



AGENDA - ** AMENDED **

MOLALLA CITY COUNCIL MEETING

March 9, 2022

7:00 PM

Molalla City Hall

117 N. Molalla Avenue, Molalla, OR 97038

Mayor Scott Keyser

Council President Jody Newland

Councilor Elizabeth Klein

Councilor Terry Shankle

Councilor Leota Childress

Councilor Crystal Robles

Councilor Eric Vermillion

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.

EXECUTIVE SESSION begins immediately following Recess of the Regular Meeting: Not open to Public, according to ORS 192.660(2): i

*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. City Council Meeting Minutes – February 23, 2022
- B. Work Session Meeting Minutes – February 9, 2022
- C. Work Session Meeting Minutes – February 23, 2022
- D. Contract Award: Project No. 21-06, Scandia Waterline**

4. PRESENTATIONS, PROCLAMATIONS, CEREMONIES

- A. Budget Committee Applicant

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. 2022-01: Amending the Finance Policy – Debt Policy Section (Huff)

8. GENERAL BUSINESS

- A. Wayfinding Kiosk Art Contest (Corthell)
- B. Curb Extension Update (Huff)

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 City Hall
117 N. Molalla Avenue, Molalla, OR 97038
February 23, 2022

CALL TO ORDER

The Molalla City Council Meeting of February 23, 2022 was called to order by Mayor Scott Keyser at 7:08pm.

COUNCIL ATTENDANCE

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

STAFF IN ATTENDANCE

Dan Huff, City Manager; Christie Teets, City Recorder.

CONSENT AGENDA

- A. Meeting Minutes – February 9, 2022

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

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

None.

PUBLIC COMMENT

Ron Higginbotham, Molalla resident, attended a Molalla River School District Board Meeting recently, that Mayor Keyser also attended. Mr. Higginbotham felt it was inappropriate for Mayor Keyser to represent himself as the Mayor during his comments, as the remainder of the Council was not present. Mr. Higginbotham stated that the City Council and MRSD School Board are two separate entities and should remain as such.

Lisa Borowzak, Molalla resident and MRSD employee, stated that she was speaking on her own behalf regarding the recent School Board meeting. Ms. Borowzak had concerns regarding the Mayors statements at the meeting. She quoted that he stated “Council was sitting at a planning meeting, and I started getting blown up over drama going on in the school district” and “this community has a huge lack of confidence in the superintendent and the leadership he is providing our schools” and “if something doesn’t happen soon the City’s confidence will be failing in the School Board”. Ms. Borowzak stated that although the City and School District do not always see eye to eye, that a professional courtesy has been provided to one another. She felt that both groups goal is to help our city and community be the best that we can be. She asked Council if they felt the same way as the Mayor, or was he speaking on his own behalf.

Councilor Shankle asked City staff if it was alright for Council to respond. As this was a Council issue, the answer was yes.

Mayor Keyser addressed Mr. Higginbotham and Ms. Borowzak, stating that his comments were his own and that he was not representing City staff. He stated that his remark regarding the City was directed towards representing the community, not staff or Council. He apologized for his actions.

PUBLIC HEARINGS

- A. Ordinance No. 2022-02: Amending MMC Chapter 5.24 – Business License Update

City Recorder Teets presented the Staff Report to Council for Ordinance 2022-02, explaining that it is amending Ordinance 2021-11. The due date for renewing Business Licenses needs to match the deadline for submitting Exemptions, which is January 15th.

Mayor Keyser opened the Public Hearing for Ordinance No. 2022-02 at 7:20pm. There was no one to speak for or against the Ordinance, therefore the Public Hearing was closed at 7:21pm.

ORDINANCES AND RESOLUTIONS

A. Ordinance No. 2022-02: Amending MMC Chapter 5.24 – Business License Update

A motion was made by Council President Newland to hold the First Reading of Ordinance No. 2022-02 by title only, seconded by Councilor Childress. Vote passed 7-0, with the following Councilors voting Aye: Mayor Scott Keyser, Council President Jody Newland, Councilor Elizabeth Klein, Councilor Leota Childress, Councilor Terry Shankle, Councilor Crystal Robles, and Councilor Eric Vermillion.

A motion was made by Councilor Klein to hold the Second Reading and adoption of Ordinance No. 2022-02 by title only, seconded by Councilor Robles. Vote passed 7-0, with the following Councilors voting Aye: Mayor Scott Keyser, Council President Jody Newland, Councilor Elizabeth Klein, Councilor Leota Childress, Councilor Terry Shankle, Councilor Crystal Robles, and Councilor Eric Vermillion.

GENERAL BUSINESS

A. House Bill 2560: Public Meetings and Remote Public Participation (Teets)

City Recorder Teets explained the recent House Bill and how it relates to the Public Meeting process. Sessions that are videoed and livestreamed through social media are Work Sessions, regular City Council meetings, Planning Commission, and Budget Committee meetings. Executive Sessions are still held in private.

