



**AGENDA**  
**\*\*ADDENDUM\*\***

**MOLALLA CITY COUNCIL MEETING**  
**January 11, 2023**  
**7:00 PM**  
**Molalla Civic Center**  
**315 Kennel Ave, Molalla, OR 97038**

*Mayor Scott Keyser*

*Council President Jody Newland*  
*Councilor Crystal Robles*  
*Councilor Eric Vermillion*

*Councilor Leota Childress*  
*Councilor Terry Shankle*

**WORK SESSION begins at 6:30pm:** Open to the Public, but not open to Public Comment or Testimony

**REGULAR COUNCIL MEETING begins at 7:00pm:** Open to the Public and open to Public Comment or Testimony. Please fill out a comment card and submit it to the City Recorder, prior to the beginning of the meeting.

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*In accordance with House Bill 2560, the City of Molalla adheres to the following practices:  
Live-streaming of the Molalla City Council Meetings are available on Facebook at “Molalla City Council Meetings – LIVE” and “Molalla City Council Meetings” on YouTube.  
Citizens can submit Public Comment in the following ways: attend the meeting, email the City Recorder @ [recorder@cityofmolalla.com](mailto:recorder@cityofmolalla.com) by 4:00pm on the day of the meeting, or drop it off at City Hall, 117 N. Molalla Avenue.*

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

**2. ROLL CALL**

**3. CONSENT AGENDA**

- A. City Council Meeting Minutes – December 14, 2022.....Pg. 3
- B. Work Session Meeting Minutes – December 14, 2022.....Pg. 17

**4. PRESENTATIONS, PROCLAMATIONS, CEREMONIES**

- A. Swearing – In of Councilors and Councilor Elect
- B. Council President Appointment
- C. Council Chamber Liaison Appointment
- D. Council Library Liaison Appointment
- E. Council Parks CPC Liaison Appointment
- F. Council Police Facility CPC Liaison Appointment
- G. Council Beautification & Culture CPC Liaison Appointment
- H. Council Molalla River School District Board Liaison Appointment
- I. Council C4 Liaison and Alternate Appointment

**5. PUBLIC COMMENT & WRITTEN COMMUNICATIONS**

*(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.)*

- A. Public Comment/Citizen Concern: Ron Higginbotham.....Pg. 18

**6. PUBLIC HEARINGS**

**7. ORDINANCES AND RESOLUTIONS**

- A. Resolution No. 2023-01: Electing to use the Sequential Urban Growth Boundry Amendment Process in ORS 197.626(3).....Pg. 22

**8. GENERAL BUSINESS**

- A. Contract Award: On-Call Paving.....Pg. 25
- B. Amendment to Personnel Policy – Section V – K..... Pg. 27

**9. STAFF COMMUNICATION**

**10. COUNCIL COMMUNICATION**

**11. ADJOURN**



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## Minutes of the Molalla City Council Meeting

Molalla Civic Center  
315 Kennel Ave., Molalla, OR 97038  
December 14, 2022

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### **CALL TO ORDER**

The Molalla City Council Meeting of December 14, 2022 was called to order by Mayor Scott Keyser at 7:00pm.

### **COUNCIL ATTENDANCE**

Present: Mayor Scott Keyser, Council President Jody Newland, Councilor Elizabeth Klein, Councilor Leota Childress, Councilor Terry Shankle, and Councilor Eric Vermillion.

Absent: Councilor Crystal Robles.

### **STAFF IN ATTENDANCE**

Dan Huff, City Manager; Christie Teets, City Recorder; Mac Corthell, Community Development Director; Andy Peters, Public Works Division Manager; Chauncey Seifried, Finance Director; Cindy Chauran, Senior Accountant; Chris Long, Police Chief; and Bobby Call, Lieutenant.

### **CONSENT AGENDA**

- A. City Council Meeting Minutes – November 9, 2022
- B. Joint City Council and Planning Commission Meeting Minutes – November 16, 2022
- C. Canvass of Election Results: Clackamas County November 2022 General Election

*A motion was made by Councilor Childress to approve the Consent Agenda as presented. Vote passed 6-0, with all Councilors voting Aye.*

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

- A. OTAK Update – New Police Facility

Mr. Joshua Dodson with OTAK gave a Police Facility update to Council. Mr. Dodson explained to Council that a Request for Proposal for services when out to the general public, and over twenty (20) contractors showed up for the mandatory meeting. From the twenty, eight (8) qualified contractors presented proposals. The contractors were scored by qualifications, fees, etc. The firm scoring the highest was P & C Construction, earning 134 of 150 points. Mr. Dodson made a recommendation to Council, to allow the City Manager to enter into a contract with the firm.

### **PUBLIC COMMENT**

- A. Mike Simmons – Public Comment and Documents Submitted

**Mike Simmons, Colton resident**, submitted materials to the City Recorder for Public Comment that are provided in the meeting packet. Mr. Simmons spoke to Council about the joint Work Session between City Council and Planning Commission that was held on November 16, 2022. He shared his comments regarding Urban Growth Boundaries and the presentation by DLCDC.

### **PUBLIC HEARINGS**

None.

### **ORDINANCES AND RESOLUTIONS**

- A. Ordinance No. 2022-04: Amending Molalla Municipal Code Chapter 5.20 Show Licenses to Chapter 5.20 Special Event Licenses and Amending the Language

Staff presented the original Ordinance with suggested changes, along with the amended (clean) version. Council had two small amendments to the Ordinance. In Section 2 – 5.20.010 Application, Councilor Childress requested that the word “protest” be

changed to “public demonstration”. In the same section, Councilor Klein requested that the word “shows” be changed to “events”. City Recorder Teets acknowledged both changes.

