



**CITY OF MOLALLA  
CITY COUNCIL REGULAR MEETING  
AGENDA**

Council Chambers | Molalla Civic Center - 315 Kennel Avenue - Molalla  
Wednesday | January 24, 2024 | 7:00 PM

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*NOTICE: City Council will hold this meeting in-person and through video Live-Streaming on the City's Facebook Page and YouTube Channel. Written comments may be delivered to City Hall or emailed to [recorder@cityofmolalla.com](mailto:recorder@cityofmolalla.com). Submissions must be received by 12:00 p.m. the day of the meeting.*

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

**2. ROLL CALL**

**3. CONSENT AGENDA**

- A. Work Session Meeting Minutes – January 10, 2024 **Pg. 2**
- B. City Council Meeting Minutes – January 10, 2024 **Pg. 3**

**4. PRESENTATIONS, PROCLAMATIONS, CEREMONIES**

- A. OCCMA President Presentation (Huff)
- B. Letter of Commendation (Corthell) **Pg. 22**

**5. 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.)*

**6. PUBLIC HEARINGS**

**7. ORDINANCES AND RESOLUTIONS**

**8. GENERAL BUSINESS**

- A. PAL Building Lease: Follow-Up Discussion (Council-lead)
- B. Mt. Hood Territory Tourism Grant Application (Corthell) **Pg. 23**
- C. Goal Setting Conference – Discussion & Wrap-Up (Huff/Keyser)

**9. STAFF COMMUNICATION**

**10. COUNCIL COMMUNICATION**

**11. 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.*



City of Molalla  
City Council – Work Session  
Minutes – January 10, 2024  
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

**CALL TO ORDER**

The Molalla City Council Work Session of January 10, 2024 was called to order by Mayor Scott Keyser at 6:00pm.

**COUNCIL ATTENDANCE**

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

**STAFF IN ATTENDANCE**

Dan Huff, City Manager; Christie Teets, City Recorder, Mac Corthell, Assistant City Manager.

**DISCUSSION ITEMS**

A. Billing Customers for After-Hours Calls

Assistant City Manager Corthell presented the staff report to Council. Staff is seeking the Council’s direction on whether or not to charge for after hours calls for water leaks or emergencies that would be the home owner responsibility.

Council discussed options for customers and how much the fee would be. Currently the shut-off fee for lack of payment is \$50. Council President Newland pointed out that if the fee was similar for after-hours, at approximately twenty five customers per year at \$50, the total amount recouped by the City would only be \$1250. She feels that is the cost of doing business. Councilor Childress agreed that for staff time of creating a policy and applying the fee, is not worth pursuing. Council agreed by consensus to keep status quo. (Not charging.)

Officer Jared Brenner introduced K-9 Officer Benz to City Council. He explained that the City acquired Benz as a donation from another City that was no longer able to continue with their K-9 program. Officer Brenner described the academy that he and Benz had to attend in order to meet requirements.

Council had questions about Benz’s age, breed, equipment needs, etc. Officer Brenner explained that he is a five-year old Dutch Shepard, and that he has a few remote items that help him assist in communicating with Benz. Benz is a patrol dog used for apprehension, tracking, and article searches, all used for human odor tracking.

After questions, Officer Brenner presented Benz to Council members for a meet and greet.

[For the complete video account of the City Council Meeting, please go to YouTube “Molalla City Council Work Session – January 10, 2024”](#)

**ADJOURN**

Mayor Keyser adjourned the Work Session at 6:33p.m.

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Scott Keyser, Mayor

ATTEST:

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Christie Teets, CMC - City Recorder



City of Molalla  
City Council - Regular Meeting  
Minutes – January 10, 2024  
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

**CALL TO ORDER**

The Molalla City Council Meeting of January 10, 2024 was called to order by Mayor Scott Keyser at 7:00pm.

**COUNCIL ATTENDANCE**

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

**STAFF IN ATTENDANCE**

Dan Huff, City Manager; Christie Teets, City Recorder; Mac Corthell, Assistant City Manager; Dan Zinder, Senior Planner.

**APPROVAL OF AGENDA**

Approved as presented.

**CONSENT AGENDA**

- A. Work Session Meeting Minutes – December 13, 2023
- B. City Council Meeting Minutes – December 13, 2023

**ACTION:**

Councilor Robles moved to approve the Consent Agenda; Councilor Vermillion seconded. Motion passed 7-0.

