



AGENDA

MOLALLA CITY COUNCIL MEETING
March 22, 2023
7:00 PM
Molalla Civic Center
315 Kennel Ave, Molalla, OR 97038

Mayor Scott Keyser

Council President Jody Newland
Councilor Terry Shankle
Councilor Eric Vermillion

Councilor Leota Childress
Councilor Crystal Robles
Councilor RaeLynn Botsford

WORK SESSION begins at 6:00pm: 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.

*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 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. Meeting Minutes – March 8, 2023..... Pg. 3

4. PRESENTATIONS, PROCLAMATIONS, CEREMONIES

A. Public Works Employee Recognition – Mitchell Jasper..... Pg. 23
B. Budget Committee Applicant – Darci Lightner..... Pg. 24
C. OLCC Permit Request..... Pg. 26

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.)

6. PUBLIC HEARINGS

7. ORDINANCES AND RESOLUTIONS

A. Resolution No. 2023-02: Updating Public Contracting Rules (Corthell)..... Pg. 30

8. GENERAL BUSINESS

A. City Manager Contract Renewal Announcement
B. CPI Rate Increase Discussion..... Pg. 35
C. Civic Center Surplus Pg. 36

9. STAFF COMMUNICATION

10. COUNCIL COMMUNICATION

11. ADJOURN

Agenda posted at City Hall, Library, and the City Website at <http://www.cityofmolalla.com/meetings>. This meeting location is wheelchair accessible. Disabled individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-829-6855.



Minutes of the Molalla City Council Meeting

Molalla Civic Center
315 Kennel Ave., Molalla, OR 97038
March 8, 2023

CALL TO ORDER

The Molalla City Council Meeting of March 8, 2023 was called to order by Mayor Scott Keyser at 7:16pm.

COUNCIL ATTENDANCE

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

STAFF IN ATTENDANCE

Dan Huff, City Manager; Christie Teets, City Recorder; Chris Long, Police Chief.

APPROVAL OF AGENDA

Approved as presented.

CONSENT AGENDA

- A. Meeting Minutes – February 22, 2023
- B. Library Meeting Minutes (June 2022) and Library Director's Report

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

EXECUTIVE SESSION ANNOUNCEMENT

Mayor Keyser made the following announcement:

Previous to regular session, City Council held an Executive Session pursuant to Oregon Public Record Law, ORS 192.660(2):

- (i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.

No decisions were made at this meeting.

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

- A. Library Board Member Introduction (Hadley)

Library Director Hadley introduced Kevin Effinger to Council. Mr. Effinger is requesting appointment to the Library Board. Director Hadley stated that with his appointment, the Library Board would be complete. Mr. Effinger has been a citizen of Molalla for over ten years, and would like to give back to his community. He is also a library fan, and felt this would be a good fit for him.

A motion was made by Councilor Botsford to appoint Mr. Effinger to the Library Board, seconded by Councilor Robles. Vote passed 7-0, with all Councilors voting Aye.

- B. OLCC Permit Request – Center Market

Mr. Sony Signh, Salem resident, submitted an OLCC Permit request for his store that is opening soon. The store is Center Market, at 501 E. Main.

A motion was made by Council President Newland to approve the OLCC Permit, seconded by Councilor Childress. Vote passed 7-0, with all Councilors voting Aye.

PUBLIC COMMENT

Joe Herrera, district of Meadowbrook, is very concerned about the residential zoning in Molalla. He would like to see more single family homes opposed to multi-family homes in the form of apartments. He expressed his frustration to Council, and requested that they look closely at the zoning plan while making decisions for the community.

PUBLIC HEARINGS

None.

ORDINANCES AND RESOLUTIONS

- A. Ordinance No. 2023-03: Amending Molalla Municipal Code, Chapter 2.06 Hearings Bodies and Their Duties, Article III. Planning Commission

The First Reading of Ordinance No. 2023-03, was held at the February 22nd City Council meeting. Vote passed with a vote of 6 Ayes and 1 Nay.

A motion was made by Council President Newland to hold the Second Reading of Ordinance No. 2023-03, by title only. Seconded by Councilor Vermillion. Vote passed 5-2. Councilors voting Aye: Mayor Keyser, Council President Newland, Councilor Shankle, Councilor Vermillion, and Councilor Robles. Councilors voting Nay: Councilor Childress and Councilor Botsford.

A motion was made by Council President Newland to adopt Ordinance No. 2023-03 by title only, seconded by Councilor Vermillion. Vote passed 5-2. Councilors voting Aye: Mayor Keyser, Council President Newland, Councilor Shankle, Councilor Vermillion, and Councilor Robles. Councilors voting Nay: Councilor Childress and Councilor Botsford.

GENERAL BUSINESS

- A. Town Hall Announcement – April 18, 2023 (Council)

Council President Newland described the Community Conversation that was discussed at a few Work Session. It is a less formal Town Hall style of meeting, for citizens to come and meet Councilors, ask questions, and get to know them. City Manager Huff informed Council that Community Development Director Corthell has a brief presentation on the Housing Needs Analysis that he would like to present on April 18th, as well.

Councilor Newland shared a conversation that she had recently with a citizen who felt it would be important for Councilors to go where the people are. Discussion of multiple locations for Meet & Greets took place. A few ideas were parks, churches, and civic organizations.

Mr. Huff shared that Foothills Community Church requested a meet and greet with City staff, as Foothills has had a large staff change recently. Mr. Huff stated that it would include himself, Mr. Corthell, and Chief Long.

- B. City Council Goals 2023 (Huff)

A motion was made by Councilor Robles to approve City Council Goals 2023, seconded by Councilor Childress. Vote passed 7-0, with all Councilors voting Aye.

- C. Draft Public Camping Ordinance (Huff/Long)

City Manager Huff explained to Council and citizens that adopting a camping ordinance was not an idea by City staff, but something that is required by State Law, House Bill 3115. Mayor Keyser and Mr. Huff gave Council the opportunity to discuss it that evening, or save it for a future Work Session. Councilor Childress expressed an interest in discussing it that evening. She distributed copies of suggested edits that she made to the draft ordinance. (Attached to these meeting minutes.)