***Councilor Childress made a motion to hold the First Reading of Ordinance No. 2022-04 with the amendments. Vote passed 6-0, with Councilor Vermillion, Councilor Shankle, Councilor Childress, Councilor Klein, Council President Newland, and Mayor Keyser voting Aye.***

***Council President Newland made a motion to hold the Second Reading and Adoption of Ordinance No. 2022-04. Vote passed 6-0, with Councilor Vermillion, Councilor Shankle, Councilor Childress, Councilor Klein, Council President Newland, and Mayor Keyser voting Aye.***

## **GENERAL BUSINESS**

### **A. Contract Award: New Police Facility Contractor**

City Manager Huff explained to Council that the contract amount being request at this time is \$38,000. He also stated that the contract had been reviewed by City Attorney, Chad Jacobs.

***A motion was made by Council President Newland to authorized the City Manager to sign the contract and negotiate as necessary. Vote passed 6-0, with all Councilors voting Aye.***

City Manager Huff and Chief Long thanked the Council, stating that they were looking forward to working with P & C Construction.

### **B. Long Park Gazebo**

City Manager Huff shared his concerns with Council about the shape of the gazebo at Long Park. The gazebo has been being used inappropriately for some time now. The integrity of the building is compromised and is not ADA compliant. There has been discussion about saving the structure, however, that involves a hefty fee.

Councilor Shankle asked if the concrete would be removed as well. Mr. Huff answered yes, that the decommissioning will happen in phases. Councilor Childress is bothered by the gazebo being removed from the community, when a few members of the public are misusing the structure. Council President Newland asked about reinforcing the structure. Community Development Director Corthell explained that due to being a public structure, it would need engineering design work done, then go out for a public contract. He felt the cost of restructuring the gazebo would be the same as building a new gazebo. Councilor Klein shared that sometimes structures move beyond their useful life. Her concern was the safety of the structure, and that perhaps it is better to start over.

***Councilor Vermillion made a motion to authorize the City Manager to remove the gazebo at Long Park. Vote passed 6-0, with all Councilors voting Aye.***

### **C. City of Molalla Personnel Handbook Update**

Finance Director Seifried introduced the updated Personnel Handbook. She explained that a few areas of the Handbook pertain to City Council members. Those sections will be discussed at the January 21, 2023 Goal Setting Conference.

***A motion was made by Councilor Childress to adopt the City of Molalla Personnel Handbook. Vote passed 6-0, with all Councilors voting Aye.***

### **D. City Manager Report**

Mr. Huff shared a half-yearly report with Council that shows what the City and Council have accomplished during the year. The Mayor and Council were pleased with the amount of work that has been completed.

## **STAFF COMMUNICATION**

- Community Development Director Corthell shared his Director report. He explained to Council that the two trees that were taken down in Long Park were done so upon the advisement of an arborist. The arborist stated that the trees wer

dead and should be taken down before they fell down. Mayor Keyser wanted to know if city employees performed the work or if an arborist did. Mr. Corthell stated that an arborist and his employees did the work.

- PW Division Manager Peters had nothing to report.
- Lieutenant Call had nothing to report.
- Police Chief Long thanked the Council for all of the support that they have received in their first year as Chief and Lieutenant. Chief Long also thanked the Council for approving the continued work on the new police facility, and is looking forward to working with P & C Construction.
- City Recorder Teets announced that at the January 11, 2023 meeting Councilors Childress and Shankle, and Councilor-Elect Botsford will be sworn in. Ms. Teets thanked Council for adopting Ordinance No. 2022-04. She also shared her thanks to Councilor Klein for all of her support over the last several years.
- Senior Accountant Chauran had nothing to report.
- Finance Director Seifried had nothing to report, however thanked Councilor Klein for her service.
- City Manager Huff thanked Councilor Klein for supporting City staff over the years.

### **COUNCIL COMMUNICATION**

- Councilor Vermillion announced meeting dates and times for MRSD Board and the Chamber. Toni Child, Oregon Outreach School - Molalla site director contacted Councilor Vermillion about speaking to students.
- Councilor Shankle gave her thanks to Councilor Klein for all of her contributions to the community of Molalla.
- Councilor Childress invited the community to sing Christmas Carols at Fox Park the coming weekend. Councilor Childress shared her heartfelt thanks to Councilor Klein. She commended her for the amazing art that has been brought to the community.
- Council President Newland gave an update on the recent joint meeting between Beautification & Culture and the Parks CPC's. Water bottle fillers, garbage cans, and benches are key items that the committees are researching. She thanked Councilor Klein for sharing her knowledge, as well as for caring for our community.
- Mayor Keyser announced where community members could receive a free Christmas tree. Mayor Keyser commended City staff for all of the work that has been done over the year. He thanked the Community Development Department, the Chief and Lieutenant especially, as they are each finishing their first years in new roles. Mayor Keyser thanked the community for voting in the election. Mayor Keyser gave his personal thanks to Councilor Klein for taking him under her wing, when he first became Mayor.
- Councilor Klein shared that when Mayor Hogge asked her to fill a position on Council years ago, she was skeptical about what she was getting into. She thanked her fellow Council members and staff for placing their trust in her, and that she appreciated being a part of the many projects and changes over the last several years.

[For the complete video account of the City Council Meeting, please go to YouTube "Molalla City Council Meetings – December 14, 2022"](#)

### **ADJOURN**

Mayor Keyser adjourned the meeting at 8:15pm.

