



**MOLALLA CITY COUNCIL MEETING**

**June 12, 2019**

**7:00 PM**

**Molalla Adult Center  
315 Kennel Ave., Molalla, OR 97038**

**Mayor Keith Swigart**

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

**Councilor Terry Shankle  
Councilor Jody Newland  
Councilor Open Position**

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**CALL TO ORDER**

- Pledge of Allegiance
- Convene Meeting and Roll Call

**PUBLIC COMMENT: COMMUNICATIONS AND PRESENTATIONS**

1. Rich Clark, Oregon Impact - Presentation to Las Delicias Bakery
2. Student Liaison to City Staff (Mayor Swigart)

*(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.)*

**ADOPTION OF AGENDA**

**CONSENT AGENDA**

1. City Council Minutes - May 22, 2019
2. 16-07 Public Works Shops Facility Building Improvements Bid Award (staff - Fisher)
3. New Off-Premises Liquor License Application for My Family Market
4. New Off- Premises Liquor License Application for Molalla Beverage and Mixers, LLC.

**PUBLIC HEARING**

1. Discussion and/or Action on 2019-2020 Fiscal Year Budget (staff - Chauran)

A. Resolution 2019-13

A Resolution Adopting the City of Molalla Budget for the Fiscal Year 2019-2020; Making Appropriations; and Categorizing and Levying Ad Valorem Taxes

B. Resolution 2019-14

A Resolution of the City of Molalla, Oregon, Certifying All Requirements to Receive State Shared Revenues Have Been Met

C. Resolution 2019-15

A Resolution of the City of Molalla, Oregon, Declaring the City's Election to Receive State Revenue Sharing.

**ORDINANCES, RESOLUTIONS, PROCLAMATIONS**

**NEW BUSINESS**



**MOLALLA CITY COUNCIL MEETING**

**June 12, 2019**

**7:00 PM**

**Molalla Adult Center**

**315 Kennel Ave., Molalla, OR 97038**

***OLD BUSINESS***

***REPORTS AND ANNOUNCEMENTS***

***EXECUTIVE SESSION***

*Held pursuant to Oregon Public Record Law, ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

***RECONVENE REGULAR SESSION***

***ADJOURN***

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Agenda posted at City Hall, Senior Center, Library and the City Website at <http://www.cityofmolalla.com/meetings>

This meeting location is wheelchair accessible. Disabled individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-829-6855



**Minutes of the Molalla City Council Regular Meeting  
Molalla Adult Center  
315 Kennel Ave., Molalla, OR 97038  
Wednesday, May 22, 2019**

**MAYOR Keith Swigart called the meeting to order at 7:01pm.**

**COUNCIL ATTENDANCE:**

Mayor Keith Swigart – Present  
Councilor Elizabeth Klein – Present  
Councilor Leota Childress – Present  
Councilor DeLise Palumbo – Present  
Councilor Terry Shankle – Present  
Councilor Jody Newland – Present  
Councilor Open Position – Present

**STAFF IN ATTENDANCE:**

Dan Huff, City Manager - Present  
Gerald Fisher, Public Works Director - Present  
Chaunee Seifried, Finance Director – Present  
Frank Schoenfeld, Police Chief - Absent  
Kelly Richardson, City Recorder - Absent  
Diana Hadley, Library Director - Absent  
Chad Jacobs, City Attorney - Absent

***CALL TO ORDER***

Pledge of Allegiance  
Convene Meeting and Roll Call

***PUBLIC COMMENT/COMMUNICATIONS AND PRESENTATIONS***

*(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 dialogue 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.)*

**Deana Portis, 424 W. Main Street** – Ms. Portis is interested in opening a Food Cart in the City of Molalla. Currently there is an Ordinance that states a food cart must move locations every six months. Ms. Portis requested that the City establish new rules and regulations for Food Cart vendors, due to the expense to the owner. City Manager Huff explained to Council members that this is currently being worked on with Public Works Director, Gerald Fisher and Senior Planner, Alice Cannon. Huff suggested that Council allow Staff to work through the Planning Commission to establish Food Cart Rules. Council concurred.

***ADOPTION OF AGENDA***

The agenda was adopted as presented.

**CONSENT AGENDA**

- 1. City Council Special Meeting Minutes May 2, 2019
- 2. City Council Minutes May 8, 2019

Motion to adopt the Consent Agenda by Councilor Palumbo, seconded by Councilor Childress. Motion passes 6-0.

Mayor Swigart presented Councilor Childress with a Distinguished Service Award for her tireless efforts to better our community. He recognized her work with the Molalla Warming Center, Molalla Area Chamber of Commerce, the Community Banners and Celebrate Molalla.

**ORDINANCES, RESOLUTIONS, PROCLAMATIONS**

- 3. Ordinance 2019-06 Updating Chapter 2.06 Planning Commissions and Boards

A call for the first reading of Ordinance 2019-06 was made by Councilor Newland, seconded by Councilor Palumbo. Vote passed 6-0. As there were no questions or discussion, the second reading was called for by Councilor Newland and seconded by Council President Klein. Vote passed 6-0.

Motion to adopt Ordinance 2019-06 made by Councilor Newland, seconded by Councilor Shankle. Vote passed 6-0.

**NEW BUSINESS**

- 4. Financial Policy Discussion

Finance Director Chaunee Seifried presented the Financial Policy, pointing out that the last time policies were revised was 2009. The City of Molalla is applying for the Distinguished Budget Award from Government Finance Officers Association for best practice, which requires more accountability and transparency.

**OLD BUSINESS**

**REPORTS AND ANNOUNCEMENTS**

Public Works Director, Gerald Fisher shared that the Splash Pad was turned on today. It is generally turned on Memorial Day Weekend, however it is being turned on early to accommodate the warm weather.