B. Molalla Area Vision and Action Plan – 2022 Goals (Huff)

City Manager Huff presented the Council Goals that were created by staff and Council during the January Goal Setting Conference. The document has been updated to reflect the goals, expectations, and accomplishments for 2022. Mr. Huff requested approval, in order to place the document with the upcoming Budget information.

A motion was made by Council President Newland to approve the 2022 Goals, seconded by Councilor Shankle. Vote passed 7-0, with all Councilors voting Aye.

STAFF COMMUNICATION

- **City Recorder Teets** reminded citizens that Budget Committee applications are being accepted until March 4, 2022 at 4:30pm.
- **City Manager Huff** explained the new “Did You Know?” page on the Molalla Current. Citizens are encouraged to sign up for the monthly newsletter and push notifications.

COUNCIL COMMUNICATION

- **Councilor Vermillion** stated that the School Board had met twice since the last Council meeting. The topic has been lifting the mask mandate. The Board voted 6-1 to lift it on March 3, 2022, opposed to the Governor’s March 31st deadline. This gives the Teachers Union 14 days to appeal. The Chamber held a Brown Bag meeting recently, where Community Development Director Corthell gave a presentation.
- **Councilor Robles** encouraged the community to take advantage of all that the Library has to offer. There are multiple activities going on, including a Tree Give Away in honor of Earth Day in April.
- **Councilor Childress** reported that the Beautification and Culture CPC met the night before, and they have finalized the Art Contest rules, regulations, and sponsorship forms. More information will be brought to the March 9, 2022 Council meeting. Councilor Childress also assured the community that Mayor Keyser was not representing her or her opinions, during his comments at the recent MRSD Board meeting.
- **Councilor Shankle** had nothing to report.

- **Councilor Klein** shared her concerns regarding the blood shortage. She encouraged people that can to donate, as we are in a shortage crisis. Discussion took place regarding having the Red Cross visit Molalla with a mobile unit during Celebrate Molalla.
- **Council President Newland** asked City Recorder Teets how many Budget Committee applications had been received, which is one. Ms. Teets informed Council that Budget Committee and the Budget process will take place whether there is a full committee of seven members or not. Council President Newland also reminded the community to pick up blank maps for Chief Yelkus Park, with suggestions of what they would like to see.
- **Mayor Keyser** had nothing to report.

For the complete video account of the City Council Meeting, please go to YouTube
“Molalla City Council Meetings – February 23, 2022”

ADJOURN

Mayor Keyser adjourned the meeting at 7:53pm.

Scott Keyser, Mayor

Date

ATTEST:

Christie Teets, City Recorder



Minutes of the Molalla City Council Work Session

**Molalla Civic Center
315 Kennel Ave., Molalla, OR 97038
February 9, 2022**

CALL TO ORDER

The Molalla City Council Work Session of February 9, 2022 was called to order by Mayor Scott Keyser at 6:02pm.

COUNCIL ATTENDANCE

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

STAFF IN ATTENDANCE

Dan Huff, City Manager; Christie Teets, City Recorder.

CONSENT AGENDA

None.

DISCUSSION ITEMS

- A. Goal Setting Recap
- B. Council Projects
- C. Future Work Session Planning

City Recorder Teets presented Council with an updated list of accomplishments for the Molalla Area Vision and Action Plan 2030. The items that had been compiled in 2020 and 2021 were combined into one document per department. Each item has been listed with the Focus Area that it pertains to. She explained that the graph was broken into three areas; GOAL (ongoing/in progress), EXPECTATION (yearly function), and ACCOMPLISHED (task completed). Ms. Teets also provided Council with a list of Council Projects and items that Council would like to hold as future Work Sessions.

Discussion was had among Council and Staff regarding the documents provided. Updates will be brought to Councilors at the next regular meeting on February 23, 2022.

[For the complete video account of the City Council Meeting, please go to YouTube “Molalla City Council Meetings – Work Session February 9, 2022”](#)

ADJOURN

Mayor Keyser adjourned the Work Session at 6:50pm.

Scott Keyser, Mayor

Date

ATTEST: _____
Christie Teets, City Recorder



Minutes of the Molalla City Council Work Session

**Molalla City Hall
117 N. Molalla Ave, Molalla, OR 97038
February 23, 2022**

CALL TO ORDER

The Molalla City Council Work Session of February 23, 2022 was called to order by Mayor Scott Keyser at 6:00pm.

COUNCIL ATTENDANCE

Mayor Scott Keyser, Council President Jody Newland, Councilor Leota Childress (arrived at 6:05pm), Councilor Elizabeth Klein, Councilor Terry Shankle, Councilor Crystal Robles (arrived at 6:09pm), Councilor Eric Vermillion.

STAFF IN ATTENDANCE

Dan Huff, City Manager; Mac Corthell, Community Development Director; Christie Teets, City Recorder.

CONSENT AGENDA

Missed. Will address at next meeting.