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Scott Keyser, Mayor

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Date

ATTEST:

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Christie Teets, City Recorder



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

**To:** Honorable Mayor & City Council

**From:** Community Development Director, Mac Corthell

**Date:** December 14, 2022

**Re:** Monthly Community Development Report

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## LAND USE & PERMITTING

### **Planning and Land Use Application Statistics:**

#### **New Apps 7/01/22 – 11/21/22**

- Type I BP Apps – 9
- Type I Other Apps – 57
- Type II Apps – 4
- Type III Apps New– 0
- Type IV Apps – 1
- Final Plat – 0
- Pre-App Requests - 9

#### **Approvals 7/01/22 – 11/21/22**

- Type I BP Apps – 11
  - Residential Units – 212
  - Com/Ind Sq Ft – 0
- Type I Other Apps – 51
- Type II Apps – 1
- Type III Apps – 6
- Type IV Apps – 0
- Final Plat – 0
- Pre-Apps Held - 7

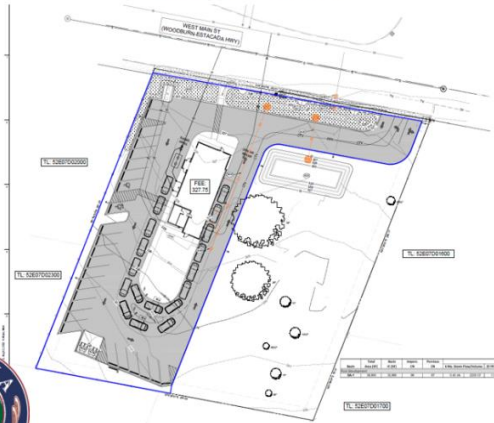
#### **Open Apps 12/14/22**

- Type I BP Apps – 6
- Type I Other Apps – 3
- Type II Apps – 4
- Type III Apps – 0
- Type IV Apps – 1
- Final Plat – 4
- Pre-Apps Pending - 3



**Significant Land Use Approvals November/December 2022:**

**Site Plan**

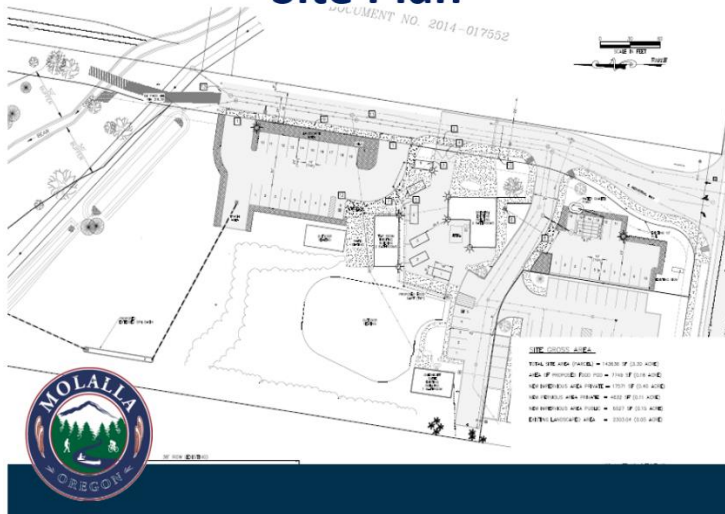


**Building Design**



**SDR02-2022/CUP04-2022 – Dairy Queen – 1522 W Main St**

**Site Plan**



**Site Location**



**SDR05-2022/CUP03-2022 – Mobile Food Pod – 1400 Fountain Way**

**Legislative Amendments In-Process:**

- Mural Code – PC Review Completed 11/2/22
  - Staff incorporating comments and revising for presentation to City Council
- Sidewalk Code – Staff initiated risk review for public sidewalks
  - Feedback received from City Attorney’s Office on 12/7/22
  - City Attorney’s Office drafting code amendments to ensure the greatest protection against liability under the law
- Public Parking Lots - Council reviewed current regulations and directed staff to amend
  - Third priority in legislative amendments, no drafting work done yet

## LONG-TERM PLANNING

### Housing Needs Analysis and Production Strategy:

- Funding: DLCD Grant Received to Fund Project, \$5k City Match.
- Purpose: HB 2003 Compliance, Background Study for Sufficiency of Urban Growth Boundary.
- Deliverables: Amendments to Comprehensive Plan and Development Code.
  - Updated Buildable Lands Inventory, Housing Inventory & Needs Analysis, Housing Production Strategy.
- Status:
  - Housing Needs Analysis
    - Proposed Final Draft Incorporating Comments from Technical Advisory Committee Received and Under Final Review by City Staff.
  - Housing Production Strategy
    - Public Outreach – Survey on Molalla Current
    - Public Outreach – Townhall Scheduling

### Urban Growth Boundary

- Sequential Expansion
  - Requires DLCD to approve a work plan that results in UGB expansion to meet 20-year land need.
  - Work plan to be developed and adopted after Housing Needs Analysis
  - Work plan will include:
    - Adoption of measures to meet 20-year housing land need/Housing production strategies
    - Employment opportunities analysis
    - Assessing growth potential of land contiguous to current UGB
    - Identifying land to be included in new UGB to meet 20-year land need

### Upcoming Long-Term Planning Initiatives:

- Parks Master Plan – Beginning in FY22-23 (current year) and expected completion in FY23-24
- Stormwater Master Plan – Beginning in FY22-23 (current year) and expected completion in FY23-24

### Completed Projects:

2022 DLDC Class on UGB expansion presented at joint PC/CC meeting on 11/16/22  
 2022 Updated all Land Use & Permitting Forms, Made Fillable, and Organized on Website  
 2022 Provided Land Use & Permitting class to Realtors Association

## CODE ENFORCEMENT

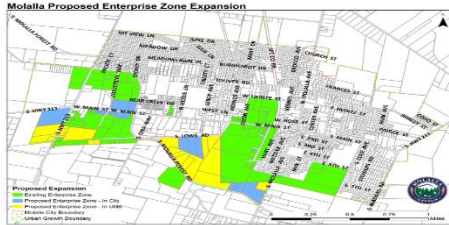
### Code Case Statistics:

<u>7/1/22 – 12/14/22</u>	<u>7/1/22 – 12/14/22</u>
<ul style="list-style-type: none"> <li>• New Complaints - 41</li> <li>• Current Open Cases – 51               <ul style="list-style-type: none"> <li>○ Open Cases Initial Letter - 35</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Cases Closed – 24               <ul style="list-style-type: none"> <li>○ No Violation – 4</li> <li>○ Compliance – 8</li> <li>○ Referred - Other Agency – 12</li> </ul> </li> </ul>

## Neighborhood Livability Program:

- The NLP has been focused on due diligence and foundation work for a potential Code Services Officer
  - The position is under review by Finance and, if financially viable, will be presented to the City Council for approval or denial as the Council sees fit.