Clark Park should be completed June 4, 2019. There have been concerns with curb width between Shirley and Cole, however this is 24 feet or more, which meets ODOT standards. Looks visually narrower, which was purposely so that people will slow down for pedestrians. The bus barn will adjust the route to accommodate the changes.

Finance Director Chaunee Seifried had nothing.

City Manager Dan Huff shared the Heritage Art Walk map with Council, noting locations of each art piece that has been installed. Grizzly & Coyote will be installed the next day in Long Park.

Councilor Childress shared that Celebrate Molalla is in full swing. She has already received applications for vendors for this year's event. Celebrate Molalla will be held on Saturday, September 28, 2019.

Mayor Swigart asked if a student application was received by the City. Mr. Huff stated that he would check into the status.

Councilor Newland believes that the Heritage Art Walk has the potential to be a Molalla Running or Walking Club tourism event.

Councilor Shankle shared that the Circus is coming to town this weekend. Tickets are available for purchase around town. Parade applications are currently being accepted.

The City Council adjourned into Executive Session at 7:47pm.

**EXECUTIVE SESSION**

*Held 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.

**RECONVENE CITY COUNCIL MEETING**

The City Council reconvened the regular meeting at 8:32 pm.

Motion to approve City Manager's contract made by Councilor Newland, seconded by Councilor Shankle. Vote: Passed 6-0.

**ADJOURN**

Motion made by Councilor Childress to adjourn at 8:38pm, seconded by Councilor Newland. Vote 6-0.

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

\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
Christie DeSantis, Interim City Recorder

# City Of Molalla

## City Council Meeting



### Agenda Category: Consent Agenda

**Subject:** Contract Award for the Shops Facility Building Improvements project #16-07

**Recommendation:** Council Approval

**Date of Meeting to be Presented:** June 12, 2019

**Fiscal Impact:** \$878,914.85 Capital Projects Fund

**Background:**

Below is the Bid Summary for the two lowest responsible bidders. The City advertised an Invitation to Bid on April 10, 2019 and April 17, 2019 in the Daily Journal of Commerce. On May 29, 2019, the City received and opened the following two bids:

- |                         |                |
|-------------------------|----------------|
| 1. TS Gray Construction | \$ 878,914.85  |
| 2. PHK Construction     | \$1,129,773.30 |

After review of the bids, TS Gray Construction was deemed the lowest responsible bidder. A Notice of Intent to Award was issued to all bidders on June 3, 2019 and no protests were received. Staff recommends City Council award the contract to TS Gray Construction and authorize the City Manager to execute a contract and any change orders within the approved budget.

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



THE DYER PARTNERSHIP  
ENGINEERS & PLANNERS, INC.

June 3, 2019

Gerald Fisher, Public Works Director  
City of Molalla  
117 N Molalla Avenue  
Molalla, OR 97038

RE: City of Molalla  
Shops Facility Building  
Project No. 198.10

Dear Mr. Fisher:

This letter is to recommend action by the City of Molalla in response to the bids received on May 29, 2019 at 2:00 PM for the above referenced project. Two bids were received. Both of the bids were missing the Evidence of Authority to Sign and rounded the unit pricing totals showing minor irregularities in their totals. The bid from TS Gray Construction, LLC did not include Section 00461 Non-Collusion Affidavit or Section 00469 Responsibility Affidavit. The bids were in the following amounts:

1. \$879,014.85 by TS Gray Construction, LLC
2. \$1,129,773.30 by PHK Construction, LLC

We recommend that the City of Molalla take the following action:

1. Accept the bids.
2. Award a contract to TS Gray Construction, LLC in the amount of \$879,014.85.

It is our opinion that TS Gray Construction, LLC has sufficient experience and qualifications to satisfactorily construct the project.

Assuming the City of Molalla and Council concurs with our recommendation; we have enclosed three copies of the Notice of Award. A representative for the City needs to sign all three copies after which they should be returned to our office. (*Please do not date the Notice of Award.*) We will date the Award following notification that the City of Molalla accepts the bids and is determined to award the project.

Pursuant to ORS279C.835, the Oregon Bureau of Labor and Industries requires that Form WH-81 be filled out by the contracting agency and sent to them with a copy of the first-tier subcontractor form, if applicable (ORS 279C.370), within 30 days of issuing the Notice of Award. The form is available at:  
<https://www.oregon.gov/boli/WHD/PWR/docs/wh81.pdf>

The Owner is also responsible for payment of a Public Works fee to the Bureau of Labor & Industries. This payment is accompanied by Form WH-39 which is available at:  
<https://www.oregon.gov/boli/WHD/PWR/docs/wh39.pdf>

Sincerely,

Ryan Quigley, PE  
Project Engineer

# City of Molalla City Council Meeting



## Agenda Category: Consent Agenda

**Subject:** New Off-Premises Liquor License Application for My Family Market

**Recommendation:** Council Approval

**Date of Meeting to be Presented:** June 12, 2019

**Fiscal Impact:** None

**Background:**

My Family Market is requesting a liquor license from OLCC to sell beer and wine from their store, located at 109 Engle Avenue. Staff has processed the application internally and has no objections.

Through the approval of the Consent Agenda, Council will authorize the City Manager to sign the application.