Councilor Childress expressed a desire to strike all of Section 4 a and b, pertaining to the Molalla Sheltering Facility. City Manager Huff explained that it is necessary to keep the language as it relates to House Bill 3115. He did agree that it could be edited to ‘a’ sheltering facility opposed to ‘the’ sheltering facility.

Councilor Childress stated that homeless folks have a right to camp wherever they want. Mr. Huff explained that it is the City’s right to place time, place, and manner restrictions on public camping. City staff is suggesting no camping in Fox Park or Long Park. Mr. Huff explained that the ordinance is not just for individuals choosing to camp, that it is for citizens wanting to use the parks.

Councilor Newland agreed to the edits suggested in defining the camping areas and that Section 4 should state ‘a’ sheltering facility opposed to ‘the’ sheltering facility. Council directed staff to make necessary changes and bring it to a future meeting in ordinance form.

D. Personnel Policy Handbook Update (Teets)

City Recorder Teets explained that an additional update to the Personnel Policy had been brought to the City’s attention by CIS. She requested that future updates to the policy be placed as a Consent Agenda item, Council agreed.

A motion was made by Council President Newland to approve the update, seconded by Councilor Shankle. Vote passed 7-0, with all Councilors voting Aye.

STAFF COMMUNICATION

- City Manager Huff announced that Molalla Communications is funding a Pickle Ball court that is scheduled to be built in Long Park. Mr. Huff appreciates the partnership with MCC. Mr. Huff expressed the importance of citizens that see something, say something. Recently there was vandalism in Strawberry Park that was witnessed. Unfortunately it was not called in to the non-emergency police line. He and Councilor Newland encouraged more citizen involvement.
- City Recorder Teets apologized to Council for not bringing the Budget Committee applicant to this meeting, and assured them that she will invite the applicant to the March 22nd meeting.
- Police Chief Long announced that interviews for a Lateral Officer position took place recently. One candidate has been selected to move forward. Chief Long and Community Development Director Corthell are creating curriculum for the Code Enforcement Officer. He shared that stakeholders in the community met to work on updating the Emergency Operations Plan. It is out of date, and the Chief is looking forward to the plan being updated.

COUNCIL COMMUNICATION

- Councilor Vermillion shared details regarding the next MRSD board meeting.
- Councilor Shankle had nothing to report.
- Councilor Childress had nothing to report.
- Council President Newland presented new hobbies to our community. There are using the parks, helping with fundraising, and becoming familiar with Oregon State Legislature websites.
- Councilor Robles had nothing to report.
- Councilor Botsford announced the Chamber of Commerce is hosting a meeting the following morning with a speaker that will present on small business and customer service.
- Mayor Keyser thanked City staff for their work on the meeting.

[For the complete video account of the City Council Meeting, please go to YouTube “Molalla City Council Meetings – March 8, 2023”](#)

ADJOURN

Mayor Keyser adjourned the meeting at 8:35pm.

Scott Keyser, Mayor

Date

ATTEST:

Christie Teets, City Recorder

Ordinance No. 2023-0X: Public Camping Regulations

ORDINANCE NUMBER 2023-04

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MOLALLA, OREGON,
REGULATING CAMPING ON PUBLIC PROPERTY AND PROHIBITING CAMPING IN CERTAIN
AREAS; AND DECLARING AN EFFECTIVE DATE

WHEREAS, The City of Molalla desires to allow individuals and families that are temporarily experiencing the effects of homelessness to camp in relatively safe and sanitary locations while they are actively seeking access to stable and affordable housing; and,

WHEREAS, The City desires to establish codes related to camping in the City to allow for legal camping during reasonable time periods, while protecting sensitive areas of the City that are disproportionately impacted by the negative effects of such activity; and,

WHEREAS, The City desires to discourage camping in areas where such activities fundamentally undermine the public's ability to use that public property for its intended purpose and create unsafe and unsanitary living conditions, which can threaten the general health, welfare and safety of the City and its inhabitants; and,

WHEREAS, The City encourages the active participation of all concerned persons, organizations, ~~businesses~~businesses, and public agencies to work in partnership with the City and the homeless community to address the short- and long-term impacts of homelessness in the community.

NOW, THEREFORE, THE CITY OF MOLALLA ORDAINS AS FOLLOWS:

Section 1. TITLE. This Ordinance shall be known as the Camping on Public Property Ordinance of the City of Molalla.

Section 2. PURPOSE. It is found and declared that:

- A. From time-to-time persons establish campsites on sidewalks, public rights-of-way, under bridges, and ~~so forth;~~ in other areas not designed for camping (or not designated as campsites).

- B. Such persons, by such actions create unsafe and unsanitary living conditions which pose a threat to the peace, health, and safety of themselves and the community;
- C. Camping, lying, or sleeping on a playground or sports field fundamentally undermines the public's ability to use that public property for its intended purpose;
- D. Camping, lying, or sleeping on rights of way, or in a manner that obstructs sidewalks prevents the public's ability to use that public property for its intended purpose and can in some situations result in imminent threats to life;
- E. These regulations are meant strictly to regulate the use of publicly owned property, and are not intended to regulate activities on private property; and
- F. The enactment of this provision is necessary to protect the peace, health, ~~and~~ and safety of the City and its inhabitants.

Section 3. DEFINITIONS. As used in this Ordinance, the following terms and phrases shall have the meaning set forth herein:

"Camp" or "Camping" means to pitch, erect, create, use, or occupy camp facilities for the purposes of habitation, as evidenced by the use of camp paraphernalia.

"Campsite" means any place where one or more persons have established temporary sleeping accommodations by use of camp facilities and/or camp paraphernalia.

"Camp Facilities" include, but are not limited to, tents, bivouacs, huts, other temporary or portable shelters, and vehicles or recreation vehicles as defined by ORS.

"Camp Paraphernalia" includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, hammocks, or other sleeping matter, or non-city designated cooking facilities and similar equipment.

"Fire" includes, but is not limited to, open flames, recreational fires, burning of garbage, bonfires, or other fires, flames, or other sources of heat.