## ECONOMIC DEVELOPMENT

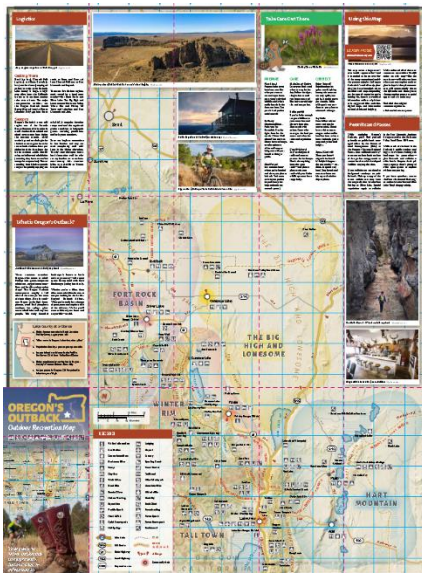


### Completed Projects:

- 2022 Enterprise Zone Boundary Expansion (see map ←)
- 2022 Wayfinding Kiosks & Map
- 2022 Destination Ready Grant (Kiosks)
- 2022 Kiosk Art Contest
- 2022 Travel Oregon Destination Assessment

## Beautification & Culture CPC:

- **Mural Code Project**
  - Draft provided to Planning Staff
  - PC reviewed at 11/2/22 PC Meeting
  - Staff working final draft for Council review and approval/denial!
- **2023 Clackamas County Cultural Coalition Grant Application**
  - Members of the CPC submitted grant application to purchase Winter themed banners for Downtown!
  - See Example banners to the right →



## Travel Oregon Destination Ready Action Project:

- Map product is partially developed, final review expected in January – February in 2023!
- **This project made possible by our partners:**
  - Mt. Hood Territory (Clack Co Tourism)** who applied for and administered this Destination Ready process on behalf of the city.
  - Travel Oregon** who funded the Destination Ready grant and has been a major partner in providing consultants, and staff to bring this project home.

## Economic Development Web Page Update!

- Completion of the Enterprise Zone Expansion triggered the next phase in the City's Economic Development program evolution... a valuable, viable web presence!

## PUBLIC & PRIVATE INFRASTRUCTURE PROJECTS

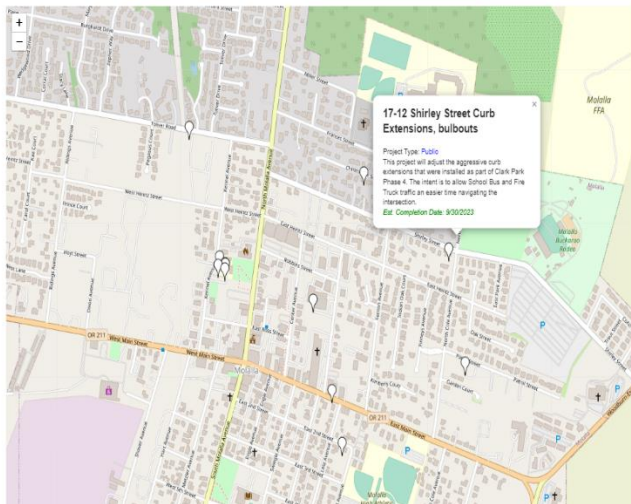
### New Public Facing Project Map on the Current!

The new project map is live! PW Div Mgr, Andy Peters, developed this map product and worked closely with the City's various digital hosting and platform partners to get this thing out to the public. Please help spread the word that it's here!

#### Public Improvement Projects Map



This page provides an interactive project map with flags for each public project currently underway in Molalla. Hovering over a project flag will provide more information, and the 'Questions' tool below can be used to ask project related questions.



#### Current Public Projects



##### Housing Needs Analysis & Production Strategy

Determines the types and amounts of housing in Molalla, informs on the Urban Growth Boundary.

[View Project](#)



##### Molalla's Water System

Learn about the system, the projects, the plans, and ask your questions!

[View Project](#)



##### OR-213 Improvement Projects

Traffic Impacts and Information on the improvement projects along OR-213.

[View Project](#)



##### Public Improvement Projects Map

This page provides an interactive project map with flags for each public project currently und...

[View Project](#)

### New Projects

#### 22-34 Engineering Process Development **New!**

*This project is aimed at modernizing the City's Engineering process to meet the needs of future development up to the 25,000 population mark.*

#### 22-33 Clark Park Sports Field Improvements **New!**

*This project will perform due diligence and design work for potential sports field complex at Clark Park. This does not mean the city will certainly be building fields at Clark Park, but will weigh the costs and benefits of potential sports field development.*

#### 22-32 Parks Master Plan **New!**

*This project will update the city's outdated parks and trails master plan. The planning process will utilize community input to identify park improvement projects that will continue to improve the city's parks system in an orderly, community focused manner. Additionally, the new plan may carry recommendations for code amendments to ensure the city is obtaining sufficient parkland to serve the growing populace.*

#### 22-31 Stormwater Master Plan **New!**

*This project updates the city's outdated stormwater master plan in order to meet the lifecycle best practices of master planning (current plan adopted in 2003), new regulatory requirements (Mercury TMDL), and identify projects*

to cure trouble stormwater management areas (flooding areas) and continue to grow the city's stormwater infrastructure in a methodical/orderly fashion.