AYES: Vermillion, Shankle, Childress, Newland, Robles, Botsford, and Keyser.

NAYS: None.

ABSENTIONS: None.

**PRESENTATIONS, PROCLAMATIONS, CEREMONIES**

- A. 2024 Council President and Liaison Appointments
  - o Council President Appointment

At the beginning of each year, the Molalla Municipal Code states that a Council President must be appointed to City Council. The Council President acts as presiding officer in the event of the Mayor's absence. Also at the first meeting of the calendar year, liaison appointments are made to community groups or other civic organizations.

**ACTION:**

Councilor Robles moved to appoint Councilor Newland as Council President; Councilor Childress seconded. Motion passed 7-0.

AYES: Vermillion, Shankle, Childress, Newland, Robles, Botsford, and Keyser.

NAYS: None.

ABSENTIONS: None.

- o Council Chamber of Commerce Liaison Appointment

**ACTION:**

Council President Newland moved to appoint Councilor Botsford as the Chamber of Commerce liaison; Councilor Childress seconded. Motion passed 7-0.

AYES: Vermillion, Shankle, Childress, Newland, Robles, Botsford, and Keyser.

NAYS: None.

ABSENTIONS: None.

- Council Library Liaison Appointment

**ACTION:**

Councilor Botsford moved to appoint Councilor Robles as the Library liaison; Councilor Vermillion seconded. Motion passed 7-0.

AYES: Vermillion, Shankle, Childress, Newland, Robles, Botsford, and Keyser.

NAYS: None.

ABSENTIONS: None.

- Council Parks CPC Liaison Appointment

**ACTION:**

Councilor Botsford moved to appoint Council President Newland and Councilor Robles as Parks CPC liaisons; Councilor Vermillion seconded. Motion passed 7-0.

AYES: Vermillion, Shankle, Childress, Newland, Robles, Botsford, and Keyser.

NAYS: None.

ABSENTIONS: None.

- Council Police Facility CPC Liaison Appointment

**ACTION:**

Councilor Robles moved to appoint Council President Newland and Councilor Shankle as Police Facility CPC liaison; Councilor Childress seconded. Motion passed 7-0.

AYES: Vermillion, Shankle, Childress, Newland, Robles, Botsford, and Keyser.

NAYS: None.

ABSENTIONS: None.

- Council Beautification & Culture CPC Liaison Appointment

**ACTION:**

Council President Newland moved to appoint Councilor Shankle and as Beautification and Culture CPC liaison; Mayor Keyser amended the motion by adding Councilor Childress as a co-chair; Councilor Botsford seconded. Motion passed 7-0.

AYES: Vermillion, Shankle, Childress, Newland, Robles, Botsford, and Keyser.

NAYS: None.

ABSENTIONS: None.

- Council Molalla River School District Liaison Appointment

**ACTION:**

Mayor Keyser moved to appoint Councilor Vermillion as MRSD Board liaison; Councilor Robles seconded. Motion passed 7-0.

AYES: Vermillion, Shankle, Childress, Newland, Robles, Botsford, and Keyser.

NAYS: None.

ABSENTIONS: None.

- Council C4 Alternate Appointment

**ACTION:**

Councilor Botsford moved to appoint Councilor Vermillion as C4 Alternate; Councilor Robles seconded. Motion passed 7-0.

AYES: Vermillion, Shankle, Childress, Newland, Robles, Botsford, and Keyser.

NAYS: None.

ABSENTIONS: None.

**PUBLIC COMMENT**

**Scout Troop #161**, wanted to meet the Mayor and City Council. One Scout member wanted to know what the City Council does for the community. Councilor Vermillion explained that he is the liaison between Molalla River School District and the city. Another asked about Molalla Forest Road. He wanted to know if there was help coming from the City for people trying to get onto the road by the new apartments. Assistant City Manager Corthell explained that the City would like to put a traffic

signal in at Leroy Avenue and Hwy. 211, however ODOT will not allow it. It is something that the City has been working on for several years and will continue to pursue. Councilor Botsford suggested that the Troop write a letter to ODOT about their concerns.