"Natural area" means any land designated as natural resource area or wetland as identified on the City of Molalla Zoning Map, including all riparian areas associated with Bear Creek, Creamery Creek, and Shorty's Pond.

"Parking Lot" means a developed location that is designated for parking motor vehicles, whether developed with asphalt, concrete, gravel, or other material.

"Public Property" means any real property, land or structure owned, leased, or managed by a public agency, including utility easements. A public agency includes, but is not limited to the City of Molalla, Clackamas County, and Oregon Department of Transportation.

"Public rights-of-way" means all City-owned or controlled rights-of-way, whether in fee title or as a hold of a public easement for right-of-way or public access purposes. Public rights-of-way include but are not limited to any public road, street, sidewalk, or private street or other property that is subject to a public access easement dedicated or ~~grated~~ granted to the City for vehicular, pedestrian, or other means, and any planter strip or landscape area located adjacent to or contained within streets that is part of the public right-of-way.

"Store" or "Storage" means to put aside or accumulate for use when needed, to put for safekeeping, and to place or leave in a location.

"Park Areas" means publicly owned grounds operated under the supervision of the City of Molalla whether within or outside of the corporate limits of the City of Molalla providing outdoor passive and active recreation opportunities.

Section 4. PROHIBITED CAMPING. This section's regulations are meant strictly to regulate the use of public property within the City of Molalla and are not intended to regulate activities on private property.

~~A. When the Molalla Sheltering Facility is open, all camping on Public Property, including Park Areas, is prohibited.~~

~~B. When the Molalla Sheltering Facility is at capacity, or if an individual has been denied access, and except as otherwise expressly authorized by the City of Molalla Municipal Code, it shall be unlawful for any persons to establish or occupy a campsite at any time on the following Public Property:~~

- ~~1. Park Areas and Public Property within the Downtown District, including Sally Fox Park, as shown in Exhibit A;~~
- ~~2. Identified Natural Areas; and~~
- ~~3. On sidewalks in a manner reducing the clear, continuous sidewalk width of less than five feet.~~

C. Fires are prohibited in all Park Areas and on Public Property.

D. Except as expressly authorized by the City of Molalla Municipal Code, it shall be unlawful for any person to camp or maintain a campsite on any Public Property ~~during the hours of 7:00 a.m. to 9:00 p.m. from dawn to dusk, the open period of~~ Molalla Public Parks.

E. Except as expressly authorized by the City of Molalla Municipal Code, it shall be unlawful for any person to store personal property, including camp facilities and camp paraphernalia, on any Public Property ~~during the hours of 7:00 a.m. to 9:00 p.m. from dawn to dusk, the open period of~~ Molalla Public Parks.

F. Except as expressly authorized by the City of Molalla Municipal Code, it shall be unlawful to knowingly leave personal property unattended on Public Property ~~during the hours of 7:00 a.m. to 9:00 p.m. from dawn to dusk.~~ Personal property left unattended ~~may~~ will be removed and disposed by the City, in accordance with State law.

G. Notwithstanding the provisions of this Chapter, the City Manager or designee may temporarily authorize camping or storage of personal property on public property by written order that specifies the period of time and location:

1. In the event of emergency ~~circumstances;~~circumstances.
2. In conjunction with a special event permit; or Ordinance No. 2023-0X: Public Camping Regulations
3. Upon finding it to be in the public interest and consistent with City Council goals and policies.

Section 5. PENALTIES AND ENFORCEMENT.

A. Violation of any provisions in this Ordinance is a Class D violation pursuant to ORS 153.019. Each day that a violation occurs will be considered a separate offense.

B. In addition to any other penalties that may be imposed, any campsite used for overnight sleeping in a manner not authorized by this Ordinance or other provisions of this code shall constitute a public nuisance and may be abated in accordance with State law.

Section 6. SEVERABILITY. If any court of competent jurisdiction declares any Section of this Ordinance invalid, such decision shall be deemed to apply to that Section only and shall not affect the validity of the Ordinance as a whole or any part thereof other than the part declared invalid.

Section 7. EFFECTIVE DATE. This Ordinance shall become effective thirty (30) days after its adoption by the City Council of the City of Molalla, Clackamas County, Oregon and its approval by the Mayor; specifically, MONTH DAY YEAR.

Councilor Childress – Recommended changes to proposed ORDINANCE NUMBER
2023-04 Public Camping Regulations

Page 1, Section 2. A.

Change ‘so forth’ to ‘in other areas not designed for camping ‘or ‘not designated as campsites’.

Page 3, Definitions –

Public rights-of-way... public access easement dedicated or **grated**. I believe that should be **granted**.

Store or Storage... insert ‘**and**’ to place or leave...

Page 3, section 4.A. and B.

Strike all reference to **the Molalla Sheltering Facility**. Mayor Keyser and some of my fellow Councilors are in favor of closing down sheltering facilities, so much so that he has joined the Mayors of Sandy and Estacada in this effort.

Building this section around the existence of a sheltering facility would be moot if sheltering facilities were disallowed.

IF Council chooses to keep the reference to sheltering facilities, change the reference to “a sheltering facility”.

Strike **Paragraph A** in its entirety. Not everyone is suited to sleeping indoors in a crowded room. They should not have to forego their right to sleep outside.

Subparagraph B. Permitted camping should not be disallowed under any circumstances. If a sheltering facility is at maximum capacity, the individual has no

place to stay. If an individual has been denied access to a sheltering facility, they have no place to stay. An individual may be denied access to a sheltering facility for a number of various reasons that have nothing to do with their right to camp on public property.

This section opposes the intent of the ordinance “to allow individuals and families that are homeless to camp”.

Paragraphs D, E, & F: Strike “during the hours of 7am to 9pm” and make it “from dawn to dusk, the open period of Molalla Public Parks”.

Paragraph F: Change “may be removed” to “will be removed”. If an individual abandons their personal belongings on public property, they have given up possession of the belongings.

PENALTIES AND ENFORCEMENT – Although I have no suggestions for an alternative, we all know that it is futile to impose a fine of \$115/day on a homeless individual who has no money to pay such fines.