22-30 WWTP Aeration Bypass Engineering **New!**

*This project constitutes the planning and execution of the Aeration Basin Bypass due to failure of its asphalt lining in October 2022.*

22-29 Water Intake Structure Reconstruction **New!**

*In 1995 a new water intake structure was built for Molalla intended to meet the needs of the community for the next 30 years. The following year there was a flood that wiped out the new structure. An emergency intake structure was built just downstream, which has been in service ever since. However, the River has slowly moved to the South, leaving this Emergency intake without the ability to adequately ensure access to drinking water. This Project will move the intake back upstream, and deeper into the water, in such a way that future movements of the river will have a low risk of affecting its ability to function. This project requires DHS, Army Corps, and DEQ Review.*

22-28 Wellhead Evaluation and Aquifer Storage and Recovery (ASR) Feasibility Study **New!**

*This project is part of the comprehensive look at the City's Drinking Water Source, along with the Water Intake Structure and New 2.0 MG Reservoir projects. The Well owned by the City will be TV inspected, pumped clean and tested, and if viable, be explored as an underground aquifer that can be used for ASR, which is a technique of storing water underground during winter months for summer use. A successful ASR well would provide a secondary water source for the City. The City is also applying for Grants to assist with the costs of these studies, which will be tracked with this Project Number.*

## **Open Projects & Goals for FY22-23:**

22-34 Engineering Process Development

Goal: Begin in FY22-23, complete in FY23-24

22-33 Clark Park Sports Fields Improvement

Goal: On hold for completion of Parks Master Plan

22-32 Parks Master Plan

Goal: Begin in FY22-23, complete in FY23-24

22-31 Stormwater Master Plan

Goal: Begin in FY22-23, complete in FY23-24

22-30 WWTP Aeration Bypass Engineering

Goal: (Emergency Project) Assess options, Develop Plan, Budget, Reassess

22-29 Water Intake Structure Reconstruction

Goal: Task Order, Begin Preliminary Engineering Work

22-28 Wellhead Evaluation and Aquifer Storage & Recovery Feasibility Study

Goal: On hold, begin wellhead assessment in FY23-24

- 22-27 Summer Irrigation Capacity Expansion Plan  
Goal: Finalize Plan
- 22-26 Establishing a Temperature Allocation for Molalla in the Willamette TMDL  
Goal: Consultant Assisting – Provide Comment on all Rule Making
- 22-24 Water Distribution System Pressure Zoning and PRV Installation  
Goal: Complete Design
- 22-23 Fifth Street Duplex with Storm and Alley Improvements  
Goal: Private Project
- 22-22 On Call Paving Services (Road Maintenance Resurfacing Program)  
Goal: Contract for 5-year Paving Agreement
- 22-21 Section St Rehabilitation  
Goal: On-hold for Engineering and Staff Capacity
- 22-19 Molalla Forest Road Resurfacing and Reopening  
Goal: On hold for Engineering and Staff Capacity
- 22-18 Wooden Streetlight Pole Replacements (with PGE Option A)  
Goal: N/A Tracking Only
- 22-17 Sewer Pipe Lining 2022 (Toliver, S. Molalla)  
Goal: Complete Project
- 22-16 Coffee Shop (31330 OR 213)  
Goal: Private Project
- 22-14 Odot ADA Ramps along HWY 211  
Goal: N/A Tracking Only
- 22-13 Goodwill  
Goal: Private Project
- 22-12 RWUP Update for New Coleman Field  
Goal: On hold awaiting plan completion from project 22-27

- 22-11 River Meadows Subdivision  
Goal: Private Project
- 22-09 1000 W. Main St (Affordable Apartments)  
Goal: Private Project with Public Contribution for upsized improvements
- 22-07 Cascade Place Apartments  
Goal: Private Project with Public Contribution for upsized improvements
- 22-04 New 2.0 MG Tank at Water Treatment Plant  
Goal: Property Acquisition
- 22-02 501 E Main Street - C Store  
Goal: Private Project
- 21-10 Molalla Civic Center Improvements  
Goal: Phase I Complete, Awaiting CDBG Grant for FY23-24
- 21-09 Chief Yelkus Park  
Goal: Finalize Design, get engineered cost estimates
- 21-02 Molalla Forest Road  
Goal: Finalize Design
- 21-01 Bartell Partition & Development (Patrol Street)  
Goal: Private Project
- 20-07 Strawberry Park  
Goal: Complete
- 20-03 Eckerd Ave, 2nd St, Lola Ave Sewer and Water line replacement  
Goal: Complete
- 20-01 Colima Apartments  
Goal: Private Project
- 19-10 WWTP Upgrade  
Goal: Complete Design, Secure Funding, Out for Bid

- 19-04 Cascade Center Commercial Development  
Goal: Private Project with Public Contribution for upsized improvements
  
- 18-16 Hix Tractor Supply Store  
Goal: Private Project
  
- 18-08 OR 213 / Toliver Roundabout  
Goal: Complete Design Conflicts, Fund Conflict Resolution, Public Information Campaign
  
- 18-04 Biosolids Removal  
Goal: Remove as much as possible without upsetting treatment process
  
- 17-20 Sawyer Truck Repair  
Goal: Private Project
  
- 17-12 Shirley Street Curb Extensions  
Goal: Complete

**Completed Projects:**

- 22-25 City Hall Police Dept HVAC Replacement (Emergency)
  
- 22-20 Toliver at Trinity Estates Water Main Replacement, and Sidewalk Improvement
  
- 22-15 Mercury TMDL Implementation Plan
  
- 22-10 WWTP Interim Capacity Determination – Balancing the need for development with existing WWTP Capacity
  
- 22-06 CIP & SDC Update
  
- 22-03 Shaver St. @ OR-211 Repair
  
- 22-01 City Hall Sewer Main Repair (Emergency)
  
- 21-14 City Hall Reader Board
  
- 21-11 Fox Park Play Equipment Improvements
  
- 21-08 150 Miller St – private development
  
- 21-06 Scandia Waterline Replacement



- 21-04 City Hall Upstairs Remodel
- 21-03 Water CIP Rates and SDC Study
- 20-05 Clark Park Pathway
- 20-04 Shops/WWTP/Elementary School Waterline
- 20-02 643 N Molalla Ave – private development
- 19-13 Dollar General – private development
- 19-09 OR 211 / Molalla Signal
- 19-07 Molalla Forest Road Bridge Phase II
- 18-14 City Shops Decant Facility
- 17-15 WTP Filters and Telemetry
- 17-04 ODOT, OR-211 Bike/Ped path

## **PUBLIC WORKS MAINTENANCE**

***New Public Works Utility 1  
Worker Hired!***

***Please help City Staff in  
welcoming Brandon Lamm to  
the team!***

***Brandon is already working and  
learning with Molalla Public  
Works, he brings with him an  
old-fashioned work ethic, and  
experience working with public  
utilities.***





***There's a new sidewalk in town!***

***After PW Maintenance Crews spent several hours mitigating the water main break at Toliver and Leroy, they also managed the replacement and brought to management's attention the need for a sidewalk in this location.***



***Long Park – Public Works Crews assist a Contract Arborist in removing two dead – dangerous – trees from Long Park on Wednesday 12/4/22***



**Minutes of the Molalla City Council Work Session**

**Molalla Civic Center  
315 Kennel Ave., Molalla, OR 97038  
December 14, 2022**

**CALL TO ORDER**

The Molalla City Council Work Session of December 14, 2022 was called to order by Mayor Scott Keyser at 6:00pm.