City Manager Huff explained to the Troop that Councilor's job is to set policy, and it is the staff's job to carry out the work. He also explained that being a Councilor is a volunteer position. He invited the Troop to City Hall to visit anytime. Councilors and staff thanked the Troop for coming and for their thoughtful questions.

## PUBLIC HEARINGS

### A. Ordinance No. 2024-01: Changing the Use Category for Bars and Taverns

Senior Planner Zinder shared the staff report for the presentation of the Ordinance. All items are included in the packet and all conditions have been met.

Mayor Keyser opened the Public Hearing for Ordinance No. 2024-01: Changing the Use Category for Bars and Taverns at 7:24pm. Seeing that no one wanted to speak on behalf of the Ordinance, Mayor Keyser closed the Public Hearing.

## ORDINANCES AND RESOLUTIONS

### A. Ordinance No. 2024-01: Changing the Use Category for Bars and Taverns

Mayor Keyser asked Mr. Zinder for remaining remarks regarding the Ordinance. Mr. Zinder informed Council that all noticing requirements had been met.

#### ACTION:

Council President Newland made a motion to hold the First Reading of Ordinance No. 2024-01: Changing the Use Category for Bars and Taverns; Councilor Botsford seconded. Motion passed 7-0.

AYES: Vermillion, Shankle, Childress, Newland, Robles, Botsford, and Keyser.

NAYS: None.

ABSENTIONS: None.

Being a unanimous vote, the Council continued to the Second Reading of the Ordinance.

#### ACTION:

Council President Newland made a motion to hold the Second Reading and adoption of Ordinance No. 2024-01: Changing the Use Category for Bars and Taverns; Councilor Vermillion seconded. Motion passed 7-0.

AYES: Vermillion, Shankle, Childress, Newland, Robles, Botsford, and Keyser.

NAYS: None.

ABSENTIONS: None.

## GENERAL BUSINESS

### A. Antfarm – Letter of Support Request

City Manager Huff explained the importance of the resources that the Antfarm has been available to provide to our community. He explained that City staff fully supports the work with Antfarm, the City, and Clackamas County have experienced and shared over the last several months.

**Jackie Sue McCoy, Molalla resident**, has met with Antfarm employees and is encouraged by the resources they are able to provide. She is grateful for the Antfarm refraining from providing a homeless shelter, and feels that they heard what the community is saying. She appreciates the work that the Antfarm and City are doing together and feels it will be a benefit to the community.

#### ACTION:

Councilor Vermillion moved to approve a letter of support from the Mayor being sent to Clackamas County on behalf of Antfarm; Councilor Childress seconded. Motion passed 5-2.

AYES: Vermillion, Shankle, Childress, Robles, Keyser.

NAYS: Newland, Botsford.

ABSENTIONS: None.

## B. Antfarm – Lease Discussion

City Manager Huff explained that staff have been in discussions with Antfarm regarding leasing 209 Kennel Avenue, also known as the PAL Building. This building would be used for Youth Services, where Antfarm would provide basic skills and life skills.

**Jackie Sue McCoy, Molalla resident**, encouraged Council to allow Antfarm to lease the PAL Building. She has been in discussion with them and feels this could be a great opportunity for the community. Jackie is encouraged that Antfarm staff is working to provide a safe working environment and living environment for community members.

Councilors Botsford and Newland have concerns about how quickly Antfarm is growing in Molalla and would like to wait and see how it goes and revisit leasing 209 Kennel Avenue at a later date.

### ACTION:

Councilor Childress made a motion to direct staff to create a Lease Agreement for Antfarm to provide Youth and Family Services at 209 Kennel Avenue; Councilor Vermillion seconded. Motion failed 3-4.

AYES: Vermillion, Childress, Keyser.

NAYS: Shankle, Newland, Robles, Botsford.

ABSENTIONS: None.

## C. Planning Commission Discussion

Mayor Keyser revisited the Planning Commission terms that were updated last January, regarding tardies and absences. He explained that Commissioner Satter has continued tardies for meetings since that time.

Councilors Botsford, Robles and Shankle had questions regarding notifications and absences. Mayor Keyser inquired about these items to Assistant City Manager Cortell, who explained that it is not an issue with other Planning Commissioners.

### ACTION:

Mayor Keyser made a motion to remove Commissioner Satter from the Planning Commission; Council President Newland seconded. Motion passed 7-0.