SUBMITTED BY: Christie DeSantis, Interim City Recorder

APPROVED BY: Dan Huff, City Manager





# LIQUOR LICENSE APPLICATION

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 <sup>st</sup> Location	Date application received: <u>5-30-2019</u>
<input type="checkbox"/> Brewery 2 <sup>nd</sup> Location	Name of City or County: <u>City of Molalla</u>
<input type="checkbox"/> Brewery 3 <sup>rd</sup> Location	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Brewery-Public House 1 <sup>st</sup> location	By: _____
<input type="checkbox"/> Brewery-Public House 2 <sup>nd</sup> location	Date: _____
<input type="checkbox"/> Brewery-Public House 3 <sup>rd</sup> location	
<input type="checkbox"/> Distillery	
<input type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1 <sup>st</sup> location	
<input type="checkbox"/> Grower Sales Privilege 2 <sup>nd</sup> location	
<input type="checkbox"/> Grower Sales Privilege 3 <sup>rd</sup> location	
<input type="checkbox"/> Limited On-Premises	
<input checked="" type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 <sup>st</sup> Location	
<input type="checkbox"/> Winery 2 <sup>nd</sup> Location	
<input type="checkbox"/> Winery 3 <sup>rd</sup> Location	
	<b>OLCC USE ONLY</b>
	Date application received: <u>5/10/19</u>
	By: <u>Jon Z.</u>
	Date application accepted as initially complete: <u>5/29/19</u>
	By: <u>Jon Z.</u>
	License Action(s): <u>N/O</u>

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

~~Villado Robles~~ Mr Family Market, LLC ~~Crystal Robles~~  
 (Applicant #1) NSZ (Applicant #2)

\_\_\_\_\_  
 (Applicant #3) (Applicant #4)

OLCC USE ONLY	OLCC FINANCIAL SERVICES USE ONLY



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

3. Applicant #1 Villado-Robles My Family Market, LLC Villado Robles <sup>N32</sup>		Applicant #2 <del>Crystal Robles</del> Crystal Robles	
Applicant #3		Applicant #4	
4. Trade Name of the Business (Name Customers Will See) Family Market LLC My Family Market, LLC			
5. Business Address (Number and Street Address of the Location that will have the liquor license) 109 Engle Avenue			
City Molalla Molalla	County Clackamas Clackamas	Zip Code 97038 97038	
6. Does the business address currently have an OLCC liquor license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <del>I AM POSITIVE THE PREVIOUS OWNER HAD A LICENSE - HOWEVER, I AM NOT IN CONTACT WITH PREVIOUS</del>			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail)			
City Molalla Molalla	State OR OR	Zip Code 97038 97038	
9. Phone Number of the Business Location (503) 938-0643 818-938-0643		Email Contact for this Application FamilyMarket.molalla@gmail.com	
Contact Person for this Application Crystal Robles		Phone Number	
Mailing Address	City	State OR OR	Zip Code

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

\_\_\_\_\_  
(Applicant #1)

\_\_\_\_\_  
(Applicant #2)

\_\_\_\_\_  
(Applicant #3)

\_\_\_\_\_  
(Applicant #4)

# City of Molalla City Council Meeting



## Agenda Category: Consent Agenda

**Subject:** New Off-Premises Liquor License Application for Molalla Beverage

**Recommendation:** Council Approval

**Date of Meeting to be Presented:** June 12, 2019

**Fiscal Impact:** None

**Background:**

Molalla Beverage and Mixers, LLC is requesting a liquor license from OLCC to sell beer and wine from their store, in addition to spirits. The store is moving locations from 1858 West Main, Suite G to 1858 West Main, Suite B. Staff has processed the application internally and has no objections.

Through the approval of the Consent Agenda, Council will authorize the City Manager to sign the application.

SUBMITTED BY: Christie DeSantis, Interim City Recorder

APPROVED BY: Dan Huff, City Manager





OREGON LIQUOR CONTROL COMMISSION

# LIQUOR LICENSE APPLICATION

3. Applicant #1 <i>Molalla Beverage and Mixers LLC</i>		Applicant #2	
Applicant #3		Applicant #4	
4. Trade Name of the Business (Name Customers Will See) <i>Liquor Beer &amp; Wine Molalla Liquor Store #1117 ~52</i>			
5. Business Address (Number and Street Address of the Location that will have the liquor license) <i>1585 West Main street Suite B old G</i>			
City <i>Molalla</i>	County <i>Clackamas</i>	Zip Code <i>97038</i>	
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail)			
City	State <i>Oregon</i>	Zip Code	
9. Phone Number of the Business Location		Email Contact for this Application <i>molalla.liquor@outlook.com</i>	
Contact Person for this Application <i>Bradford F Ruddlesdin</i>		Phone Number	
Mailing Address	City	State <i>OR</i>	Zip Code

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

**Applicant Signature(s)**

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

*Bradford Ruddlesdin*  
\_\_\_\_\_  
(Applicant #1)

\_\_\_\_\_  
(Applicant #2)

\_\_\_\_\_  
(Applicant #3)

\_\_\_\_\_  
(Applicant #4)

# City Of Molalla

## City Council Meeting

### Agenda Category: Ordinances, Resolutions and Proclamations

**Subject:** *Adopt Budget FY 19/20 Resolution 2019-13*

**Recommendation:** *Council Approval*

**Date of Meeting to be Presented:** *June 12, 2019*

**Fiscal Impact:** *\$44,333,912*

**Background:**

1. The Molalla Budget Committee has reviewed and acted on the proposed City Budget on May 2, 2019 and has approved and recommended a balanced budget to the City Council for adoption.
2. The recommended budget is \$44,333,912, of which \$1,000,000 is Fund Balance and \$3,305,940 is Reserved Fund Balance.
3. The City Council hereby imposes taxes provided for the adopted budget at a rate of \$5.3058 per \$1000 of assessed value for general operations; and that these taxes are hereby imposed and categorized for tax year 2019/2020 upon the assessed value of all taxable property within the City of Molalla.

SUBMITTED BY: Chaunee Seifried, Finance Director  
APPROVED BY: Dan Huff, City Manager



**RESOLUTION NUMBER 2019-13**

**A RESOLUTION ADOPTING THE CITY OF MOLALLA BUDGET FOR THE FISCAL YEAR 2019/2020; MAKING APPROPRIATIONS; AND CATEGORIZING AND LEVYING AD VALOREM TAXES**

The City Council of the City of Molalla, Oregon, on the 12<sup>th</sup> day of June, 2019 sat in regular session for the transaction of City business.