DISCUSSION ITEMS

A. Molalla Forest Road

Community Development Director Corthell presented Council with an option of opening a closed section of Molalla Forest Road. The section has been closed since the 1980's and staff would like to discover the possibility of opening the road. There is a fair amount involved before that decision can be made, staff would like permission to explore the option. A power point presentation of cost, timeline, pros and cons was shared. It is available on YouTube, at the February 23, 2022 Work Session link.

B. Molalla Municipal Code, Chapter 1.02.080 Order and decorum

Council President Newland requested a review of Council Rules, Chapter 1.02.080 Order and decorum. President Newland read them into record, and Councilors discussed the need to review them periodically. Discussion also took place regarding the rules and expectations for cell phone use during meetings. There is nothing in the Molalla Municipal Code that states they should not, as the Code language is outdated.

City Manager Huff and City Recorder Teets explained that information pertaining to cell phone and social media use is listed in the Employee Handbook. The handbook also applies to Council members. Council asked for a Code update, with a clear outline. Ms. Teets stated that she would contact CIS Insurance for proper documentation and present it to Council.

[For the complete video account of the City Council Work Session, please go to YouTube "Molalla City Council Meetings – February 23, 2022"](#)

ADJOURN

Mayor Keyser adjourned the meeting at 6:58pm. A five-minute break was announced before convening the Regular Session.

Scott Keyser, Mayor

Date

ATTEST: _____
Christie Teets, City Recorder

City of Molalla

City Council Meeting



Agenda Category: Consent Agenda

Subject: Project 21-06 Scandia Waterline

Recommendation: Award GT Excavating, Low Bidder

Date of Meeting to be Presented: March 9, 2022

Fiscal Impact:

Background:

Project Description: Replacement of Severely Compromised Public Waterline

Budgeted Funds: \$250k

Budgeted Account: ARPA Phase I

Recommendation: Award to GT Excavating, Low Bidder

SUBMITTED BY: Mac Corthell, Community Development Director
APPROVED BY: Dan Huff, City Manager



THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

March 3, 2022

Dan Huff, City Manager
City of Molalla
117 N Molalla Avenue
Molalla, OR 97038

RE: City of Molalla
Scandia Water Line Replacement
City of Molalla Project No. 21-06
The Dyer Partnership Project No. 198.37

Dear Mr. Huff:

This letter is to recommend action by the City of Molalla in response to the bids received on March 2, 2022 at 2:00 PM for the above referenced project. Five bids were received, there were no bid irregularities, and all were responsive and responsible. The bids were in the following amounts:

1. \$155,704.00 by GT Excavating, LLC
2. \$173,282.04 by Trench Line Excavation, Inc.
3. \$177,700.00 by Strider Construction Co., Inc.
4. \$179,215.00 by Jesse Rodriguez Construction, LLC
5. \$191,581.00 by Jim Smith Excavating, Inc.

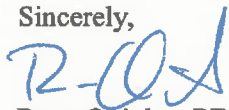
Dyer recommends that the City of Molalla take the following action:

1. Accept the bids.
2. Award a contract to GT Excavating, LLC in the amount of \$155,704.00.

It is our opinion that GT Excavating, 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 four copies of the Notice of Award. A representative for the City needs to sign all four copies after which they should be returned to our Coos Bay office. (*Please do not date the Notice of Award.*) We will date the Award following notification that the City of Molalla accepts the bid and is determined to award the project.

Sincerely,



Ryan Quigley, PE
Project Manager

Enclosure

481 S MAIN STREET
LEBANON, OREGON 97355
TELEPHONE: 541-405-4520
WEB: www.dyerpart.com

City of Molalla

APPLICATION FOR CITY COUNCIL APPOINTMENT

Please print or type

Must be received in City Recorder's Office
by December 1, 2021 at 4:30pm

Today's Date:

11/30/2021

City Council Appointment valid through December 31, 2024

PERSONAL INFORMATION:

Name Levi Davis	Years of Residency in Molalla? 2
Street [REDACTED] Molalla OR 97038	Registered Voter? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
E-mail address [REDACTED]	[REDACTED]

EMPLOYMENT:

Current Employer Name/Address NW Service Enterprises, Inc		
Position Payroll and HR Manager	How long? 9+ years	Work Phone [REDACTED]
Work Experience I oversee the Payroll and Human Resources Department at a Retail Assembly Company that operates in 13 states, employing up to 700 employees. Before that, I worked seasonally in Christmas trees for a local Molalla farmer and had various positions in science labs at both OSU and EOU.		

EDUCATION:

Years Completed 4	Degrees Bachelors of Science- Biology
Colleges Eastern Oregon University Oregon State University	
Certifications	

COMMUNITY INVOLVEMENT: *Attach additional pages if necessary.*

Describe volunteer activity within this or other communities I have helped with the Molalla River Trail Clean Up a few times. I volunteered quite a bit in high school, but haven't been too active since moving into the city.
Do you presently serve on a City Board or Committee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, which Board or Committee?

10

In 50 words or less, explain why you desire appointment to the City Council.