AYES: Vermillion, Shankle, Childress, Newland, Robles, Botsford, and Keyser.

NAYS: None.

ABSENTIONS: None.

## D. Natural Hazard Mitigation Plan (NHMP) Update

Asst. City Manager Corthell provided the NHMP update to Council. Staff is requesting consensus to support the draft document to distribute for public comment. All Councilors agreed to forward the document for public viewing. The information will be available on the Molalla Current, with an invitation for community members feedback.

### STAFF COMMUNICATION

- Library Director Hadley's report is included in the meeting packet.
- Senior Planner Zinder had nothing to report.
- Assistant City Manager Corthell presented the 2023 Community Development Department Report and requested Council review the document for the upcoming Goal Setting Conference.
- City Recorder Teets thanked Council for topics sent for Goal Setting, as she is finalizing the meeting packet. She invited Council and staff to dress casually, as it will be a long day.
- City Manager Huff provided an update on bond funding for the new police facility. He also invited Councilors to sit together at the upcoming Chamber of Commerce Auction Dinner.

### COUNCIL COMMUNICATION

- Councilor Botsford announced the date and time for the upcoming Chamber Auction dinner. She also shared that the networking meeting for January has been cancelled. The group will meet again in February.
- Councilor Vermillion announced the upcoming MRSD Board Meeting dates. He also shared that a winter storm is headed our way, and requested that people check on their neighbors when it starts to get icy.
- Councilor Robles had nothing to report.

- Councilor Shankle had nothing to report.
- Councilor Childress was disappointed that the City will not be participating in a lease with the Antfarm. She is concerned that the empty building will deteriorate quicker without a tenant.
- Council President Newland has IP-4 petitions and will meet with people interested in signing. This is for the Vote Before Tolls petition. The next Parks CPC meeting will be held on February 5<sup>th</sup> at 5:30pm in the City Hall conference room.
- Mayor Keyser requested that community members follow what is being said about Measure 110. He feels that poor marketing is taking place and cautioned people to listen closely. He made a few announcements regarding the Tolling I-5 Project, and requested that folks educate themselves about the impacts of that, as well. He also requested that people sign the IP-4 petition in opposition of tolling. Mayor Keyser asked Council members to consider attending the Spring LOC Conference.

For the complete video account of the City Council Meeting, please go to YouTube  
“Molalla City Council Meetings – January 10, 2024”

**ADJOURN**

Mayor Keyser adjourned the meeting at 8:25pm.

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

ATTEST:

\_\_\_\_\_  
Christie Teets, CMC - City Recorder

Minute Attachments:

- 2023 Annual Community Development Department Report





CITY OF

# MOLALLA

*Community Development Department*



## 2023 Annual Report



315 Kennel Avenue, PO Box 248  
Molalla, Oregon 97038

Websites: [www.cityofmolalla.com](http://www.cityofmolalla.com)

[Current.CityofMolalla.com](http://Current.CityofMolalla.com)