**WHEREAS**, the Molalla Budget Committee has reviewed and acted on the proposed City budget; and

**WHEREAS**, the Molalla Budget Committee approved and recommended a balanced budget to the City Council on May 2, 2019; and

**WHEREAS**, in accordance with State law, the Molalla City Council has held a public hearing on the budget as approved and recommended but the Molalla Budget Committee.

**NOW, THEREFORE, THE CITY OF MOLALLA RESOLVES** and hereby adopts the FY 2019/2020 budget approved by the Budget Committee on May 2, 2019 with all City Council adjustments as discussed in the regular meeting on June 12, 2019, in the amount of **\$44,333,912**, of which **\$1,000,000** is Fund Balance and **\$3,305,940** is Fund Balance - Reserved. Copies of the said budget are on file at the Molalla City Hall, 117 N. Molalla Avenue, Molalla, Oregon, 97038.

**THE CITY OF MOLALLA FURTHER RESOLVES** as follows:

1. **THAT** the amounts for the purpose of operating the City of Molalla for the fiscal year 2019/2020 budget year be appropriated as follows, beginning July 1, 2019.

**GENERAL FUND**

Administration	\$	1,108,700
Police Service	\$	2,966,785
Municipal Court	\$	201,050
City Council	\$	47,000
Parks Department	\$	208,752
Planning Department	\$	312,750

Transfers	\$	157,900
Contingency	\$	778,000
<b>TOTAL APPROPRIATED TO GENERAL FUND</b>	<b>\$</b>	<b>5,780,937</b>
Fund Balance - Reserved	\$	100,000
Fund Balance - Unreserved	\$	1,000,000

**LIBRARY FUND**

Library	\$	3,408,220
Transfers	\$	5,000
Contingency	\$	97,880
<b>TOTAL APPROPRIATED TO LIBRARY</b>	<b>\$</b>	<b>3,511,100</b>

**STREET FUND**

Streets	\$	918,300
Transfers	\$	5,543,800
Contingency	\$	135,052
<b>TOTAL APPROPRIATED TO STREETS</b>	<b>\$</b>	<b>6,597,152</b>

**PD RESTRICTED REVENUE**

PD Restricted	\$	87,751
Transfers	\$	10,000
<b>TOTAL APPROPRIATED TO PD RESTRICTED REVENUE</b>	<b>\$</b>	<b>97,751</b>

**SEWER FUND**

Sewer	\$	892,000
Sewer Maintenance	\$	740,890
Sewer Operations	\$	758,900
Transfers	\$	741,300
Contingency	\$	385,494
<b>TOTAL APPROPRIATED TO SEWER</b>	<b>\$</b>	<b>3,518,584</b>

**WATER FUND**

Water	\$	722,000
Water Maintenance	\$	428,500
Water Operations	\$	203,000
Transfers	\$	1,041,520
Contingency	\$	762,700



<b>TOTAL APPROPRIATED TO WATER</b>	\$	<b>3,157,752</b>
Fund Balance – Reserved	\$	1,000,000

**STORM WATER FUND**

Storm Water	\$	231,500
Transfers	\$	130,900
Contingency	\$	45,945
<b>TOTAL APPROPRIATED TO STORM</b>	<b>\$</b>	<b>408,345</b>

**SEWER DEBT RETIREMENT**

Debt Service	\$	382,000
<b>TOTAL APPROPRIATED TO SEWER DEBT RETIREMENT</b>	<b>\$</b>	<b>382,000</b>
Fund Balance – Reserved	\$	250,000

**CWSRF**

Material & Service	\$	6,714
Debt Service	\$	178,614
<b>TOTAL APPROPRIATED TO CWSRF</b>	<b>\$</b>	<b>185,328</b>
Fund Balance - Reserved	\$	184,618

**TRANSPORTATION SDC**

Transfers	\$	731,000
<b>TOTAL APPROPRIATED TO TRANSPORTATION SDC</b>	<b>\$</b>	<b>731,000</b>
Fund Balance - Reserved	\$	120,908

**PARK SDC**

Transfers	\$	1,000,000
<b>TOTAL APPROPRIATED TO PARK SDC</b>	<b>\$</b>	<b>1,000,000</b>
Fund Balance - Reserved	\$	1,360,159

**SEWER SDC**

Transfers	\$	825,043
<b>TOTAL APPROPRIATED TO SEWER SDC</b>	<b>\$</b>	<b>825,043</b>
Fund Balance - Reserved	\$	2,639

**WATER SDC**

Material & Service	\$	5,000
Transfer	\$	1,979,480
<b>TOTAL APPROPRIATED TO WATER SDC</b>	<b>\$</b>	<b>1,984,480</b>
Fund Balance - Reserved	\$	110,742

**STORM SDC**

Transfer	\$	100,000
<b>TOTAL APPROPRIATED TO STORM SDC</b>	<b>\$</b>	<b>100,000</b>
Fund Balance - Reserved	\$	34,624

**CAPITAL PROJECTS FUND**

Capital Projects	\$	11,621,000
<b>TOTAL APPROPRIATED TO CAPITAL PROJECTS</b>	<b>\$</b>	<b>11,621,000</b>

**FLEET REPLACEMENT FUND**

Fleet Replacement	\$	127,500
<b>TOTAL APPROPRIATED TO FLEET REPLACEMENT</b>	<b>\$</b>	<b>127,500</b>
Fund Balance – Reserved	\$	142,250
TOTAL APPROPRIATIONS ALL FUNDS	\$	40,027,972
TOTAL FUND BALANCE	\$	1,000,000
TOTAL FUND BALANCE - RESERVED	\$	3,305,940
TOTAL FY 2019/2020 ADOPTED BUDGET	\$	44,333,912

2. **THAT** the Molalla City Council hereby imposes taxes provided for the adopted budget at the rate of \$5.3058 per \$1,000 of assessed value for general operations; and that these taxes are hereby imposed and categorized for tax year 2019/2020 upon the assessed value of all taxable property within the City of Molalla.