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: February 22, 2023
Re: Monthly Community Development Report

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LAND USE & PERMITTING

Planning and Land Use Application Statistics:

New Apps 7/01/22 – 02/07/23

- Type I BP Apps – 12
- Type I Other Apps – 77
- Type II Apps – 6
- Type III Apps New– 1
- Type IV Apps – 3
- Final Plat – 0
- Pre-App Requests - 18

Approvals 7/01/22 – 2/07/23

- Type I BP Apps – 14
 - Residential Units – 212
 - Com/Ind Sq Ft – 0
- Type I Other Apps – 73
- Type II Apps – 2
- Type III Apps – 6
- Type IV Apps – 0
- Final Plat – 0
- Pre-Apps Held - 12

Open Apps 2/7/23

- Type I BP Apps – 4
- Type I Other Apps – 1
- Type II Apps – 1
- Type III Apps – 1
- Type IV Apps – 5
- Final Plat – 4
- Pre-Apps Pending - 6

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
 - Staff implementing input received at 2/7/22 public hearing.
 - Revised HNA to be resubmitted upon approval of Sequential UGB process.
 - Housing Production Strategy
 - Public Outreach – Survey on Molalla Current
 - Public Outreach – Townhall Scheduling

Urban Growth Boundary

- Sequential Expansion
 - Status: Sequential Election Notice submitted to County for Concurrence
 - Next Steps:
 - Submit Sequential Election with Concurrence and Draft Work Plan to DLCD
 - Finalize work plan with DLCD
 - Adopt Housing Needs Analysis
 - Seek Grant Funding for Employment Opportunities Analysis

Upcoming Long-Term Planning Initiatives:

- Parks Master Plan – RFP in work
- Stormwater Master Plan – RFP to be posted on 2/27/22
- Emergency Operations Plan – Consultant hired, preliminary staff meetings begin 2/23/22

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 – 2/7/23</u>	<u>7/1/22 – 2/7/23</u>
<ul style="list-style-type: none">• New Complaints - 49• Current Open Cases – 55<ul style="list-style-type: none">○ Open Cases Initial Letter - 39	<ul style="list-style-type: none">• Cases Closed – 30<ul style="list-style-type: none">○ No Violation – 7○ Compliance – 9○ Referred - Other Agency – 14

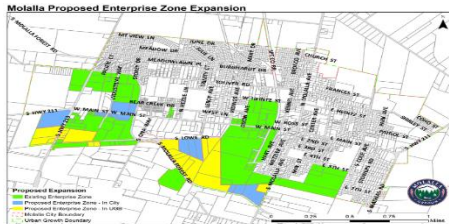
Neighborhood Livability Program:

- 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.

City of Molalla Now Hiring a Code Compliance Specialist!

- This position was developed through a cooperative effort between Molalla Police Department and Molalla Community Development Department.
 - The City Council has approved the position!
 - Full recruitment can be found on the City of Molalla website under “Your Government – Job Openings”

ECONOMIC DEVELOPMENT

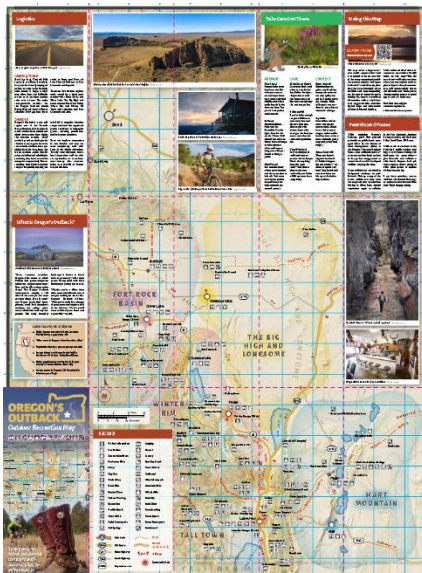


Completed Projects:

- 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:

- Spring Clean Up and Citywide Garage Sale
 - B & C CPC Discussing Details and Management.
 - Molalla Current Page to be Developed.



Travel Oregon Destination Ready Action Project:

- Map product is partially developed, final review expected This month!
- **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

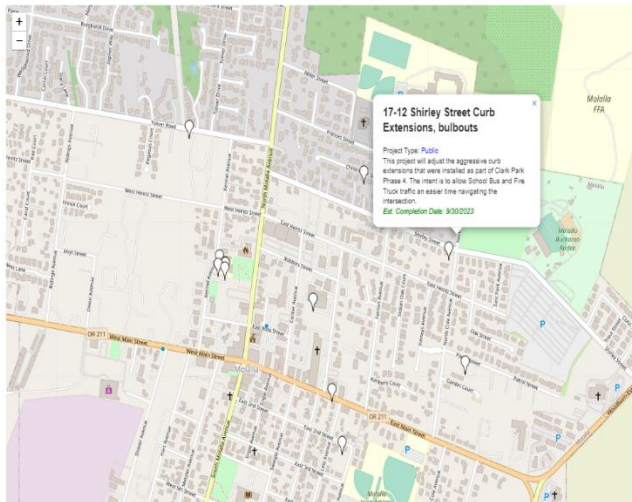
New Public Facing Project Map on the Current!

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](#)