A lot of important decisions are made by local government and I would love to be part of that process.

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

I am very interested in politics, especially at the local level.

I believe my work experience has prepared me to work with groups to solve both small and large problems.

I am very organized, dedicated, and goal oriented. I am willing to put in the effort and time to get things done properly for the community.

> Attach a resume if desired.

> To access the City Council Orientation Handbook, please access the following link: <https://www.cityofmolalla.com/cityrecorder/page/councilor-roles-responsibilities-and-citizen-appointment-forms>. The Orientation Handbook is towards the bottom of the page.

> 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 December 8, 2021, at 6:00pm. Applicants will be interviewed by members of City Council.

I certify that the foregoing information is true and correct.


Signed (Applicant)

11/30/2021

Date

For Office Use Only

Date Received: _____

Date Appointed: _____

Term assigned: _____

Residency confirmed: _____

Voter Registration confirmed: _____

11

City of Molalla

APPLICATION FOR BUDGET COMMITTEE APPOINTMENT

Please print or type

Must be received in City Recorder's Office
March 4, 2022 at 4:30pm



Today's Date:
03/04/2022

Budget Committee Appointment valid through December 31, 2024

PERSONAL INFORMATION:

Name Ashly Hansen		Years of Residency in Molalla? 1.5
Street [REDACTED]	City/State/Zip Molalla Or 97038	Registered Voter? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
E-mail address [REDACTED]		Cell / Home Phone [REDACTED]

EMPLOYMENT:

Current Employer Name/Address Columbia Bank		
Position Branch Manager	How long? 2 years	Work Phone 503-829-2237
Work Experience Over 12 years in banking.		

EDUCATION:

Years Completed 12	Degrees
Colleges Clackamas Community College	
Certifications	

COMMUNITY INVOLVEMENT: Attach additional pages if necessary.

Describe volunteer activity within this or other communities
Portland Rescue Mission
Feed my Sheep

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

If yes, which Board or Committee? _____

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

I want to help create and maintain city finances and ensure the plan is implemented for the city of Molalla.

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

I have over 12 year experience in banking and finance.

- *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 9, 2022** at 6:00pm. Applicants will be interviewed by members of City Council.*

I certify that the foregoing information is true and correct.


Signed (Applicant)

3-4-22
Date

For Office Use Only

Date Received: _____

Date Appointed: _____

Term assigned: _____

Residency confirmed: _____

Voter Registration confirmed: _____

City of Molalla

City Council Meeting



Agenda Category: Resolutions

Subject: Update Debt Policy

Recommendation: Approve change to Debt Policy

Date of Meeting to be Presented: 03-09-2022

Fiscal Impact: None

Background:

Per Merina+Co (the City's auditor), we are amending our Debt Policy.

We added a bullet under Debt Issuance Practices:

- Require external input and review regarding the specific methodology of recording new or refunded debt at the time such activity occurs.

Recommended Motion: Approve addition.

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



RESOLUTION NO. 2022-01

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON
AMENDING THE FINANCIAL POLICY - DEBT POLICY SECTION**

WHEREAS, the City of Molalla has a responsibility to ensure it handles public funds appropriately; and

WHEREAS, written, adopted financial policies and have many benefits in assisting Council with the financial management of the City; and

WHEREAS, the auditing firm for the City has recommended that Council adopt financial policies that promote sound financial management practices designed to meet Council's goals and objectives; and

WHEREAS, staff has prepared the City of Molalla Financial Policies document that outlines procedures, safeguards, and internal controls for public fund management; and

WHEREAS, the City of Molalla Financial Policies document, attached hereto as Exhibit A,

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

Section 1. That the City of Molalla Finance Policies amending the Debt Policy document, hereby referred to as Exhibit A.

Section 2. Effective Date. This Resolution is effective upon the signature of the Mayor.

Signed this 9th day of March.

Scott Keyser, Mayor

ATTEST:

Christie Teets, City Recorder

City of Molalla



Debt Policy

Revised 03-09-2022
Resolution 2022-01

This document supersedes any and all previous debt policies.



I. Purpose

This Debt Policy for the City of Molalla (City) is established to help ensure that all debt is issued both prudently and cost effectively. This policy sets forth comprehensive guidelines for the financing of capital expenditures of the City. Adherence to the policy is essential to ensure that the City Council maintains a sound debt position and protects the credit quality of its obligations.

II. Governing Authority

The City’s debt policy shall be operated in conformance with Oregon Revised Statutes, applicable federal law and other regulatory requirements. The Finance Director will maintain the debt policy and develop recommendations for debt financing.

III. Scope

This policy applies to all financing activities of the City.

IV. Objectives

The objectives of the policy shall be that:

- i. the City obtain financing only when necessary,
- ii. the process for identifying the timing and amount of debt or other financing be as efficient as possible,
- iii. the most favorable interest rate and other related costs be obtained, and
- iv. when appropriate, future financial flexibility be maintained.

