



**AGENDA**

**MOLALLA CITY COUNCIL MEETING**  
**June 10, 2020**  
**7:00 PM**  
**Molalla Adult Center**  
**315 Kennel Ave, Molalla, OR 97038**

**Mayor Keith Swigart**

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

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

*MEETING NOTICE: Due to health concerns of COVID-19, this City Council Meeting will be held in accordance to Governor Brown’s Executive Order 20-25. Council Chambers is limited to 25 people. The meeting will be live-streamed via Facebook “Molalla City Council Meetings – LIVE”.*

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

**2. FLAG SALUTE**

**3. PRESENTATIONS, PROCLAMATIONS, CEREMONIES**

**4. PUBLIC COMMENT**

*(Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The City Council does not generally engage in dialog with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the City Council.)*

**5. APPROVAL OF THE AGENDA**

**6. CONSENT AGENDA**

**A. Meeting Minutes – May 27, 2020 .....Pg. 3**

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

**A. Ordinance No. 2020-07: An Ordinance Creating a Temporary Declaration of Candidacy Process for the 2020 General Election of City Officials Due to COVID-19 and Making This Action Temporary (Huff).....Pg. 7**

**8. GENERAL BUSINESS**

**9. REPORTS**

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

**10. RECESS INTO EXECUTIVE SESSION**

Held pursuant to Oregon Public Record Law, ORS 192.660(2):

- (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

(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.

**11. RECONVENE REGULAR SESSION**

A. Ratify Labor Union Contract

**12. ADJOURN**

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



## Minutes of the Molalla City Council Regular Meeting

Molalla Adult Community Center  
315 Kennel Ave., Molalla, OR 97038  
May 27, 2020

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### 1. CALL TO ORDER AND FLAG SALUTE

*The Molalla City Council Regular Meeting of May 27, 2020 was called to order by Mayor Keith Swigart at 7:01pm.*

### 2. ROLL CALL

#### COUNCIL ATTENDANCE:

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

#### STAFF IN ATTENDANCE

Dan Huff, City Manager - Present  
Christie DeSantis, City Recorder - Present  
Darlene Bishop, Executive Admin Asst - Present

### 3. PRESENTATIONS, PROCLAMATIONS, CEREMONIES

### 4. PUBLIC COMMENT

*(Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The City Council does not generally engage in dialog with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the City Council.)*

No public comment.

### 5. APPROVAL OF THE AGENDA

Agenda approved with no changes.

### 6. CONSENT AGENDA

- A. Meeting Minutes – April 22, 2020
- B. Meeting Minutes – April 30, 2020
- C. Meeting Minutes – May 13, 2020
- D. Reappointment of Planning Commissioner, Jacob Giberson

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

### 7. PUBLIC HEARINGS, ORDINANCES AND RESOLUTIONS

- A. Resolution 2020-10: A Resolution Extending Resolution 2020-06 and Resolution 2020-07 Declaring a State of Emergency Due to COVID-19 (Huff)

***A motion was made by Councilor Newland to approve Resolution No. 2020-10, seconded by Councilor Robles. Vote passed 5-0.***

**8. GENERAL BUSINESS**

- A. Discussion: Charitable Relief Fund (Swigart)
- B. Discussion: Change in Election Process Due to COVID-19 – Ordinance for General Election November 2020 (Swigart/Huff)

Council would like to enact a Charitable Relief Fund during times of disaster. Council had a discussion regarding how to appropriately collect and reserve funds. Funds would be donation based and would not affect the City’s budget. This will be an ongoing conversation.

Mayor Swigart suggested that Council waive the necessary signatures for General Election 2020 due to the pandemic. Council discussed the pros and cons of this action. Council would like staff to bring back a resolution to waive signatures for this year only.

**9. REPORTS**

- A. City Manager and Staff

Executive Administrative Assistant Bishop had nothing to report.