Project List

Number

Project Name

Notes

23-03

Molalla Petroleum 710 E Main Street

Private

23-02

Emergency Operations Plan (EOP) Update

In Work – Preliminary Meetings 2/23/23

23-01

Disk Golf at Ivor Davies

In Work – Seeking CC Approval 2/22/23

22-36

Lead and Copper Water Service Inventory

On Hold

22-35

Water Treatment Plant Auto Shutdown Upgrade

In Work – Awaiting Materials

<u>22-34</u>	Engineering Process Development	In Work – Process Review w/Consultant
<u>22-33</u>	Clark Parks Sports Field Improvements	On Hold – Awaiting Parks Master Plan
<u>22-32</u>	Parks Master Plan	In Work – Developing RFP
<u>22-31</u>	Stormwater Masterplan	In Work – RFP posting on 2/27/23
<u>22-30</u>	WWTP Aeration Bypass Engineering	In Work – Awaiting Materials
<u>22-29</u>	Water Intake Structure Reconstruction	On Hold – Restart in FY23/24
<u>22-27</u>	Summer Irrigation Capacity Expansion Plan	In Work – Plan Development
<u>22-26</u>	Establishing a Temperature Allocation in the Willamette TMDL	In Work – Providing Info & Comment
<u>22-24</u>	Water Distribution System Pressure Zoning and PRV Installation	In Work - Design
<u>22-23</u>	Fifth Street Duplex with Storm and Alley Improvements	Private
<u>22-22</u>	On Call Paving Services (Road Maintenance Resurfacing Program)	In Work – Begins FY23/24
<u>22-18</u>	Wooden Streetlight Pole Replacements (with PGE Option A)	In Work – PGE Project
<u>22-17</u>	Sewer Pipe Lining 2022 (Toliver, S. Molalla)	Complete
<u>22-16</u>	Coffee Shop (31330 OR 213)	Private
<u>22-14</u>	Odot ADA Ramps along HWY 211	In Work – ODOT Project
<u>22-13</u>	Goodwill	Private
<u>22-11</u>	River Meadows Subdivision	Private
<u>22-09</u>	1000 W. Main St (Affordable Apartments)	Private
<u>22-08</u>	Planning Consultant	Complete
<u>22-07</u>	Cascade Place Apartments	Private
<u>22-04</u>	New 2.0 MG Tank at Water Treatment Plant	In Work – Property Acquisition/Land Use
<u>22-02</u>	501 E Main Street - C Store	Private

<u>21-16</u>	Housing Needs and Production DLCD Grant	In Work – HNA, HPS
<u>21-12</u>	New Police Facility	In Work – Design/Financing
<u>21-10</u>	Molalla Civic Center Improvements	In Work – Out to Bid for Non-CDBG work, Finalizing CDBG Grant
<u>21-01</u>	Bartell Partition & Development (Patrol Street)	Private
<u>20-07</u>	Strawberry Park	In Work – Punch List
<u>20-03</u>	Eckerd Ave, 2nd St, Lola Ave Sewer and Water line replacement	In Work - Construction
<u>20-01</u>	Colima Apartments	Private
<u>19-10</u>	WWTP Upgrade	In Work – Design/Financing
<u>19-04</u>	Cascade Center Commercial Development	Private
<u>18-16</u>	Hix Tractor Supply Store	Private
<u>18-08</u>	OR 213 / Toliver Roundabout	In Work – Out for Bids
<u>18-04</u>	Biosolids Removal	In Work – Ongoing Removal
<u>18-02</u>	Dyer miscellaneous development review and general engineering	In Work – Ongoing, As Needed
<u>17-20</u>	Sawyer Truck Repair	Private
<u>17-12</u>	Shirley Street Curb Extensions, bulbouts	
Shovel Ready		
<u>22-28</u>	Wellhead and Aquifer Storage and Recovery (ASR) Feasibility Study – As able	
<u>21-15</u>	S Molalla Waterline 5th to Molalla Forest Road – Planned for FY 23/24	
<u>21-13</u>	Water Leak Survey and Repairs – Planned for FY 23/24	
On Hold		
<u>22-21</u>	Section St Rehabilitation – Planned for FY23/24	

- 22-19 Molalla Forest Road Resurfacing and Reopening – Planned for FY 23/24
- 22-12 RWUP Update for New Coleman Field – Planned for FY 24/25
- 22-05 WTP Tracer Study – Planned for Spring FY 22/23
- 21-09 Chief Yelkus Park – Awaiting Development of Financing Options
- 21-02 Yelkus Park Road – Planned for FY 23/24

Other 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

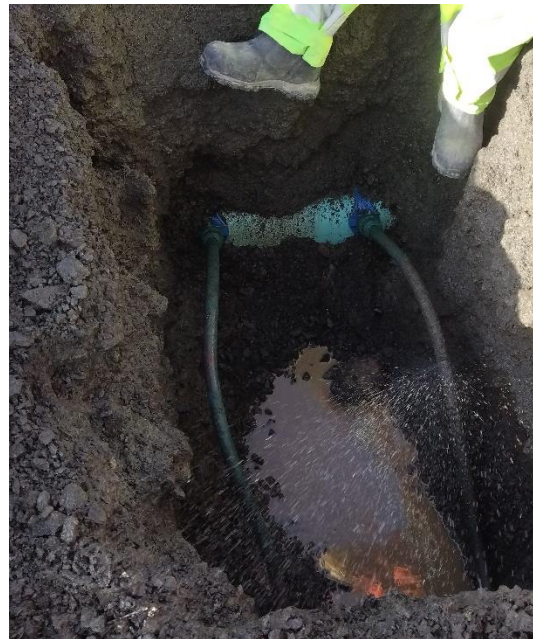
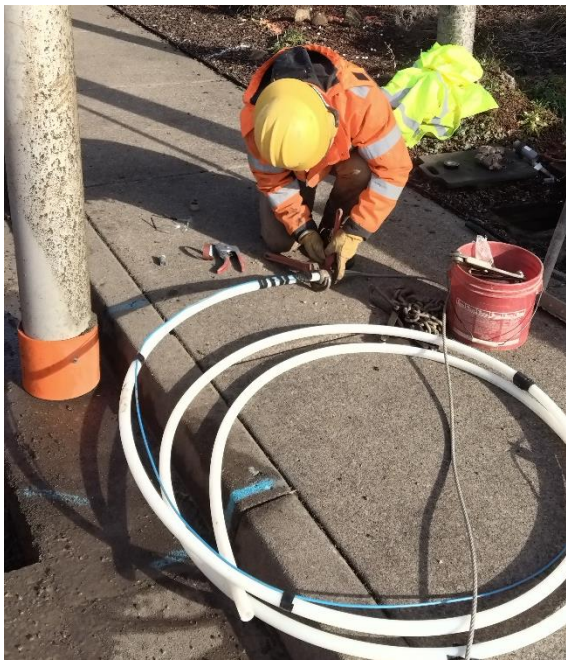
Public Works Crews removing graffiti at the Civic Center





Public Works Crews Demo the Gazebo at Long Park and Reframe the Electrical Panel.