	General Government	Excluded from Limitation
Permanent Rate	\$5.3058 / \$1,000.00	

3. **THAT** the Budget Officer is authorized to prepare and submit any certifications of the taxes levied that may be deemed necessary by the Oregon Department of Revenue and Clackamas County Assessor.

Adopted by the Molalla City Council this 12<sup>th</sup> day of June, 2019.

City of Molalla, Oregon

By: \_\_\_\_\_  
Keith Swigart, Mayor

ATTEST:

By: \_\_\_\_\_  
Christie DeSantis, Interim City Recorder

# City Of Molalla

## City Council Meeting

### Agenda Category: Ordinances, Resolutions and Proclamations

**Subject:** *Adopt Resolution 2019-14 Certifying Requirements to Receive State Shared Revenues*

**Recommendation:** *Council Approval*

**Date of Meeting to be Presented:** *June 12, 2019*

**Fiscal Impact:**

**Background:**

1. Cities located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:
  - a. Police Protection
  - b. Street Construction, maintenance, and lighting
  - c. Sanitary Sewer
  - d. Storm Sewer
  - e. Planning, zoning, and subdivision control
  - f. One or more utility services
  
2. The City Certifies that it provides all of the above services.

SUBMITTED BY: Chaunee Seifried, Finance Director  
APPROVED BY: Dan Huff, City Manager



**RESOLUTION NUMBER 2019-14**

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON,  
CERTIFYING ALL REQUIREMENTS TO RECEIVE STATE SHARED  
REVENUES HAVE BEEN MET.**

**WHEREAS**, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820, and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- 1) Police protection
- 2) Street construction, maintenance, and lighting
- 3) Sanitary sewer
- 4) Storm sewer
- 5) Planning, zoning, and subdivision control
- 6) One or more utility services

and

**WHEREAS**, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

Be it resolved, that the City of Molalla hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

- 1) Police protection
- 2) Street construction, maintenance, and lighting
- 3) Sanitary sewer
- 4) Storm sewer
- 5) Planning, zoning, and subdivision control
- 6) One or more utility services

Approved by the City of Molalla this 12<sup>th</sup> day of June, 2019

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Mayor, Keith Swigart

ATTEST:

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Christie DeSantis, Interim City Recorder

# City Of Molalla

## City Council Meeting

### Agenda Category: Ordinances, Resolutions and Proclamations

**Subject:**     *Adopt Resolution 2019-15 Declaring the City's election to receive State Revenue Sharing*

**Recommendation:**   *Council Approval*

**Date of Meeting to be Presented:**   *June 12, 2019*

**Fiscal Impact:**

**Background:**

1. The Legislature of the State of Oregon has provided for the apportionment of certain revenues to the cities of the State of Oregon.
2. In order for the City to participate in the sharing of certain State Revenues, we must express an election to receive such funds, which election must be made prior to July 31 of the fiscal year.
3. The City certifies that it published notice and held a public hearing before the Budget Committee on May 2, 2019 giving citizen's opportunity to comment on use of State Revenue Sharing.
4. The City published notice and held a public hearing before the City Council on June 12, 2019 giving citizen's the opportunity to comment on use of State Revenue Sharing.
5. The City does hereby elect to receive it's proportionate share of the revenues to be apportioned to the cities by the State of Oregon for fiscal year 2019-20.

SUBMITTED BY:   Chaunee Seifried, Finance Director  
APPROVED BY:    Dan Huff, City Manager



RESOLUTION NUMBER 2019- 15

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON, DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE SHARING.**

**WHEREAS**, the Legislature of the State of Oregon has provided for the apportionment of certain revenues to the cities of the State of Oregon; and

**WHEREAS**, such legislation provides that a city, in order to participate in the sharing of those certain revenues, must express an election to receive such funds, which election must be made prior to July 31 of the fiscal year; and

**WHEREAS**, the City of Molalla desires to receive portion of such funds; and

**WHEREAS**, the City certifies that it published notice and held a public hearing before the Budget Committee on May 2, 2019 giving citizen's opportunity to comment on use of State Revenue Sharing; and

**WHEREAS**, the City published notice and held a public hearing before the City Council on June 12, 2019 giving citizen's the opportunity to comment on use of Sate Revenue Sharing.

**Now, Therefore, the City of Molalla resolves as follows:** pursuant to ORS 221.770 does hereby elect to receive its proportionate share of the revenues to be apportioned to the cities by the State of Oregon for the fiscal year 2019-2020.

Section 1. This Resolution shall become effective immediately upon passage by Molalla City Council.

Adopted this 12<sup>th</sup> day of June, 2019

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Mayor, Keith Swigart

ATTEST:

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Christie DeSantis, Interim City Recorder



**Public Works Department**  
117 N Molalla Avenue  
PO Box 248  
Molalla, Oregon 97038  
Phone: (503) 829-6855  
Fax: (503) 829-3676

May 22, 2019

TO: Dan Huff, City Manager

FROM: Gerald Fisher, Public Works Director

CC: Kelly Richardson, City Recorder

**RE: Project Update for Public Works**

The following is a list of Public and private projects that Public Works is working on and how the public projects alignment with Council Goals:

**Administrative Projects Underway**

1. GIS staff mapping existing public easements for right of way, public utility easements, pipeline easements, and stormwater conveyance easements as time allows.
2. Staff is also working on several individual home construction permits, pre-application projects for new developments, policy and procedure updates, and other improvements to the department.
3. Hwy 213 Speed Reduction Request – Speed study is complete and was submitted to the State Traffic Engineer on May 15<sup>th</sup>. Staff is waiting to hear back on ODOT's decision.