Phone: (503) 759-0205



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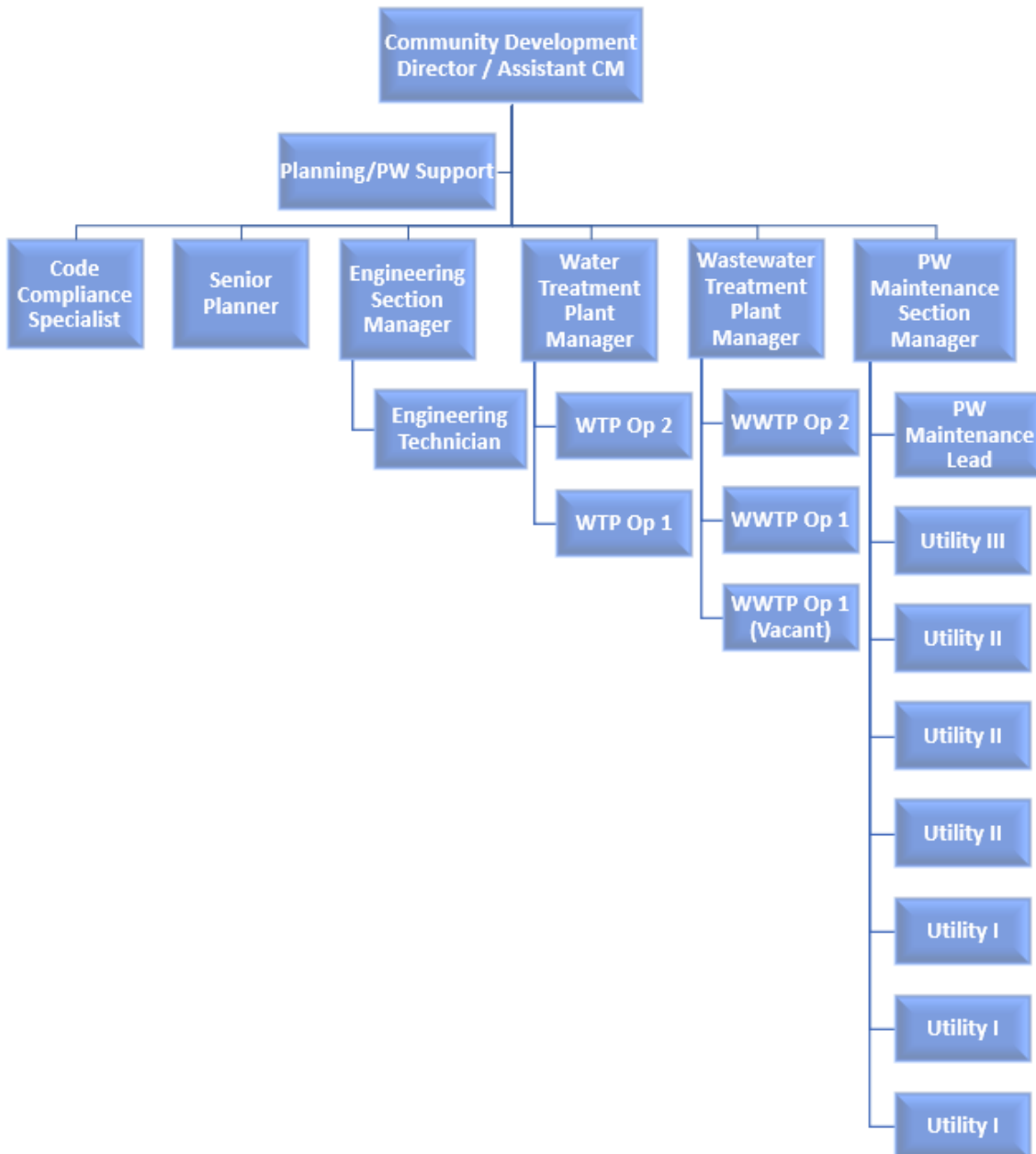
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## DEPARTMENT STAFFING AND ORGANIZATION



## PLANNING DIVISION

The Planning Division manages all land use processes, permitting processes, development of long-term plans, management of City Boundaries, and the GIS system.

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

<u>New Apps 2023</u>	<u>Approvals 2023</u>	<u>Open Apps December 31, 2023</u>
<ul style="list-style-type: none"><li>• Type I BP Apps –24</li><li>• Type I Other Apps – 151</li><li>• Type II Apps – 4</li><li>• Type III Apps New– 11</li><li>• Type IV Apps – 3</li><li>• Final Plat – 2</li><li>• Pre-App Requests - 19</li></ul>	<ul style="list-style-type: none"><li>• Type I BP Apps – 18<ul style="list-style-type: none"><li>○ Residential Units – 46</li><li>○ Com/Ind Sq Ft – 9718</li></ul></li><li>• Type I Other Apps – 108</li><li>• Type II Apps – 3</li><li>• Type III Apps – 7</li><li>• Type IV Apps – 2</li><li>• Final Plat – 2</li><li>• Pre-Apps Held - 19</li></ul>	<ul style="list-style-type: none"><li>• Type I BP Apps – 3</li><li>• Type I Other Apps – 11</li><li>• Type II Apps – 1</li><li>• Type III Apps – 3</li><li>• Type IV Apps – 5</li><li>• Final Plat – 1</li><li>• Pre-Apps Pending - 0</li></ul>