Above: Public Works Crews repair a leak on Rachel Lane

Below: Cody F. and Wyatt K. install new book drop boxes for the library.





CITY OF MOLALLA

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

Staff Report

Agenda Category: Presentation

Agenda Date: March 22, 2023

From: Andy Peters, PW Division Manager
Approved by: Dan Huff, City Manager

SUBJECT: Employee Recognition

BACKGROUND:

Mitchell Jaspers, wastewater treatment plant employee, was nominated and selected as the OAWU's Rookie of the Year. He was presented with this honor at the 45th OAWU Conference in Sun River on March 6th.

(OAWU – Oregon Association of Water Utilities)



City of Molalla
APPLICATION FOR BUDGET COMMITTEE APPOINTMENT

Please print or type

Must be received in City Recorder's Office
March 1, 2023 at 4:30pm



Today's Date:

3/6/23

Budget Committee Appointments valid through December 31, 2025

PERSONAL INFORMATION:

Name Darci Lightner	Years of Residency in Molalla? 12/19
Street 848 Meadow Dr Molalla, OR 97038	City/State/Zip Registered Voter? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
E-mail address [REDACTED]	Cell / Home Phone [REDACTED]

EMPLOYMENT:

Current Employer Name/Address First Student		
Position Dispatch/Trainer/Examiner	How long? 6/1999	Work Phone [REDACTED]
Work Experience Customer service, Student management, following ODE/DMV policies, holding a CDL since 1999, answering phones, covering trips/routes, cutting costs per corporate requests, multitasking		

EDUCATION:

Years Completed High school	Degrees none
Colleges none	
Certifications ODE behind the wheel trainer, ODE/DMV 3rd party examiner	

COMMUNITY INVOLVEMENT: *Attach additional pages if necessary.*

Describe volunteer activity within this or other communities
I volunteer in the Woodburn community with First Students Regional Recruiter including Christmas donations, Valentines for the First Responders and Easter Egg Hunt

Do you presently serve on a City Board or Committee? Yes No

If yes, which Board or Committee? _____

Send completed application to: City Recorder's Office, City of Molalla, PO Box 248, Molalla, OR 97038
or Fax to 503-829-3676 or e-mail recorder@cityofmolalla.com Questions? Call 503-759-0285

In 50 words or less, explain why you desire appointment to the Budget Committee.

I've been wanting to get involved in the town I live in, I do attend events in the community when I am available. Working in an office setting I have been exposed to working within budgets on a daily, monthly and fiscal year basis. I may not be the best at it but I do know if you don't use it you won't get that budget next year, I'm part of a team (my manager and I) where we can get creative and also be strong in our decision that it's not in the budget.

List any relevant experiences, skills, or interests that have helped to prepare you for your role on the Budget Committee.

I don't have any education in the financial area, I have life experiences and work experiences.

- *Attach a resume if desired.*
- *The City of Molalla Code of Conduct for Boards, Commissions, Committees, and Council is located here: https://www.cityofmolalla.com/sites/default/files/fileattachments/boards_and_commissions/page/681/bcc_code_of_conduct.molalla.pdf*
- *Public Records Overview for Boards, Commissions, Committees, and Council: https://www.cityofmolalla.com/sites/default/files/fileattachments/boards_and_commissions/page/681/bcc_public_records_overview.molalla.pdf*
- *The information requested herein becomes public record upon submittal. A written request to not disclose certain information may be submitted to the City Recorder's Office for consideration.*
- *This Council seat is open until filled. The first round of interviews will take place on **March 8, 2023** at 7:00pm. Applicants will be interviewed by members of City Council.*

I certify that the foregoing information is true and correct.

 Signed (Applicant)

3/6/23
 Date

<p>For Office Use Only</p> <p>Date Received: _____</p> <p>Date Appointed: _____</p>	<p>Term assigned: _____</p> <p>Residency confirmed: _____</p> <p>Voter Registration confirmed: _____</p>
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LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

[New Outlet](#) | [Change of Ownership](#) | [Greater Privilege](#) | [Lesser Privilege](#) | [Additional Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

Winery

- Primary location
- Additional locations: 2nd 3rd 4th 5th

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: 2nd 3rd 4th 5th 6th

Limited On-Premises

Off Premises

Warehouse

Wholesale Malt Beverage and Wine

INTERNAL USE ONLY

Local Governing Body: After providing your recommendation, return this application to the applicant.

LOCAL GOVERNING BODY USE ONLY

City/County name:

Optional: Date Stamp

- Recommend this license be granted
- Recommend this license be denied

Printed Name

Date

Fair Winds & Flying Axes, 160 S Leroy Ave #100, Molalla, 97038
3-14-23 RE

LIQUOR LICENSE APPLICATION

APPLICANT INFORMATION	
Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: Mary Wilson	Name of entity or individual applicant #2: Brittiany Gipe
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): Fair Winds & Flying Axes		
Premises street address (The physical location of the business and where the liquor license will be posted): 160 S Leroy Avenue, Suite 100		
City: Molalla	Zip Code: 97038	County:
Business phone number: 5038055573	Business email: Fairwinds2023@gmail.com	
Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1]): 20983 S Colton Creeks De		
City: Colton	State: OR	Zip Code: 97017
Does the business address currently have an OLCC liquor license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.		
I give permission for the below named representative to: <input checked="" type="checkbox"/> Make changes regarding this license/application on my behalf. <input checked="" type="checkbox"/> Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.		
Representative Name: Mary Wilson N/A is a licensee 3-14-23 RE		
Phone number: 503 805 5573	Email: marywil@colton.com	
Mailing address: 20983 S Colton Creeks Dr		
City: Colton	State: OR	Zip Code: 97017

LIQUOR LICENSE APPLICATION

Page 3 of 4

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

Application Contact Name:

Mary Wilson

Phone number:

503 805 5573

Email:

marywil@colton.com

TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands [OAR 845-005-0311](#) and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.