V. Conditions of Debt

1. Debt Limits

i. Legal Restrictions

- The City shall observe and comply with all legal restrictions including State constitution or law, local charter, by-laws, resolution or ordinance, or covenant, and bond referenda approved by voters.

ii. Public Policies

- The City shall observe and support appropriate public policy considerations including the purposes for which debt proceeds may be used or prohibited,
- The types of debt that may be issued or prohibited, the relationship to and integration with the Capital Improvement Program, and policy goals related to economic development, including potential public-private partnerships.

iii. Financial Restrictions

A. Direct Debt

The City shall develop and maintain financial information in the consideration and evaluation of its debt position including the ratio of debt



per capita, the ratio of debt to personal income, the ratio of debt to taxable property value, and debt service payments as a percentage of general fund revenues or expenditures.

B. Revenue Debt

The City may consider issuance of revenue bonds as an alternative to other types of financing when the situation and conditions of the borrowing so indicate, and upon advice from financial advisors and/or bond counsel.

C. Conduit Debt

The City shall not engage in the issuance of conduit debt.

D. Short-term Debt

The City may engage in short-term financing if cash or working capital needs so dictate. All short-term borrowings should reflect the same objectives as those identified for debt financing above.

E. Variable Rate Debt

The City may consider issuance of variable rate debt as an alternative to other types of financing when the situation and conditions of the borrowing so indicate, and upon advice from financial advisors and/or bond counsel.

2. Debt Structuring Practices

The City shall consult with financial advisors and bond counsel, and within the framework of applicable accounting and reporting requirements to identify and implement sound debt structuring practices for each type of bond to the best advantage of the City, including:

- Maximum term
- Average maturity
- Debt service pattern (i.e. equal payments or equal principal amortization)
- Use of optional redemption features that reflect market conditions and/or needs of the City,
- Use of variable or fixed-rate debt, credit enhancements, short-term debt, and limitations as to when, and to what extent, each can be used, and
- Other structuring practices should be considered, such as capitalizing interest during the construction of the project and deferral of principal, and/or other internal credit support, including general obligation pledges.

3. Debt Issuance Practices

The City shall employ sound practices for debt issuance in the context of best practices and strong internal controls, including:

- Selection and use of professional service providers, including an independent financial advisor, to assist with determining the method of sale and the selection of other financing team members,



- Criteria for determining the sale method (competitive, negotiated, private placement) and investment of proceeds,
- Use of comparative bond pricing services or market indices as a benchmark in negotiated transactions, as well as to evaluate final bond pricing results,
- Criteria for issuance of refunding bonds, ~~and~~
- **Require external input and review regarding the specific methodology of recording new or refunded debt at the time such activity occurs, and**
- Use of credit ratings, minimum bond ratings, determination of the number of ratings, and selection of rating services.

4. Debt Management Practices

The City shall manage outstanding debt to the direct advantage of the City, and ultimately to the benefit of citizens. In doing so, the City shall:

- Establish and maintain appropriate funds and accounting structures to properly support budgeting, recording, and reporting of debt service activities,
- Establish, document, and maintain a system of internal control over debt activities including proper approvals for debt issuance and debt service payments, and
- Provide for periodic review of the City's debt position for purposes of reporting to the City Council and evaluation of opportunities for refunding or other adjustments to the portfolio.

City of Molalla

City Council Meeting



Agenda Category: General Discussion

Subject: 2022 Molalla Kiosk Art Contest, Rules and Sponsorship Opportunity

Recommendation: Adopt

Date of Meeting to be Presented: March 9, 2022

Fiscal Impact: N/A

Background:

In January of 2022, the Molalla Community welcomed four new double-sided wayfinding Kiosks installed at Clark Park, Fox Park, Long Park, and City Hall. One side of each Kiosk displays an illustrative map of key not for profit sites in the Molalla area such as Parks, Public Safety, Cultural Centers, and the Molalla River Corridor.

The other side of each Kiosk will display a selection of QR codes that link to web sites to local interests, such as the Molalla Current, the Chamber of Commerce business listing/map, and more. The central item on this side will be a piece of community artwork selected by the Beautification and Culture Committee through this contest.

In addition, the committee has recommended a Kiosk Art Sponsorship Opportunity for businesses. Sponsorship will feature the sponsored business logo on the kiosks. Funds sponsored through this opportunity will offset the cost of production, installation, and maintenance of the artwork.

Recommended Motion: I move the Molalla City Council adopt 2022 Molalla Kiosk Art Contest, Rule and Sponsorship opportunities.

SUBMITTED BY: Mac Corthell, Community Development Director

APPROVED BY: Dan Huff, City Manager



City of Molalla
Beautification & Culture
Community Program Committee
315 Kennel Ave – Molalla, OR – 97038
Communityplanner@cityofmolalla.com

2022 Molalla Kiosk Art Contest Rules & Entry Form

Introduction.