**COUNCIL ATTENDANCE**

Mayor Scott Keyser, Council President Jody Newland, Councilor Leota Childress, Councilor Elizabeth Klein, Councilor Terry Shankle, and Councilor Eric Vermillion.

Absent: Councilor Crystal Robles

**STAFF IN ATTENDANCE**

Dan Huff, City Manager; Christie Teets, City Recorder; Mac Corthell, Community Development Director; Andy Peters, Public Works Division Manager.

**DISCUSSION ITEMS**

- A. ODOT Roundabout – Hwy. 213 and Toliver Road

Presenters include Kelly Martin, Kately Jackson, and Paul Scarlett. The ODOT team is partnering with the City of Molalla on this project. Documents can be found on the City website and on the Molalla Current.

[For the complete video account of the City Council Meeting, please go to YouTube "Molalla City Council Work Session -DATE"](#)

**ADJOURN**

Mayor Keyser adjourned the Work Session at 6:24pm.

\_\_\_\_\_  
Scott Keyser, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Christie Teets, City Recorder



City of Molalla – Administration Office  
117 N Molalla Avenue | PO Box 248 | Molalla, Oregon 97038  
Phone: (503) 829-6855 Fax: (503) 829-3676

### Citizen Concern/Inquiry Form

Name of Citizen: Ron Higginbotham

Address/Email: 1820 Toliver Rd

Phone Number: (503) 829-4016

**Report Regards:**

- City of Molalla Employee: YES \_\_\_\_\_ NO X  
Employee's Name (if known) \_\_\_\_\_
- A City of Molalla Policy or Procedure: YES X NO \_\_\_\_\_
- General Report YES \_\_\_\_\_ NO \_\_\_\_\_

Date of the incident: \_\_\_\_\_

Time of the incident: \_\_\_\_\_

Location of the incident: \_\_\_\_\_

Who else may have witnessed the incident: \_\_\_\_\_

**DESCRIPTION (Attach additional sheets if necessary):**

I propose that the city ordinance regarding farm animals inside city boundaries match what the Clackamas County Zoning requires. Molalla's ordinance 6.08.020 mainly refers to large farm animals, where CC zoning section 821 (attached) includes fowl inside urban areas. Section 821 also limits the number of fowl to 6 and their young up to 12 weeks old and prohibits roosters or peacocks, where Molalla's ordinance doesn't make any discrimination to quantities. (More attached)

Signature: Ron Higginbotham Date: 20 DEC 2022

Please return to City Hall or email to [cityrecorder@cityofmolalla.com](mailto:cityrecorder@cityofmolalla.com)

**For Internal Use Only:**

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Reviewed by City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_ Taken By: \_\_\_\_\_ Date: \_\_\_\_\_

As Molalla has grown and the density of many neighborhoods has increased it makes sense to place limitations on fowl and rabbits. Without appropriate rules in place, and published to the citizens, situations will occur pitting neighbor vs neighbor and creating problems for the enforcement (police dept).

I have highlighted the sections in the CC Ordinance that I propose are adopted in Molalla.

**821 LIVESTOCK**

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821.01 STANDARDS

Livestock shall be subject to the following standards:

- A. Livestock shall not be kept for commercial purposes.
- B. Livestock shall be properly caged or housed, and proper sanitation shall be maintained at all times.
- C. All livestock food shall be stored in rodent-proof receptacles.
- D. The keeping of swine is prohibited, except that the keeping of swine commonly referred to as Miniature Vietnamese, Chinese or Oriental pot-bellied pig (*sus scrofa vittatus*) is permitted, subject to the following standards:
  - 1. The maximum height of each swine is 18 inches at the shoulder, and the maximum weight of each swine is 95 pounds.
  - 2. The swine shall be spayed or neutered.
  - 3. No more than two such swine may be kept on a lot of record for any period in excess of three calendar days.
- E. The minimum lot size for the keeping of cows, horses, and similar large livestock is one acre. Each of these animals, other than their young under the age of six months, shall be provided a minimum of 25,000 square feet of usable barn or pen area.
- F. Each goat, miniature horse, or sheep, other than their young under the age of six months, shall be provided a minimum of 10,000 square feet of usable barn or pen area.
- G. Roosters, peacocks, and any other fowl known for its loud call are prohibited. Other types of fowl, as well as rabbits, may be kept, subject to one of the following options:
  - 1. Hutches, coops, barns, or pens for any number of rabbits or fowl shall be located a minimum of 100 feet from any dwelling other than the dwelling of the owner of the subject property; or
  - 2. A maximum of six rabbits or fowl, other than their young under the age of 12 weeks, are allowed in hutches, coops, barns, or pens located behind the building line of the dwelling and a minimum of five feet from all lot lines.

CLACKAMAS COUNTY ZONING AND DEVELOPMENT ORDINANCE

- a. All animal byproducts and waste shall be kept a minimum of five feet from all lot lines.
- b. Hutches, coops, barns, and pens shall be enclosed on those sides that are not otherwise screened from adjacent lots by a sight-obscuring fence, wall, or hedge a minimum of six feet in height.