**Public Capital Projects Underway**

4. 16-07 Shops Facility Improvements – Building advertised for bids on April 17<sup>th</sup> and 24<sup>th</sup> with bid opening scheduled for May 29<sup>th</sup> and award for the June 12<sup>th</sup> Council meeting. Construction scheduled for July through October 2019. *(Council Goal 1, Council Goal 3)*
5. 17-03 Fenton Ave CDBG – Final payment authorized by the City and County submitted letter to City stating requirements for the Community Development Block Grant were met (See Attached). This project is closed out. *(Council Goal 1, Council Goal 2)*
6. 17-04 OR 211 (213-Ona) – ODOT Right of Way in acquisitions process. Final design to be completed by Fall of 2019 and bidding tentatively scheduled for February 2020. Anticipate construction of pedestrian path to start sometime in 2020. *(Council Goal 1, Council Goal 2, Council Goal 3)*
7. 17-15 WTP New Trident 2MGD Filtration Plant, Chemical & Telemetry Upgrades – OR Health Authority approved the design and specifications earlier this week. Staff will advertise for bids on June 12<sup>th</sup> and June 19<sup>th</sup> with bid opening scheduled for July 10<sup>th</sup> and Council award on July 24<sup>th</sup>. Construction to begin in October 2019 and be completed by May 2020. *(Council Goal 1, Council Goal 3)*



8. 18-04 WWTP Biosolids Removal – The second phase of biosolids removal will begin after July 4<sup>th</sup> Holiday. *(Council Goal 1, Council Goal 2)*
9. 18-06 WWTP New Headworks Screen – Construction to begin in May 23<sup>rd</sup> and completion by the end of December 2019. *(Council Goal 1)*
10. 18-08 Hwy 213 & Hwy 211 Safety Improvements – ODOT staff selected Kittelson & Associates for the safety analysis. Design work anticipated to begin later this summer or early fall of 2019. Construction of improvements should begin in 2020. The City's match is \$10,013 or 7.78%. IGA with ODOT executed. *(Council Goal 2, Council Goal 3)*
11. 18-09 WWTP Permit Modification – Permit modification revision submitted to DEQ on January 2<sup>nd</sup>. Waiting on response from DEQ and schedule for EQC hearing. Meeting held with DEQ staff, City staff, legal team and consultants on May 20<sup>th</sup>. *(Council Goal 2, Council Goal 3)*
12. 18-12 Trout Creek Monitoring Station – Finalizing permits for construction with Clackamas County. Anticipate construction of station in summer of 2019 with flow monitoring during the following year. Anticipate project completion by December 2020. *(Council Goal 1)*
13. 18-14 Decant Facility – This project will provide a dewatering station for street sweeping and vactor debris prior to disposal. Project to begin after construction of new shops building. *(Council Goal 1)*
14. 18-15 Clark Park Sidewalk Improvements (Phase 2) – Contractor installed Cole Ave sidewalk and retaining wall and curb/sidewalk/ADA ramps in the NE, SE, and SW corners of the intersection. Contractor anticipates completion of intersection concrete work, paving, striping, signage, and cleanup by end of day June 4<sup>th</sup>. Construction of south parking lot will be from July 10<sup>th</sup> through August 22<sup>nd</sup> after the 4<sup>th</sup> of July event. *(Council Goal 1, Council Goal 2)*
15. 18-17 Phase 1 Project 7 Fenton Avenue Sewer and Water Improvements – Council award complete and execution of contracts underway. Construction scheduled for May 30<sup>th</sup> through July 29<sup>th</sup>. *(Council Goal 1, Council Goal 2, Council Goal 3)*
16. 19-01 Transportation & Sewer SDC Update – Project complete. *(Council Goal 2, Council Goal 3)*
17. 19-02 Water Master Plan & Water Management & Conservation Plan – Kick-off meeting held on May 8<sup>th</sup>. TAC/PAC meetings scheduled for Jan 2020, Apr 2020, and Aug 2020. Planning Commission and City Council hearings scheduled for the end of 2020. *(Council Goal 2, Council Goal 3)*

#### **Public Capital Projects Not Started**

18. Center Avenue Alley – This project will reconstruct the alley west of Center Avenue as part of a private development project. Waiting on development to begin. *(Council Goal 1, Council Goal 2)*
19. Creamery Creek Park – As part of Lexington Estates Phase 3, the developer dedicated an 11,011 square foot parcel to the City for park use. Public Works intends to move forward with project design and construction in FY 19-20. *(Council Goal 1, Council Goal 2)*

#### **Private Projects Underway**

20. 17-17 Hezzie Lane Subdivision – Plans approved by ODOT. City waiting for OR 211 improvements to be completed.
21. 17-20 Sawyer's Truck Repair – Developer to begin construction in the next month. Waiting for startup of public improvements this summer.

22. 18-16 Tractor Supply Store – Frontage improvement plans in ODOT review. Onsite improvement underway.
23. 19-04 Cascade Center – Planning Commission hearing held on May 15<sup>th</sup> and decision anticipated on June 5<sup>th</sup>. Staff is continuing its discussion with ODOT on the need for the signal at OR 211/Leroy Avenue.

Attached at the end of this memo is an update from Operations. Thanks and let me know if you have any questions.

Gerald Fisher, Director  
City of Molalla Public Works Department  
117 N. Molalla Avenue  
Molalla, OR 97038

RE: **COMPLETION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDED  
PROJECT/ FENTON AVENUE IMPROVEMENTS/ CD #53425**

Dear Mr. Fisher:

This letter is to inform you that the City of Molalla-Public Works Department has met and adhered to all requirements of the CDBG funding requirements of this Federal Grant (i.e. \$165,000 dollars). Our office has enjoyed working with you and your staff(s) during the Fenton Avenue Improvements Project. You and your staff have maintained a strong level of professionalism throughout this project from start to completion. I have attached the only document that was part of the Intergovernmental Agreement (IGA) that your office will need to complete and submit to me as required per the IGA. This is a standard requirement at the end of every CDBG funded project.