City Recorder DeSantis reminded citizens that there are four seats that expire in December. Mayor Swigart, Councilor Palumbo, Councilor Newland and Councilor Robles’ terms expire December 31, 2020. She invited anyone who is interested in running for office to obtain a packet online or from City Hall.

City Manager Huff shared a handout from Oregon Health Authority regarding outdoor recreation organization and the requirements. City of Molalla playgrounds will remain closed until the Governor gives approval.

- B. Mayor

Mayor Swigart shared that a 4<sup>th</sup> of July celebration is being considered. No decisions have been made at this time.

- C. City Councilors

Councilor Klein thanked the City staff for their continued hard work.

Councilor Childress shared that patriotic banners will be hung very soon. Fifteen tons of garbage was collected at the spring clean with a twist event. A second event is being worked on at this time. Porta-potty’s and a shower trailer have been set up at the Warming Shelter for the homeless population.

Councilor Newland and Councilor Robles thanked the Library staff for their continued great work during the pandemic.

**10. ADJOURN**

***Councilor Klein moved to adjourn the meeting at 7:55pm, Councilor Childress seconded. Vote passed 5-0.***

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

\_\_\_\_\_  
Date

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



Reopening Guidance

Sector: Outdoor Recreation

Specific Guidance for Outdoor Recreation Organizations:

### **Outdoor recreation organizations are required to:**

- Prior to reopening after extended closure, ensure all parks and facilities are ready to operate and that all equipment is in good condition, according to any applicable maintenance and operations manuals and standard operating procedures.
- Prohibit parties (a group of 10 or fewer people that arrived at the site together) from congregating in parking lots for periods longer than reasonable to retrieve/return gear and enter/exit vehicles.
- Reinforce the importance of maintaining at least six (6) feet of physical distance between parties (a group of 10 or fewer people that arrived at the site together) on hiking trails, beaches and boat ramps through signs and education.
- Keep day-use areas that are prone to attracting crowds closed (including but not limited to playgrounds, picnic shelters/structures, water parks and pools, and sports courts for contact sports like basketball).
- Prohibit contact sports.
- Thoroughly clean restroom facilities at least twice daily and, to the extent possible, ensure adequate sanitary supplies (soap, toilet paper, hand sanitizer) throughout the day. Restroom facilities that cannot be cleaned twice daily should be kept closed or a sign should be posted stating that the restroom is unable to be cleaned twice daily.
- Frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces in both public and non-public areas of parks and facilities.
- Post [clear signs](#) (available at [healthoregon.org/coronavirus](https://healthoregon.org/coronavirus)) listing COVID-19 symptoms, asking employees, volunteers and visitors with symptoms to stay home and who to contact if they need assistance.
- Keep any common areas such as picnic tables not in shelters/structures, day-use shelters, and buildings open to the public arranged so there is at least six (6) feet of physical distance between parties (chairs, benches, tables). Post clear signs to reinforce physical distancing requirements between visitors of different parties.
- Review and implement [Mask and Face Covering Guidance for Business, Transit and the Public](#).

## To the extent possible, outdoor recreation agencies should, but are not required to:

- Consider closing alternating parking spots to facilitate at least six (6) feet of physical distance between parties.
- Consider opening loop trails in a one-way direction to minimize close contact between hikers. Designate one-way walking routes to attractions if feasible.
- Encourage the public to visit parks and recreation areas during off-peak use times as defined and publicized by park or recreation area management.
- Encourage the public to visit parks and recreation areas close to home, avoid overnight trips and minimize travel outside their immediate area for recreation. Especially caution the public to not travel outside of their home area if they live in an area with a high number of reported COVID-19 cases to prevent asymptomatic COVID-19 positive individuals from inadvertently bringing the virus into an area with many fewer cases.
- Consider opening private, municipal, county and federal campgrounds as long as physical distancing requirements can be maintained. Oregon State Parks may make a separate determination on opening state campgrounds depending on readiness, ability to maintain physical distancing requirements and consultation with the Governor.
- Consider opening skate parks as long as physical distancing requirements can be maintained.
- Encourage visitors to bring their own food, water bottles and hygiene supplies (including hand sanitizer), as well as to take their trash with them when they leave.
- Encourage the public to recreate with their own household members rather than with those in their extended social circles.
- Encourage the public to recreate safely and avoid traveling to or recreating in areas where it is difficult to maintain at least six (6) feet from others not in their party.
- Position staff to monitor physical distancing requirements, ensure groups are no larger than 10 people, and provide education and encouragement to visitors to support adherence.
- Provide handwashing stations or hand sanitizer in common areas such as picnic areas, day-use shelters, and buildings open to the public.
- Consider placing clear plastic or glass barriers in front of cashiers or visitor center counters, or in other places where maintaining six (6) feet of physical distance between employees, volunteers and visitors is more difficult.
- Review and implement [General Guidance for Employers](#), as applicable.