[Amended by Ord. ZDO-224, 5/31/11; Amended by Ord. ZDO-268, 10/2/18]



## CITY OF MOLALLA

### Staff Report

### Agenda Category: Resolutions

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

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**January 11, 2023**

**From: Mac Corthell, Community Development Director**  
**Approved by: Dan Huff, City Manager**

**SUBJECT:** Resolution 2023-01, Electing to use the sequential UGB amendment process in ORS 197.626(3)

**FISCAL IMPACT:** Reduced cost by allowing for pre-scheduled studies to apply to UGB Amendment Process.

**RECOMMENDATION/RECOMMEND MOTION:** Adopt.

**BACKGROUND:**

- In Oregon, a city's UGB is required to provide enough land to meet the housing, employment, schools, infrastructure, roads, parks, and green space needs of the city based on the projected population for a 20-year planning period.
  - Molalla's UGB has not been formally analyzed since it was set in the 1980's, and a draft Housing Needs Analysis in 2022 has shown that there is a significant land deficit for needed housing over the next 20 years. The land deficit identified through the HNA will almost certainly be compounded as the other land need items (e.g. employment land, park land, etc.) are analyzed.
- Molalla is required to adopt a Housing Needs Analysis (HNA) and Production Strategies (HPS) in accordance with HB2003, but to do so Molalla must take steps to meet the identified housing need.
  - The Urban Design of Molalla has several flaws related to historical factors, these mainly consist of zoning designations that create use conflicts and result in other infrastructure related challenges.
- The best way to reconcile these use conflicts while meeting the requirement to address housing is to rezone some misplaced industrial and/or commercial properties as residential, then proceeding to adopt the necessary land to meet whatever need remains.
  - However, this cannot be done unless the employment land need is known because DLCD will not approve of rezoning employment land unless they can be certain a deficit will not result.
- Based on these concerns, City Staff is proposing a process that would allow the city to determine and adopt the residential land need, determine, and adopt the employment land need, determine and adopt the public land needs (parks, roads, infrastructure, greenspace), amend the UGB, then rezone to help deconflict the urban design to the greatest extent possible.
  - The sequential UGB amendment process allows the city to take a comprehensive approach without having to perform a comprehensive analysis, thus enabling utilization of individual analyses as they are completed and spreading the work and costs out over a period of years.





## RESOLUTION NO. 2023-01

### **A RESOLUTION OF THE CITY OF MOLALLA, OREGON ELECTING TO USE THE SEQUENTIAL URBAN GROWTH BOUNDARY AMENDMENT PROCESS IN ORS 197.626(3)**

**WHEREAS,** The Urban Growth Boundary (UGB) of cities in Oregon must be based on the appropriate 20-year population forecast per OAR 660-024-0040; and

**WHEREAS,** The UGB must provide for needed housing, employment, public facilities, streets, schools, parks, and open space to meet the land need requirements of Statewide Planning Goal 14 and serve the forecasted population over the 20-year planning period per OAR 660-024-0040; and

**WHEREAS,** A city of more than 2,500 population expanding its UGB by more than 50 acres may request and coordinate with the Director of the Department of Land Conservation and Development (DLCD) to parse work tasks in a manner that allows DLCD to approve or remand those tasks sequentially per ORS 197.626(3); and

**WHEREAS,** The City of Molalla has a current population of 10,229 and recently completed a draft Housing Needs Analysis that shows a 20-year housing land need of more than 100 acres; and

**WHEREAS,** The City of Molalla's existing UGB has not been analyzed or expanded since 1980, more than 42-years ago; and

**WHEREAS,** OAR 660-025-0185(2) requires a joint written election by the City and County to utilize the sequential UGB amendment process.

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

**Section 1.** The City of Molalla elects to utilize the Sequential UGB Amendment Process as provided in ORS 197.626(3) and OAR 660-025-0185.

**Section 2.** City Staff is directed to prepare and submit a “notice of election to use the sequential review process” in accordance with OAR 660-025-0185 to Clackamas County for concurrence, then to DLCD for finalization and approval.

**Section 3.** The City Manager is authorized to sign all documents necessary to give effect to this resolution.

**Section 4.** This resolution is effective upon signature by the Mayor.

**Signed this 11<sup>th</sup> day of JANUARY 2023.**

\_\_\_\_\_  
Scott Keyser, Mayor

ATTEST:

\_\_\_\_\_  
Christie Teets, City Recorder



## CITY OF MOLALLA

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

### Staff Report

### Agenda Category: General Discussion

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**Agenda Date:** January 11, 2023

**From:** Adam Shultz, PW's Maintenance Manager

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

**SUBJECT:** Project 22-22, On-Call Paving Services

**FISCAL IMPACT:** \$250,000.00 (annually)

**RECOMMENDATION/RECOMMEND MOTION:** To approve the Contract for an On-Call Paving Contractor as the responsible responsive bidder.

**BACKGROUND:** The City of Molalla requires asphalt pavement (AC) restoration services. The City searched for a qualified Contractor to provide such services on a long-term, as-needed basis for the repair of AC pavement on City streets and other paved areas. The City expects to award a one-year Contract with the option to extend the Contract for up to four (4) additional one-year terms. If the option to extend the Contract is exercised by the City, the unit costs will / may be escalated based on the ENR Construction Cost Index (Seattle). The Contractor is expected to provide all materials and services that will fulfill or exceed the requirements and conditions set forth.

The successful bidder shall provide pavement repair services on an as-needed basis as assigned by authorized City of Molalla Personnel. The locations that will be assigned for repair services consist of local, collector and arterial roadways and other paved areas. The City will provide the Contractor with a list of pavement restoration areas by the end of each month, and the Contractor will have until the end of the following month to complete the work. All work must be approved by the City of Molalla Public Works Department prior to acceptance for ownership and operation. Once repair services have been accepted (for ownership and operation) a two-year warranty for craftsmanship and materials will begin prior to acceptance for maintenance by the City. This project appears on the Capital Improvement Plan as "The RESURFACING CIP" though the contractor will contribute to other services and projects as needed.