If you have any questions, please feel free to call me (503.650.5665) or email me at [stevekel@co.clackamas.or.us](mailto:stevekel@co.clackamas.or.us). Thank you for your valuable time.

Sincerely,



Steve Kelly, Project Coordinator

Cc: Fenton Ave. Imps. - Project File



**Public Works Department**  
117 N Molalla Avenue  
PO Box 248  
Molalla, Oregon 97038  
Phone: (503) 829-6855  
Fax: (503) 829-3676

May 22, 2019

TO: Gerald Fisher, Public Works Director  
FROM: Andy Peters, Operations Supervisor

**RE: Operations Update for City Council**

Gerald,

As requested, the Operations Division is pleased to continue these regular updates to the City Council on its activities.

Respectfully,

Andy Peters  
Operations Supervisor  
City of Molalla

The Crews have been working for several months moving section by section through town replacing regulatory signs that are less than perfect. We are now moving from Arterial and Collector Streets, to Local streets.

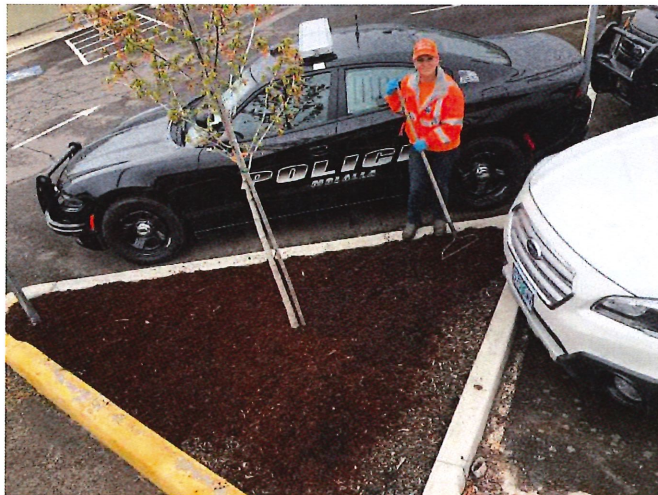


Crews have also been laying street markings, thermoplastic cross walks, and yellow curb as the weather has improved this spring.



Staff at the Wastewater Treatment plant continue to make improvements, moving component by component through the plant bringing everything up to design standards. Here Operators Kevin Batridge and James Clifton replace an inline chemical mixer.

The Public Works Utility Crews made exceptional efforts in the parks this spring, adding new fall protection in Long Park, Clark Park and Fox Park. We continue to move through the safety surveys performed last year, repairing as much as we can.



## Work In Process

Current Load by Team

Team	Backlog (# of WOs)	Promise Date Performance
Utility Crew	74	99.82%
Wastewater Plant	52	99.34%
Water Plant	12	97.50%
Supervisor	56	90.85%

Current Financial Encumbrances  
(Open Approved POs by fund) for Operations

Fund	Account#	\$\$
Sewer Fund	106-601-5-#	\$4582.21
Water Fund	105-501-5-#	\$11211.92
Storm Fund	108-801-5-#	\$0
Park Fund	101-106-5-#	\$9194.8
Street Fund	104-401-5-#	\$10803.53
TOTAL		\$35792.4600

## Work Complete During Period

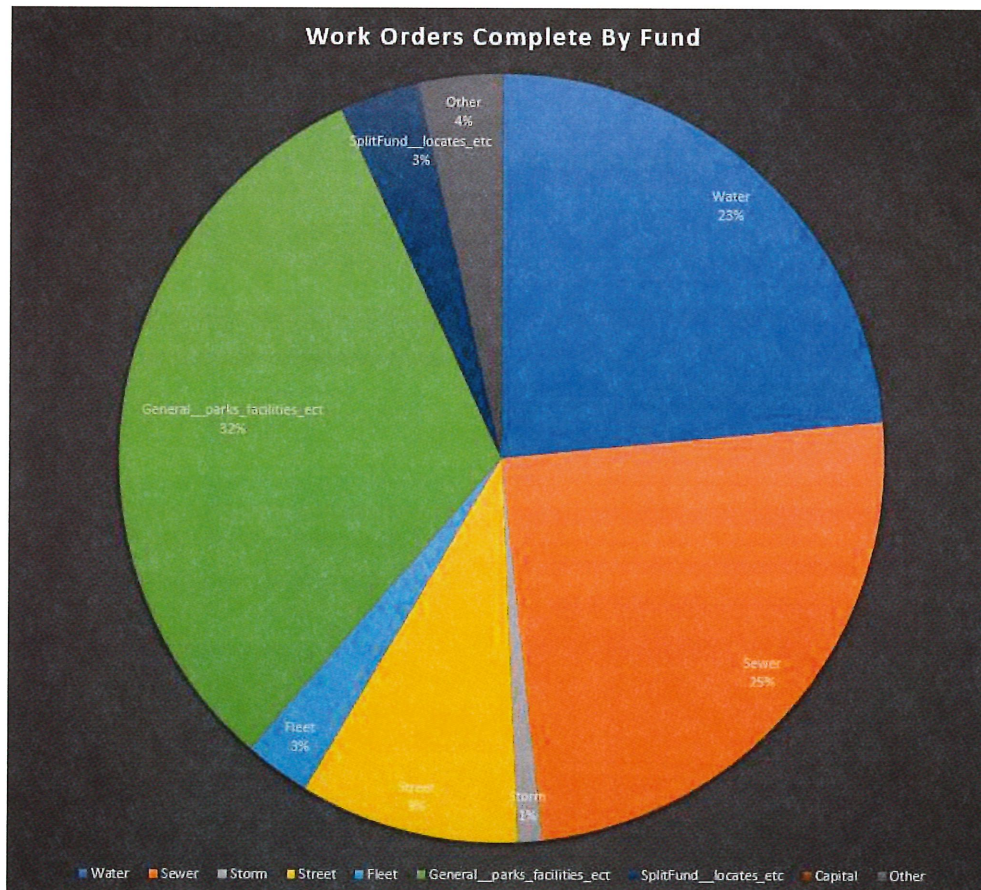
4/15/2019 - 5/15/2019

Work Orders Completed (by Fund)