# City of Molalla

## City Council Meeting



### Agenda Category: Public Hearings, Ordinances and Resolution

**Subject:** Ordinance 2020-07, Temporary Declaration of Candidacy

**Recommendation:** Discussion/Adoption

**Date of Meeting to be Presented:** June 10, 2020

**Fiscal Impact:** None

**Background:**

The attached Ordinance represents Council discussion from your May 27<sup>th</sup> meeting where Council discussed dispensing with signature gathering for City Council candidates. Staff provided an emergency clause within the Ordinance because the election process was opened this past June 3<sup>rd</sup>.

**SUBMITTED BY:** Dan Huff, City Manager

**APPROVED BY:** Dan Huff, City Manager



## ORDINANCE NUMBER 2020-07

### AN ORDINANCE OF THE CITY OF MOLALLA, OREGON CREATING A TEMPORARY DECLARATION OF CANDIDACY PROCESS FOR THE ELECTION OF CITY OFFICIALS DUE TO THE COVID-19 PANDEMIC AND MAKING THIS ACTION TEMPORARY

**WHEREAS**, COVID-19 is a virus that can cause respiratory disease, with the potential for serious illness and loss of life; and

**WHEREAS**, on March 8, 2020, Governor Kate Brown issued Executive Order No. 20-12 enacted a public health law called “Stay Home, Save Lives” including restrictions of limitations on individual travel, social distancing requirements and enforcement measures for non-compliance; and

**WHEREAS**, Clackamas County was permitted to enter into Phase I on Friday, May 22, 2020 and is uncertain as to timeline of entering Phases II and III, and

**WHEREAS**, the City desires to abide by the Governors orders and do what it can to protect the health and safety of its residents,

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

Section 1. The City Council makes the following Findings:

- A. The council must adopt an ordinance prescribing the manner for a person to be nominated to run for mayor or a council position (Resolution No. 2011-10)
- B. That because of the COVID-10 pandemic, the City Council finds that the temporary use of a Declaration of Candidacy process is better for the health of both City candidates and petition signers because under a Declaration of Candidacy process there is no legal requirement that a Nominating Petition be circulated.
- C. That by enactment of this Ordinance, it is the City Council’s intention to temporarily change the nomination process for candidates for the General Election of 2020 only.
- D. This Ordinance will expire May 1, 2021 and that Chapter VII Elections, Section 29 will return to process.
- E. That candidates may circulate petition forms as original Charter states if they so choose.



Section 2. A person, having the qualifications as provided in the Molalla Charter, may be nominated as a candidate for a City of Molalla elective office by filing a Declaration of Candidacy with the Elections Officer (City Recorder) in substantially the following form:

DECLARATION OF CANDIDACY

I, \_\_\_\_\_, hereby declare myself as a candidate for the office of \_\_\_\_\_ to serve for the ensuing term and certify that I possess the necessary qualifications as described in the Molalla Charter.

Section 3. Effective date.

This is an emergency Ordinance therefore will be adopted immediately upon approval of City Council. VOTE: \_\_\_\_\_ Aye \_\_\_\_\_ Nay

Signed by the Mayor on June 10, 2020.

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

ATTEST:

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