**RECEIVED BIDS:** See attached document for the cost break down.

**Roy Houck Construction – Successful Bidder**

Eagle-Elsner Inc.

North Santiam Paving

S-2 Contractors Inc.

Brix Paving Northwest Inc.

**BID TABULATION**

Unit Price Proposal Items			PROPOSER:	PROPOSER:	PROPOSER:	PROPOSER:	PROPOSER:	AVERAGES:
Item	Description	Unit	Roy Houck Construction LLC Unit Price	Eagle-Elsner Unit Price	North Santiam Paving Unit Price	S-2 Contractors Inc. Unit Price	Brix Paving Northwest Inc. Unit Price	Unit Price
1	2-Inch AC Surface Grind	SF	\$1.10	\$1.30	\$2.90	\$30.00	\$5.50	\$8.16
2	2-Inch AC Inlay	SF	\$2.05	\$2.40	\$3.85	\$20.00	\$5.50	\$6.76
3	2-Inch AC Overlay	SF	\$2.05	\$2.40	\$3.40	\$20.00	\$5.50	\$6.67
4	AC Leveling Course (Overlay Preparation)	TON	\$160.00	\$175.00	\$360.00	\$300.00	\$410.00	\$281.00
5	Existing AC Removal (2" AC Depth)	SF	\$1.25	\$1.30	\$1.10	\$4.00	\$3.00	\$2.13
6	Existing AC Removal (4" AC Depth)	SF	\$2.20	\$2.00	\$1.95	\$6.00	\$6.00	\$3.63
7	Existing AC Removal (6" AC Depth)	SF	\$3.40	\$3.00	\$2.45	\$8.00	\$9.00	\$5.17
8	Existing AC Removal (8" AC Depth)	SF	\$4.50	\$5.00	\$3.00	\$10.00	\$12.00	\$6.90
9	Existing Crushed Rock Base Removal	CY	\$95.00	\$150.00	\$148.00	\$100.00	\$450.00	\$188.60
10	Crushed Rock Base Installation	TON	\$74.00	\$105.00	\$85.00	\$200.00	\$285.00	\$149.80
11	4-Inch AC Paving (2, 2-Inch Lifts)	SF	\$4.50	\$4.70	\$7.65	\$20.00	\$11.00	\$9.57
12	6-Inch AC Paving (3, 2-Inch Lifts)	SF	\$6.70	\$7.00	\$11.50	\$30.00	\$16.50	\$14.34
13	AC Crack Seal	LF	\$6.00	\$2.00	\$1.50	\$10.00	\$10.00	\$5.90
14	AC Sawcutting (2" AC Depth)	LF	\$1.25	\$4.00	\$1.00	\$4.00	\$10.00	\$4.05
15	AC Sawcutting (4" AC Depth)	LF	\$2.20	\$5.00	\$1.25	\$6.00	\$20.00	\$6.89
16	AC Sawcutting (6" AC Depth)	LF	\$3.40	\$6.00	\$1.75	\$9.00	\$30.00	\$10.03
17	AC Sawcutting (8" AC Depth)	LF	\$4.50	\$7.00	\$2.30	\$12.00	\$40.00	\$13.16

RFPs Received: 12-7-2022  
 The Dyer Partnership Engineers & Planners, Inc.  
 Project No. 198.00



## CITY OF MOLALLA

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

### Staff Report

### Agenda Category: General Business

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**Agenda Date:** January 11, 2023

**Approved by: Dan Huff, City Manager**  
**By: Chaunee Seifried, Finance Director**

**SUBJECT:** Personnel Policy Manual

**FISCAL IMPACT:** N/A

**RECOMMENDATION/RECOMMEND MOTION:** To Approve Update

**BACKGROUND:** The City recently adopted the Personnel Manual and wants to update language for better clarification under Inclement Weather Section V. K. on page 54.

Additions to the Policy Manual are presented in red.

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis.

Employees who are unavailable to report for work because they have been sent to jail or prison may not use sick leave or vacation time to cover the absence, and may be subject to disciplinary action, including termination.

#### J. Political Activity

Employees may engage in political activity except to the extent prohibited by Oregon law when on the job during working hours. This means that employees cannot:

- Be required to give money or services to aid any political committee or any political campaign;
- Solicit money or services (including signatures) to aid or oppose any political committee, nomination or election of a candidate, ballot measure or referendum, or political campaign while on the job during working hours (this is not intended to restrict the right of City of Molalla employees to express their personal political views); or
- Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.

#### K. Bad Weather/Emergency Closing

Except for regularly scheduled holidays identified by the City of Molalla (see "Holidays" section, above), City of Molalla is open for business on Mondays through Fridays during normal business hours. If there are circumstances beyond our control, such as inclement weather, a national crisis, or other emergencies that make one or more of our office locations inaccessible for all or part of a regularly scheduled workday, the City Manager (or his/her designee) will decide whether to and to what extent the City of Molalla will close, and the City will have supervisors contact the affected employees.

In the event of extreme bad weather, we recognize that each employee's ability to safely reach work may be different. If you cannot safely report to work in such circumstances, you should contact your manager. If staff cannot reach the office and are able to serve City of Molalla from home, you should do so subject to approval by your manager or supervisor. If weather does not permit you to come to work, **the office is closed**, or you leave early due to inclement weather, you are expected to use vacation or compensatory time, you will not be paid by the City of Molalla for these hours. Safety and a trustworthy approach are your guides. **Closures do not apply to CCPOA or Teamster employees. Please refer to your bargaining agreement.**

#### M. Driving While on Business

Employees using a private or City vehicle to conduct City of Molalla's business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized City of Molalla business use should make any necessary arrangements with their insurance carriers.

The City of Molalla may verify the validity of your driver's license and/or your driving record at the time of hire and at any point during your employment. Once you are employed with City of Molalla, we may receive automated reports from the Department of Motor Vehicles (DMV). The reports notify City of Molalla when there are transactions on your driving record such as speeding tickets and citations.