In January of 2022, the Molalla Community welcomed four new double-sided wayfinding Kiosks installed at Clark Park, Fox Park, Long Park, and City Hall. One side of each Kiosk displays an illustrative map of key not for profit sites in the Molalla area such as Parks, Public Safety, Cultural Centers, and the Molalla River Corridor.

The other side of each Kiosk will display ***a piece of community artwork selected through this contest... hopefully it's yours!***

Contest Rules

1. All applicants must live within the Molalla River School District. (Students residing outside of the MRSD boundary but attending MRSD schools are eligible)
2. Entry form and artwork must be submitted by May 13, 2022
3. Each contestant may submit only one (1) piece of artwork
4. The artwork must be submitted in 4:3 Ratio. Example 12 inches long by 9 inches high
5. All submittals must be original work completed by the artist signing this form.
6. Art Category Theme:
Molalla, Oregon – Real Adventure, Real People, Real Fun
 - This theme is intentionally broad to accommodate as many entries as possible. The entire theme need not be depicted in the art, but must be related to Molalla area adventure, people, fun, or any combination thereof.
7. The art piece must be flat, and can be a photograph, drawing, or painting
 - (Artwork selected will be photographed and duplicated in a digital format for print to be placed on the Kiosk to protect your original artwork.)
8. With your artwork, submit a 10–100 word statement communicating what inspired your work and how it relates to the 2022 Molalla Kiosk Art Contest theme:
Real Adventure, Real People, Real Fun.
9. If your artwork is selected, you, or your parent/guardian if you are under age 18, agree to sign a legal licensing agreement with the City of Molalla.

Selection Criteria

1. Artwork must match the Art Category Theme
2. Statement must match artwork

Entries must not:

1. Promote illegal behavior
2. Use copyrighted or trademarked content without the owner’s written permission, which you must attach with your submission
3. Support prejudice against any group
4. Depict sexual or violent imagery
5. Invade an individual’s privacy
6. Be otherwise inappropriate as determined by the City of Molalla in its sole and conclusive determination.

Last day of submissions is Friday, May 13th, 2022, at 4:00PM

**Submit application and artwork at the Molalla Civic Center
315 Kennel Avenue
Molalla, OR 97038
Monday-Friday 8:00AM-4:00PM**

Artwork will be selected by Wednesday, June 1st, 2022.

ENTRY FORM

Artist's Name: _____

Artist's Phone Number: _____

Artist's Email Address: _____

Artist's Signature: _____

Legal Parent/Guardian Signature: _____
(If artist is under 18 years of age)



Kiosk Art Sponsorship Opportunity

Business/Individual Name _____
Address _____
Business Contact Name _____
Telephone _____ Website _____
Email _____

Commitment

- _____ *Platinum \$1,000 Sponsor – Company logo featured on 4 kiosks*
- _____ *Gold \$750 Sponsor – Company logo featured on 3 kiosks*
- _____ *Silver \$500 Sponsor – Company logo featured on 2 kiosks*
- _____ *Bronze \$250 Sponsor – Company logo featured on 1 kiosk*

Make checks payable to **City of Molalla**

- You may submit this form and check to the Beautification & Culture Committee member now.
- Mail to City of Molalla, Attn: Julie Larson, PO Box 248, Molalla OR 97038.
- Drop off at Molalla Civic Center: 315 Kennel Avenue, Molalla OR 97038

Signature _____ Date _____

Your charitable contribution to the City of Molalla, a governmental unit, is tax-deductible under section 170 (c) (1) of the Internal Revenue Code.
You will receive a letter acknowledging your contribution.

Contact jl Larson@cityofmolalla.com Please use *Beautification & Culture Donation* in the subject line.

----- For use by the City of Molalla -----

Signature of B&C committee member collecting donation _____

For use by Office Staff

Received by _____ Date _____ Thank You Letter _____ Date _____ Copies _____

City of Molalla

City Council Meeting



Agenda Category:

Subject: Curb Extension Engineering Detail Revision

Recommendation: N/A

Date of Meeting to be Presented: March 9, 2022

Fiscal Impact: \$85,000 from Streets and Storm Funds

Background:

Since the City completed the intersection reconstruction project for Cole Avenue and Shirley Street the City has received numerous comments regarding the function of that intersection. Staff also met with three (3) Councilors and listened to specific concerns regarding the design of this intersection as well as Heintz Street and Fenton Avenue. First, Cole and Shirley was constructed in a way that meets our current standard. Second, after analyzing our standard we discovered that our standard is flawed and through comparison design we have developed a solution.