Water	91
Sewer	96
Storm	4
Street	36
Fleet	11
General_parks_facilities_ect	123
SplitFund_locales_etc	13
Capital	0
Other	14
TOTAL	388

Work Orders Completed (by Team)

Utility_Crew	233
Wastewater_Plant	82
Water_Plant	58
Supervisor	15
Corrective_Action	0
Deep_Backlog	0
TOTAL	388



**FORM LB-1**

**NOTICE OF BUDGET HEARING**

A public meeting of the CITY OF MOLALLA will be held on **JUNE 12, 2019 at 7:00 pm** at the MOLALLA ADULT CENTER 315 Kennel Avenue, Molalla, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2019 as approved by the City of Molalla Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Molalla City Hall, 117 N. Molalla Avenue, Molalla, Oregon, between the hours of 8:30 a.m. and 4:30 p.m. or online at [www.cityofmolalla.com](http://www.cityofmolalla.com). This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Chaunee Seifried Telephone: 503-839-6855 Email: [cseifried@cityofmolalla.com](mailto:cseifried@cityofmolalla.com)

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2017/2018	Adopted Budget This Year 2018/2019	Approved Budget Next Year 2019/2020
Beginning Fund Balance/Net Working Capital	\$ 11,915,912.83	\$ 12,263,768.00	\$ 13,966,797.00
Fees, Licenses, Permits, Fines, Assessments & Service Charges	\$ 6,233,289.19	\$ 5,488,551.00	\$ 5,609,210.00
Federal, State and all Other Grants, Allocations and Donations	\$ 2,334,526.93	\$ 5,347,300.00	\$ 8,501,400.00
Interfund Transfers / Internal Service Reimbursements	\$ 1,674,147.36	\$ 6,253,940.00	\$ 12,630,905.00
All Other Resources Except Current Year Property Taxes	\$ 537,640.52	\$ 242,000.00	\$ 425,600.00
Current Year Property Taxes Estimated to be Received	\$ 2,960,332.00	\$ 3,050,500.00	\$ 3,200,000.00
<b>Total Resources</b>	<b>\$ 25,655,848.83</b>	<b>\$ 32,646,059.00</b>	<b>\$ 44,333,912.00</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
TOTAL OF ALL FUNDS	Actual Amount 2017/2018	Adopted Budget This Year 2018/2019	Approved Budget Next Year 2019/2020
Personnel Services	\$ 4,933,166.00	\$ 5,766,919.00	\$ 6,199,600.00
Materials and Services	\$ 3,509,755.00	\$ 4,425,409.00	\$ 4,437,507.00
Capital Outlay	\$ 1,070,514.00	\$ 10,184,369.00	\$ 14,359,205.00
Debt Service	\$ 877,740.00	\$ 1,033,996.00	\$ 560,614.00
Interfund Transfers	\$ 1,367,991.00	\$ 5,858,940.00	\$ 12,265,943.00
Contingencies	\$ -	\$ 1,006,093.00	\$ 2,205,103.00
Reserve	\$ -	\$ 3,370,333.00	\$ 4,305,940.00
Unappropriated Ending Balance Reserved for Future Expenditure	\$ -	\$ 1,000,000.00	\$ -
<b>Total Requirements</b>	<b>\$ 11,759,166.00</b>	<b>\$ 32,646,059.00</b>	<b>\$ 44,333,912.00</b>

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program	Actual Amount 2017/2018	Adopted Budget This Year 2018/2019	Approved Budget Next Year 2019/2020
Administration	\$ 1,006,803.00	\$ 1,092,700.00	\$ 1,108,700.00
FTE	4.75	4.75	5.25
Police Services	\$ 2,534,895.00	\$ 2,976,350.00	\$ 3,214,536.00
FTE	17.00	18.50	18.50
Parks	\$ 163,477.00	\$ 250,157.00	\$ 216,652.00
FTE	1.00	1.00	0.76
Planning	\$ 111,934.00	\$ 145,526.00	\$ 312,750.00
FTE	1.00	1.00	2.00
Municipal Court	\$ 164,941.00	\$ 196,300.00	\$ 201,050.00
FTE	1.00	1.00	1.00
Library	\$ 779,623.34	\$ 3,432,500.00	\$ 3,511,100.00
FTE	7.00	8.40	8.52
Public Works (Street, Storm, Water, Sewer)	\$ 6,099,718.00	\$ 14,881,495.00	\$ 21,953,374.00
FTE	15.30	15.62	17.74
Not Allocated to Organizational Unit or Program	\$ 897,774.66	\$ 8,671,031.00	\$ 13,815,750.00
FTE	0.00	0.00	0.00
<b>Total Requirements</b>	<b>\$ 11,759,166.00</b>	<b>\$ 31,646,059.00</b>	<b>\$ 44,333,912.00</b>
<b>Total FTE</b>	<b>47.05</b>	<b>50.27</b>	<b>53.77</b>

The approved budget for FY 2018/2019 for the City of Molalla has been prepared in accordance with Oregon budget law and generally accepted accounting principals. This is a lean budget with continued focus on expenditure reduction, building working capital and operating reserves, and a focus on capital improvements to City Infrastructure.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit \$5.3058 per \$1,000)	\$5.3058	\$5.3058	\$5.3058
Local Option Levy	\$0.00	\$0.00	\$0.00
Levy For General Obligation Bonds	\$68,163.00	\$30,300.00	\$0.00

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1,	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0.00
Other Bonds	\$1,650,000	\$0.00
Other Borrowings	\$1,412,305	\$0.00
<b>Total</b>	<b>\$3,062,305</b>	<b>\$0.00</b>

Published May 29, 2019

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