### **Long-Term Planning Initiatives:**

#### *21-16 Sequential Urban Growth Boundary Expansion - Ongoing*

- Housing Production Strategy - Ongoing
  - Required by HB2003.
  - Grant Funded.
  - Completing final public outreach for adoption.
- Sequential UGB Process Election – Complete
  - Step 1 of UGB Analysis Studies.
  - Work Plan Developed & Adopted.
  - Concurrence by Clackamas County and Dept. of Land Conservation and Development.
- Housing Needs Analysis & Buildable Lands Inventory - Complete
  - Required by HB2003 and Step 2 of UGB Analysis Studies.
  - Grant Funded.
  - Approved by DLCD, Adopted by City Council.
- Employment Opportunities Analysis & Buildable Lands Inventory – Ongoing
  - Step 3 of UGB Analysis Studies
  - Grant Funded.
  - Finalizing Scope and Consultant Contract.
- Development & Implementation of Efficiency Measures - Pending
  - Step 4 of UGB Analysis Studies.
  - Grant Funded.
  - Developing Scope of Work.
- Identify Land Study Area & Complete Evaluation - Pending
  - Step 5 of UGB Analysis Studies.
  - Partially Grant Funded.
  - Developing Scope of Work.

## 23-02 Emergency Operations Plan & National Hazard Mitigation Plan – Ongoing

- National Hazard Mitigation Plan (NHMP) – Ongoing
  - Addendum to Clackamas County NHMP.
  - ARPA Grant Funded.
  - Final Draft Complete.
  - Reviews:
    - City Council Draft Review 1/10/24;
    - Oregon Dept of Emergency Management review;
    - Federal Emergency Management Agency for approval;
  - City Council for Adoption approximately May-June 2024.
- Emergency Operations Plan – Ongoing
  - Periodic Plan Update.
  - ARPA Grant Funded.
  - Draft in Development.
  - Council Review approximately February 2024.

## 22-32 Parks Master Plan Update – Ongoing

- Existing Conditions Assessment – *Complete*
- Public Outreach & Comment – *Ongoing*
- Park Plan Development - *Pending*

## 22-31 Stormwater Master Plan Update – Ongoing

- Existing Conditions & Data Assessment – *Ongoing*

## Other Significant Initiatives:

### Digital Permitting Platform - Ongoing

- Required by HB2415 no later than January 2025.
- City staff has demonstrated several potential platforms.
  - Currently reviewing costs and applications.
  - Special consideration for Workload/Fixed Asset Management modules.

## CODE COMPLIANCE SECTION

The Code Compliance section is responsible for resolving complaints based on the City’s Nuisance Code, Development Code, and Business Licensing Code. Additionally, this section performs the city’s mandatory Homelessness Liaison responsibilities, and is integrally involved in Emergency Management.

### Goal 1 – Develop Code Enforcement Program - *Complete*

- Develop Code Enforcement Job Description – *Complete*
- Budget Code Enforcement Position – *Complete*
- Recruit & Hire Code Compliance Specialist – *Complete*

### Goal 2 – Implement Code Enforcement Program – *Ongoing*

- Develop Standard Processes for Internal and External Workflows – *Complete*
- Clear backlog while staying up to date on new reports – *Ongoing*

### Goal 3 – Homelessness Liaison – *Complete*

- Develop a network of homelessness support services – *Complete*

- Integrate into Homeless Processes (e.g. Camp Cleanups) – *Complete*

**Goal 4 – Expansion – Pending**

- Analyze workload to determine appropriate degree of expansion – *Ongoing*
- Develop Emergency Operations Responsibilities - *Pending*

**Code Case Statistics 1/1/23-12/31/23:**

- New Cases – 217 \*more than double 2022
- Current Open Cases – 23
- Closed Cases – 246
  - No Violation – 53
  - Compliance – 128
  - Referred – 32
  - Enforcement (Ex: vehicle tow/camp sweep/citation) – 33
- Homeless checks at Pocket Park – 31

**Other Code Compliance Activities:**

- NLP – Partnership with Clackamas County Neighborhood Livability Project (NLP). Bringing attention to problem properties inside and near the city.
- **Ant Farm – Partnership with Ant Farm has resulted in several camp clean ups and vegetation clean ups around the City. See below for a couple of examples:**



*Molalla Code Compliance & AntFarm Youth Services Clean up a Homeless Camp in Ivor Davies Park*



*AntFarm Youth Services Cleans Up an Elderly Resident's Nuisance Property Free of Charge*



- Odd Fellows Park– Daily checks at Odd Fellows Park have resulted in sweeping abandoned property, enforcement of park rules, and the new camping ordinance.
- Nuisance abatement – Large vegetation clean ups have occurred on the east side of the Molalla Market Center business complex and on the abandoned railroad property.
- OCEA – Joined the Oregon Code Enforcement Association for networking opportunities and the chance to learn strategies, equipment, policies, etc., utilized by Code Enforcement programs around Oregon.