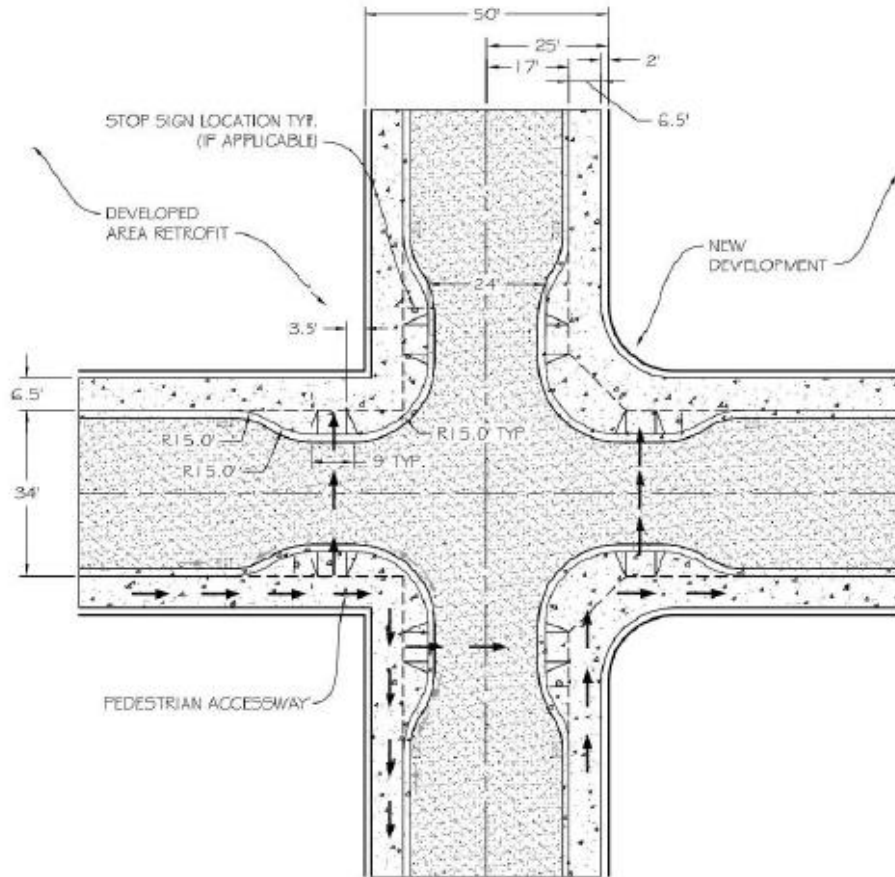
To accommodate variable traffic and multiple vehicle types, Staff provides the following report (attached) along with planned next steps. Should Council accept this solution and general plan for future intersections we will pursue design and cost estimates for repair.

Suggested Motion – Council to direct Staff to pursue repair of the Cole and Shirley intersection based on the reformed design standard.

SUBMITTED BY: Dan Huff City, Manager and Andy Peters, Public Works Division Manager
APPROVED BY: Dan Huff, City Manager

1. The intersection of Shirley St at N. Cole is a Collector Intersection, and historically sees heavy foot traffic during events.
2. In 2019 the City completed project 18-15 which included improvements to the Intersection of Shirley St at N. Cole: new road surface, stormwater improvements, and Curb Extensions aimed at traffic calming and pedestrian crossing safety.
3. Curb Extensions are a standard technique in traffic engineering, which has proved successful in many communities, and is included in the City's Transportation System Plan.
4. The Shirley/N. Cole Curb Extensions were installed in accordance with the then-current (now obsolete) Engineering Detail at the time (R-1110), which was drawn by the Project Delivery Group in July 2017 and approved by GF, both registered professional engineers. This obsolete detail is included as Exhibit 1.
5. After installation of the intersection the City began receiving reports of vehicles being unable to make the corners without conflicting with each other, and in some cases being forced to mount the curbs and drive over the sidewalks.
6. The City Council expressed concern to Staff over the issues. The new curb was defended by the Engineers who approved the Detail.
7. On November 3, 2021, the City Manager ordered a review of the Curb Extensions and a second Engineering opinion.
8. In response, Public Works Staff worked with Traffic Engineers from the Dyer Partnership to evaluate the situation and prepare views of the intersection overlaid with the turning radii of some standard vehicles, such as School Busses and Fire Trucks. This is shown in Exhibit 2.
9. The results reveal what staff now believes is a design flaw in the then-current (now obsolete) Engineering Detail R-1110 such that many classes of vehicles who should be able to safely use this Collector Intersection are unable to. City Staff also worked with the Dyer Partnership to prepare an updated Engineering Detail R-1110 that would accommodate Standard Vehicles (called "SU" vehicles in Traffic Engineering parlance).
10. The New Detail R-1110 for curb extensions is included as Exhibit 3. The most important thing to note is that the SU vehicles' turn radius must now be shown by the design engineers on any plans submitted to the City for future construction that includes curb extensions.
11. The next step is to use this new detail to redesign the Shirley/Cole intersection. The Cost estimate to make these adjustments is still under review, Staff expects to see draft plans by the end of March.