LIQUOR LICENSE APPLICATION

Page 4 of 4

• Each applicant listed in the “Application Information” section of this form has read and understands [OAR 845-006-0362](#) and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

mary wilson		12/30/2022	
Print name	Signature	Date	Atty. Bar Info (if applicable)
Brittiany Gipe		12/30/2022	
Print name	Signature	Date	Atty. Bar Info (if applicable)
Print name	Signature	Date	Atty. Bar Info (if applicable)
Print name	Signature	Date	Atty. Bar Info (if applicable)



CITY OF MOLALLA

Staff Report

Agenda Category: Resolutions

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

March 22, 2023

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

SUBJECT: Resolution 2023-02 Updating the City of Molalla Public Contracting Rules.

FISCAL IMPACT: Reduced cost associated with small public procurement.

RECOMMENDATION/RECOMMEND MOTION: Adopt/"I move the City of Molalla adopt resolution 2023-03, a resolution updating public contracting rules."

BACKGROUND: In 2005 the State of Oregon passed a comprehensive contracting code ("the code") into state law and required the Oregon Department of Justice to create Model Administrative Rules ("the rules") for public contracting that complied with the code.

Additionally, the code (specifically ORS 279A.065) gives cities three choices in their establishment of standardized procurement rules: **(1)** follow the Model Rules adopted by the Oregon attorney general; **(2)** prescribe their own rules; or **(3)** prescribe their own rules which include portions of the Model Rules adopted by the Oregon attorney general.

In 2005, the City of Molalla adopted its own rules which include portions of the Model Rules adopted by the Oregon Attorney General, in Resolution 2005-03.

Since then, the DOJ model rules have been modified 3 times and the City's Public Purchasing rules have not been reviewed or updated to reflect modifications. This is a requirement.

This resolution, 2023-02, is an update to ensure compliance with those parts of the model rules that apply to purchasing in Molalla. Staff has eliminated redundant and outdated sections in deference to the Model Rules. Additionally, staff has increased the contract value limits for the three types of Personal Services Procurement to reflect market rates, and best practices provided by the League of Oregon Cities.

Direct Negotiations: Personal Services Contracts of \$75k or less.

Informal Selection: Personal Service Contracts of \$125k or less.

Formal Selection: Personal Service Contracts exceeding \$125k.



RESOLUTION NO. 2023-02

A RESOLUTION OF THE CITY OF MOLALLA, OREGON UPDATING PUBLIC CONTRACTING RULES

WHEREAS, The Oregon Public Contracting Code is codified in ORS chapters 279, 279A, 279B, and 279C; and

WHEREAS, The Oregon Attorney General has adopted Model Rules for Public Contracting codified in OAR 137, divisions 46, 47, 48, and 49; and

WHEREAS, The Code and Model Rules apply to all public contracts advertised or executed after March 1, 2005; and

WHEREAS, The Code and Model Rules allow local governments to adopt contracting rules different from or in addition to those in the Model Rules so long as they are consistent with the Code.

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

SECTION 1. PUBLIC CONTRACTING RULES FOR THE CITY OF MOLALLA

1. General provisions

- 1.1. Except as provided within these rules, City public contracting is governed by the Oregon Public Contracting Code and the Attorney General's Model Rules.
- 1.2. The Molalla City Council is the City's Contract Review Board (Board). Except as otherwise provided in these rules, the powers and duties of the Board under the Code and Model Rules will be exercised by the Board and the powers and duties given or assigned to contracting agencies by the Code or Model Rules will be exercised by the City Manager acting as the City's contracting agent.
- 1.3. For the purposes of these rules, "City Manager" means the City Manager for the City of Molalla, or their designee.

2. Personal service contracts

- 2.1. "Personal service contract" means a contract for personal or professional services performed by an independent contractor, primarily for the provision of services that require specialized technical,

creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment skills, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to, the services of attorneys, accounting and auditing services, information technology services, planning and development services, artists, designers, performers, property managers and consultants. The City Manager has discretion to determine whether a particular contract or service falls within this definition. For the purposes of this section, personal services contracts do not include such contracts for architectural, engineering and land surveying services. The procedures for those contracts are found in the Model Rules, OAR 137, division 48.

2.2. **Formal Selection.** The following formal selection procedure will be used when the estimated payment to the personal services contractor exceeds \$125,000.

2.2.1. Announcement. The City will give notice of its intent to procure personal services through any means the City deems appropriate, including contacting prospective contractors directly. Announcements will include:

- 2.2.1.1. A description of the proposed project;
- 2.2.1.2. The scope of the services required;
- 2.2.1.3. The project completion dates;
- 2.2.1.4. A description of special requirements;
- 2.2.1.5. When and where the application may be obtained and to whom it must be returned;
- 2.2.1.6. The closing date; and
- 2.2.1.7. Other necessary information.

2.2.2. Application. Applications will include a statement that describes the prospective contractor's credentials, performance data, examples of previous work product or other information sufficient to establish contractor's qualification for the project, references, and other information identified by the City as necessary to make its selection.

2.2.3. Initial screening. The City Manager will evaluate the qualifications of all applicants and select a prospective contractor or prospective contractors whose application demonstrates that the contractor is best qualified to meet the City's needs.

2.2.4. Final selection. The City Manager will interview the finalist(s) selected from the initial screening. At the City Manager's discretion, the interviews may be conducted before the Board.

- 2.2.4.1. After the interview process concludes, the City Manager will make the final selection. If the interviews are conducted before the Board, the Board will make the final selection.
- 2.2.4.2. The final selection will be based upon applicant capability, experience, project approach, compensation requirements, references and any other criteria identified by the City as necessary for the City to select a contractor.

- 2.3. **Informal Selection.** The following informal selection procedure may be used when the estimated payment to the personal services contractor is under \$125,000 or when the City Manager determines that the informal procedures will not interfere with competition among prospective contractors, reduce the quality of services or increase costs. The City Manager will contact a minimum of three prospective contractors qualified to offer the services sought. The City Manager will request an estimated fee and make the selection consistent with the City's best interests. If three quotes are not received, the City Manager will make a written record of efforts to obtain the quotes.
- 2.4. **Direct Negotiations.** The City Manager may enter personal service contracts not exceeding an estimated \$75,000 without following the procedures under subsection (2.2) or (2.3), so long as the work is within a budgetary appropriation or approved by the City Council.
- 2.5. The City Manager may select a contractor without following any procedures when conditions require immediate action to protect life or property. In such instances, the City Manager must make written declarations of the circumstances that justify the emergency appointments.

