### **C. Three or More Car Garages.**

1. Minimum access width shall be 14 feet.
2. Maximum access width shall be 28 feet. (Ord. 2010-15 §1; Ord. 2010-04 §1)

### **Chapter 21.04 SIDEWALKS**

#### **21.04.010 Purpose.**

Sidewalk criteria are established to reduce the confusion that is sometimes created as a result of City specifications and Americans with Disability Act (ADA) requirements. (Ord. 2010-15 §1; Ord. 2010-04 §1)

#### **21.04.020 Sidewalk criteria.**

A. All residential driveways and sidewalks through driveways shall have a nominal concrete thickness of 6 inches. Alley approaches and commercial driveways shall be a nominal thickness of 8 inches. The actual start of this would be below grade so you would not see 6 inches of asphalt above grade.

B. Concrete for commercial driveways, alley approaches, and the included sidewalk shall have a compressive strength of 4,000 pounds per square inch (PSI) after 28 days. Residential driveways, and including sidewalks, shall be class 3330 concrete.

C. Sidewalks shall include 1 or more tooled joints depending on the width of the approach or driveway.

D. For sidewalk details see Figure 21.04.020, Standard Drawing 00700-3.

E. When installing approaches adjacent to an existing roadway, remove and replace pavement as necessary to a 2-foot minimum width.

### **Chapter 21.06 FOUNDATIONS**

#### **21.06.010 Hub and tack.**

All foundations shall be hub and tacked by a registered land surveyor prior to building permit issuance. The City shall use this hub and tack as the official marker of the building. (Ord. 2010-15 §1; Ord. 2010-04 §1)

# City of Molalla

## City Council Meeting



### Agenda Category: Ordinances and Resolutions

**Subject:** DEQ CWSRF Loan Authorization

**Recommendation:** Council Approval

**Date of Meeting to be Presented:** May 13, 2020

**Fiscal Impact:** Sewer Fund, Sewer SDC Fund

**Background:**

As part of the Department of Environmental Quality (DEQ) application for a Clean Water State Revolving Fund (CWSRF) loan for the Wastewater Treatment Plant Upgrade project (#19-10), the City of Molalla is required to submit a Resolution of the City Council for the City Manager to negotiate and enter into the agreement. Once staff receives notification from DEQ that the application has been accepted, the Resolution and other necessary financial documentation will be submitted to DEQ to complete the loan application process. Staff recommends City Council adopt the attached Resolution 2020 – 08

Recommended Motion: Adopt Resolution 2020 – 08.

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



**RESOLUTION No. 2020 – 08**

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON TO  
AUTHORIZE A CLEAN WATER STATE REVOLVING FUND (CWSRF) LOAN  
FROM THE OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY TO  
FINANCE A PORTION OF THE COSTS OF THE WASTEWATER TREATMENT  
PLANT UPGRADE PROJECT (#19-10)**

WHEREAS, The Molalla City Council authorized the City Manager to file with the Department of Environmental Quality (DEQ) and application for a Clean Water State Revolving Fund (CWSRF) loan to provide funds for the design and construction of the Wastewater Treatment Plant Upgrade project (the “Project”); and

WHEREAS, on the basis of the City of Molalla’s application, DEQ is willing to issue a loan (the “Loan”) to the City of Molalla in the principal amount of \$27,500,000 to finance a portion of the design and construction costs of the Project; and

WHEREAS, in order to proceed with the Loan, the District needs to authorize the execution and delivery of the Loan Agreement and all other documents and instruments necessary to obtain the Loan and to further authorizing other actions; and

WHEREAS, the City of Molalla intends to dedicate revenue from the Sewer Enterprise Fund and Sewer System Development Charge Fund to cover the debt service and to establish any loan reserve requirement for the Loan Agreement.

**NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Molalla as follows:**

Section 1. The City of Molalla is hereby authorized to undertake the Loan. The City Manager is hereby authorized , empowered, and directed, for and on behalf of the City of Molalla, to negotiate the final terms and conditions of the Loan Agreement, to execute and deliver the terms and conditions of the Loan Agreement and all certificates, instruments, agreements, and documents necessary or appropriate in connection therewith, to pay all fees and expenses incurred in connection with the Loan and to do any and all other acts and things as are necessary or appropriate in order to obtain the Loan.

Section 2. The City officers and employees, acting pursuant to the instruction of the City Manager for the City of Molalla, are hereby directed to do any and all things

necessary or appropriate in order for the City of Molalla to obtain the Loan and to otherwise effectuate the purposes of this Resolution. Any and all such actions previously taken by such officers or managers are hereby ratified and confirmed.

Section 3. This Resolution shall be effective upon adoption.

Duly adopted by Molalla City Council the 13<sup>th</sup> day of May 2020.

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Mayor, Keith Swigart

ATTEST the 13<sup>th</sup> day of May 2020

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Christie DeSantis, City Recorder

# City of Molalla City Council Meeting



## Agenda Category: Ordinances and Resolutions

**Subject:** Consideration of Planning Department Fee Resolution 2020-09

**Recommendation:** Approve Resolution 2020-09

**Date of Meeting to be Presented:** May 13, 2020

**Fiscal Impact:** The proposed fee resolution will recover more Planning administrative costs associated with reviewing development permits.