Obsolete



1. EXTENSIONS ARE INTENDED TO SIMULATE A PARKED VEHICLE, THEREFORE SHALL ONLY BE ALLOWED WITH ON-STREET PARKING.
2. EXTENSION SHALL BE CONCRETE SO AS NOT TO RESTRICT SIGHT DISTANCE. FCC SHALL BE 6" THICK WITH 4" OF COMPACTED BASE ROCK.
3. INTERSECTION RADII SHALL BE CHECKED TO ASSURE SAFE PASSAGE OF THE DESIGN VEHICLE. IN ALL CASES, EMERGENCY VEHICLES SHALL BE ACCOMMODATED. USE OF THE OPPOSING LANE MAY BE ALLOWED BY THE PUBLIC WORKS DIRECTOR.
4. DRAINAGE SHALL NOT TRAP WATER WITHIN THE ADA RAMP AND GRADING SHALL CONVEY RUNOFF AWAY FROM INTERSECTION TO STORM CATCH BASINS.



Detail Drawing may not be altered or changed in any manner except by the Public Works Director. It is the responsibility of the user to acquire the most current version.

CITY OF MOLALLA
DEPARTMENT OF PUBLIC WORKS



CURB EXTENSION - LOCAL STREET

DRAWN BY	PDG	07/2017
CHECKED BY	GF	07/2017

R-1110

Exhibit 2

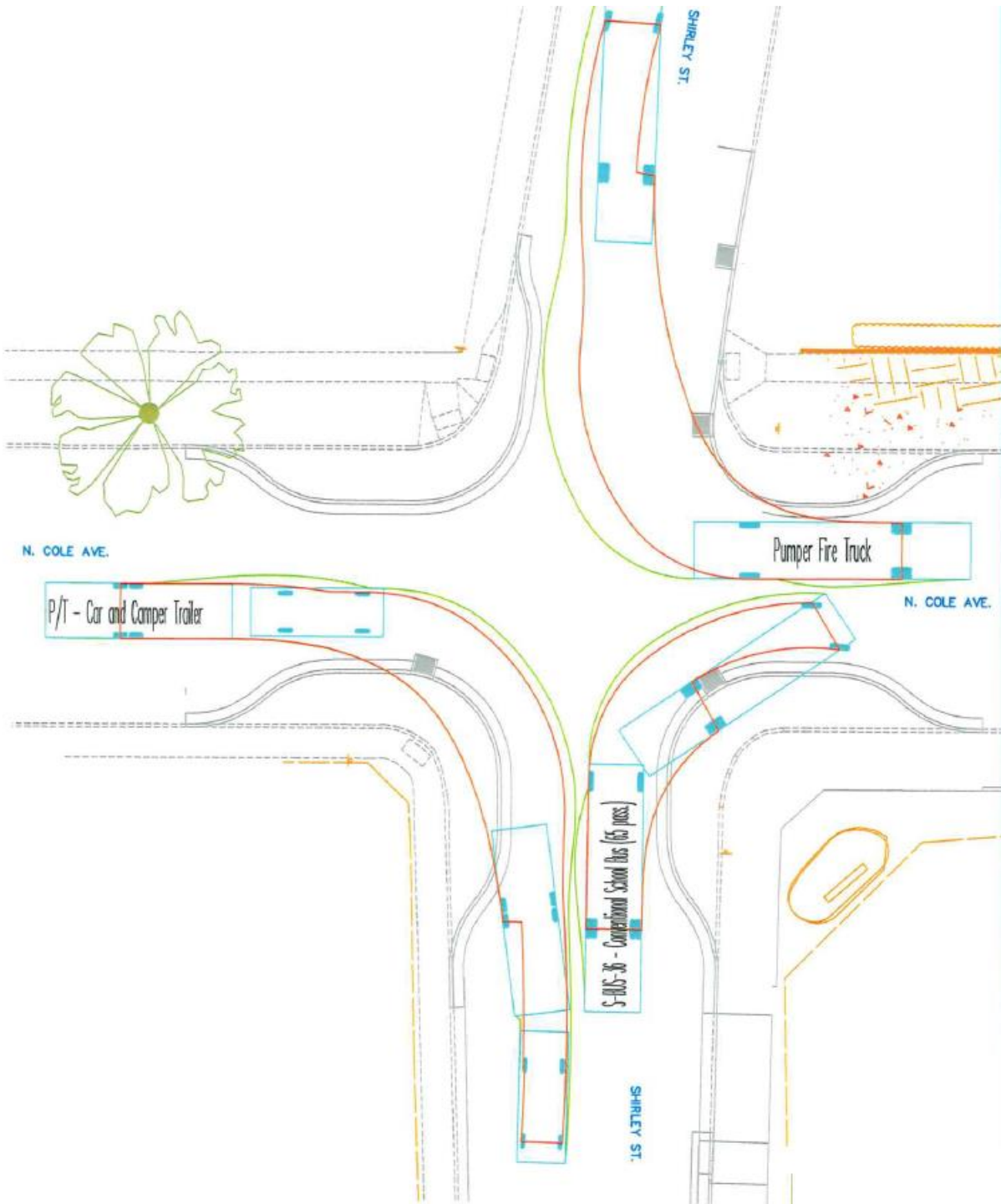


Exhibit 3