3. Authority to electronically advertise solicitations for goods and services

- 3.1. The City Manager is authorized to develop an "electronic procurement system" in accordance with OAR 137-047-0300(2)(b). As described in OAR 137-046-0110(15), this is an information system accessible through the internet that allows the City to post electronic advertisements and receive electronic offers for goods and services. When an electronic procurement system is in place, the Model Rules allow procurement solicitations to be advertised exclusively on the internet. This saves the City time and money over newspaper advertisements.
- 3.2. Prior to any development of an electronic procurement system, the City may advertise solicitations for goods and services on the internet in addition to newspaper advertisements.

4. Authority to electronically advertise solicitations for public improvements

- 4.1. For all public improvement contracts with an estimated cost not exceeding \$125,000, the City Manager may electronically advertise solicitations in a manner deemed appropriate. This method of advertising will save the City time and money, may be used exclusively, and is allowed under ORS 279C.360(1).
- 4.2. An advertisement for a public improvement contract with an estimated cost over \$125,000 must be published at least once in a trade newspaper of general statewide circulation, such as the Daily Journal of Commerce.

5. Small procurements

5.1. As provided by ORS 279B.065, any procurement of goods or services not exceeding \$10,000 may be awarded in any manner the City Manager finds practical or convenient, including direct selection or award.

5.2. A procurement may not be artificially divided or fragmented to qualify for this section.

6. Sole-source procurements

6.1. Pursuant to ORS 279B.075(1), the City Manager is authorized to declare in writing certain goods and services to be available from only one source.

6.2. The determination of a sole-source must be based on findings required by ORS 279B.075(2), and otherwise be processed in accordance with OAR 137-047-0275.

SECTION 2. EFFECTIVE DATE, SEVERABILITY, AND REPEAL

1. This Resolution is effective upon passage by the City Council and Signature by the Mayor.
2. The sections, subsections, paragraphs and clauses of this resolution are severable. The invalidity of one section, subsection, paragraph, or clause does not affect the validity of the remaining sections, subsections, paragraphs, or clauses.
3. Resolution 2005-03 and all other Public Contracting Resolutions are repealed upon this resolution becoming effective.

Signed this ____ day of _____ 2023.

SIGNED: _____
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 Business

March 22, 2023

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

SUBJECT: FY23-24 Sewer CPI Adjustment and Rate Increase

FISCAL IMPACT: Currently Unknown

RECOMMENDATION/RECOMMEND MOTION: For Informational Purposes Only

BACKGROUND: Resolution 2020-05 set Sewer Rates for the City of Molalla through FY25-26 with a rate increase and inflation adjustment each Fiscal Year. Staff typically informs Council of these increases in March for the increase in July. The purpose of the rate increases is to account for the debt service costs expected with the new Wastewater Treatment Plant and to meet the costs associated with sustained operation of the Wastewater System in general.

The inflation adjustment tracks the CPI for the Molalla Region and is purposed to adjust for the reduced time value of money. This is necessary because costs are calculated at one point in time for a period of years, and cash flows needs (costs) over the time period are based on the value of the dollar at that time. (e.g. a candy bar cost a nickel in the 60's and costs \$1.50 now).

CURRENT STATUS: The City took a conservative approach when determining cash flow needs for the new WWTP to ensure the court ordered project is a success. Basically, a Zero growth model was used to plan for a worst-case scenario with a goal of eliminating some rate increases in the latter stages of the project (staff is still trying to do that via forgivable Federal funding support). But no one could have projected the massive inflation and corresponding prime rate increases that have occurred since modeling.

With the major economic changes impacting the City's rate model (namely the increased cost of financing due to increases in the prime rate), combined with the conservative approach originally taken, it very well may end up being a wash for rate increases. However, with the significant impacts of inflation on the everyday citizen, and the stage of the WWTP project, staff is in the process of building a new rate model, with projected growth included.

While it had been our hope to deliver news that rate increases may be slowed, we have shifted based on the status of the economy to hoping that adding growth will provide a wash instead of a need for additional rate increases. All of that is to say that staff is conducting a study to reconfigure the rate plan based on changed economic circumstances.



CITY OF MOLALLA

Staff Report

Agenda Category: General Business

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

March 22, 2023

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

SUBJECT: Donation of Kitchen Equipment to MRSD

FISCAL IMPACT: Estimated re-sale value of donated equipment.

- South Bend Commercial Oven: \$4,975
- Mt. Hood Commercial Dishwasher: \$3,499
- True Commercial Refrigerator: \$5,084
- True Commercial Freezer: \$6,697

***Note-**The prices provided above are for current prices for new equipment the same, or similar to the surplus equipment.

RECOMMENDATION/RECOMMEND MOTION: Approve or Deny by Consensus. If denied, staff will surplus in the traditional manner, through publicly available sale of the property.

BACKGROUND: MMC 3.09.040 provides the disposal process for surplus property, and in pertinent part allows the City Council to “... *donate to a non-profit organization or another government agency.*”

Recently, Adult Center leadership chose not to renew their lease with the City of Molalla for use of the building at 315 Kennel Ave, which is now the Molalla Civic Center.

When the Adult Center vacated the building they left behind a full commercial kitchen that had been paid for over the years by the City of Molalla.

Staff recently held meetings with the Molalla River School District at the building and upon mention of the kitchen equipment being removed and sold, MRSD advised they were in need of commercial kitchen equipment that they cannot immediately afford.

I (Mac) am serving on MRSD’s strategic facilities planning committee and recently toured three MRSD schools; the kitchens were a part of those tours. As such, I can attest that MRSD does have an immediate need for this type of equipment.

The total cost of the equipment if it were purchased new today (not including delivery and installation) would be approximately \$20,000, while the resale value would likely be more on the order of \$5,000.