**Background:**

Attached Resolution 2020-09 repeals the former Planning Department fee schedule from 2013. Upon evaluating the 2013 fees, staff found that the Planning Department was not recovering administrative staff costs associated with reviewing development permits. Furthermore, Molalla's fees are considerably lower than most peer cities. Staff reviewed fees for these peer cities:

- Canby
- Estacada
- Oregon City
- Sandy
- Silverton
- Woodburn; and
- Clackamas County

Staff discussed the proposed fee schedule in a City Council Work Session on April 22, 2020. Some City Council members were concerned that two fees may be too high for Molalla residents. In response to that discussion, staff reduced the proposed tree fee from \$50 to \$25. In addition, staff reduced the proposed "Historic Designation or Removal fee from \$2,000 to \$1,000.

SUBMITTED BY: Alice Cannon, Planning Director  
APPROVED BY: Dan Huff, City Manager





## RESOLUTION NUMBER 2020-09

### A RESOLUTION OF THE CITY OF MOLALLA, OREGON. REPEALING RESOLUTION 2013-17 AND ESTABLISHING APPROPRIATE ADMINISTRATIVE PLANNING DEPARTMENT CHARGES.

**WHEREAS,** City of Molalla had established a Resolution that incorporated a fee schedule for all departments; and

**WHEREAS,** The City of Molalla determined the fee schedule is an inaccurate way to track and impose various fees; and

**WHEREAS,** City staff have now separated the fee schedule per each department to better meet the needs of the City.

**Now, Therefore, the City of Molalla Resolves as follows:**

**Section 1.** Planning fees adopted in prior Resolutions are removed and superseded by this resolution.

**Section 2:** The Planning Department Administrative Fees are established in attached Exhibit "A."

**Section 3.** Effective immediately upon passage.

Adopted this 13<sup>th</sup> day of May 2020.

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Mayor Keith Swigart

ATTEST:

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Christie DeSantis, City Recorder

## Molalla Planning Department Fees

<b>Building Permit Plan Reviews</b>	
Application Type	Proposed Fee
<b>Residential</b>	
Single Family Residence or Accesory Dwelling Unit	\$400.00
Duplex	\$500.00
Multifamily	\$575 + \$75 per unit up to 20 units; \$15 per unit over 20 units.
Accessory Buildings, Non-Living Space	\$100.00
Non-Exempt Remodels Not Increasing Square Footage	\$200.00
Residential Additions	\$200.00
<b>Non-Residential</b>	
0-5,000 Square Feet	\$400.00
5,001-10,000 Square Feet	\$500.00
10,001-50,000 Square Feet	\$750.00
50,001-100,000 Square Feet	\$850.00
More than 100,000 Square Feet	\$1,000.00
Parking Lot/Paving/Landscaping	\$350.00
Tenant Improvements and Remodels Not Increasing Square Footage	\$400.00
<b>Demolitions</b>	<b>\$100.00</b>

<b>Land Use Applications</b>	
<b>Application Type</b>	<b>Proposed Fee</b>
<b>Adjustment</b>	\$500.00
<b>Annexation</b>	<b>Base Fee:</b> \$3500 Plus \$3,000 deposit if election required Plus \$7,000 deposit for State review
<b>Appeal</b>	<b>Type II:</b> \$250 <b>Type III:</b> \$1,000
<b>Code Interpretation Application</b>	<b>Type I:</b> \$500 <b>Type II:</b> \$1,000 <b>Type IV:</b> \$3,000
<b>Comprehensive Plan Amendment</b>	\$3,500.00
<b>Conditional Use</b>	\$2,500.00
<b>Historic Designation or Removal</b>	\$1,000.00
<b>Master Plan</b>	<b>Concept Plan</b> - \$3000 <b>Detailed Development Plan</b> - \$1500 <b>Site Design Review</b> - \$1500
<b>Modification</b>	<b>Type I:</b> \$200 <b>Type II:</b> \$750 <b>Type IV:</b> \$3,000
<b>Nonconforming Use</b>	\$1,500.00
<b>Partition (Type II)</b>	<b>Preliminary Plat:</b> \$1500 <b>Final Plat:</b> \$300
<b>Property Line Adjustment</b>	\$500.00
<b>Site Design Review</b>	<b>Type II:</b> \$1,500 <b>Type III:</b> \$3,000
<b>Subdivision -- Final Plat</b>	\$500.00
<b>Subdivision -- Preliminary Plat</b>	\$3,000.00
<b>Temporary Use</b>	\$400.00
<b>Variance</b>	\$2,500.00
<b>Zone Change</b>	\$3,000.00

Page 2 – Exhibit “A” of Resolution 2020-09

<b>Miscellaneous</b>	
<b>Application Type</b>	<b>Proposed Fee</b>
Addressing	\$50.00
LUCS Review for State Permit	\$200.00
Pre-Application Meeting	Type II: \$400 Type III: \$750
Sign	\$75.00
Tree Removal	\$25.00

Page 3 – Exhibit “A” of Resolution 2020-09