## ECONOMIC DEVELOPMENT SECTION

The Economic Development section is responsible to administer the City’s economic development efforts such as: the Molalla Enterprise Zone, business recruitment and retention, and local tourism.

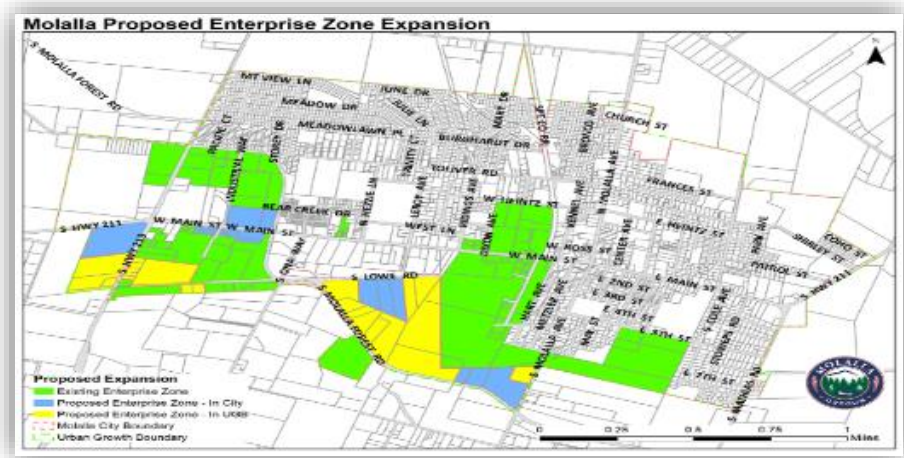
### Economic Development

#### Initiatives:

#### Travel Oregon Destination Ready

#### Action Project:

- Funded by a Travel Oregon Grant  
Administered by Mount Hood Territory (Clackamas County Tourism).
- Completed a Destination Assessment.
- Identified 5 Potential Access Items long to short-term action items.
- Completed action item 1 – Recreational Map developed by a community panel with assistance from Travel Oregon mapping consultants, printed and disseminated using a Travel Oregon Grant.



*Molalla's Enterprise Zone was Expanded in 2022*

#### SEDCOR Membership:

- **Strategic Economic Development Corporation** is the lead economic development entity for Oregon's Mid-Willamette Valley--Marion, Polk and Yamhill Counties.
- Molalla has, until now, lacked a representative Economic Development Corporation due to our location between the Metro Boundary and Marion County. This is a new opportunity developed by City Staff and SEDCOR leadership to bring previously unavailable Economic Development representation and services to Molalla.

#### Economic Development Webpage:

- City Staff has attended several demonstrations of Website Hosting platforms in an effort to find the most effective product for the best price.
  - A selection will be made before February 2024.
- A Ford Family Foundation Grant will fund the rebuild and restructure process.
  - The City’s Economic Development Webpage is a focal point of the webpage overhaul.

#### Molalla Area Chamber of Commerce:

- City Staff began attending quarterly Chamber breakfasts.



- The City Council appointed a Chamber liaison.
- City Staff attended the Annual Chamber Auction.

## ENGINEERING SECTION

The Engineering Section manages all public projects, civil portions of private projects, civil development reviews, Capital Planning for infrastructure systems, and Master Planning for infrastructure development. Additionally, the Engineering Section is responsible for the City’s facilities maintenance program.

### Active Public Project List

Number	Name	Notes
22-36	Lead/Copper Water Services	Data collection and inspections in-work
22-35	WTP SCADA Upgrades	In Work
22-33	Clark Park Sports Fields	On-Hold, pending completion of Parks Master Plan
22-32	Parks Master Plan	In Work
22-31	Stormwater Master Plan	In Work
22-29	New Water Intake	Pre-Design studies going out for bid Mar-Apr 2024
22-28	Wellhead/Aquifer Studies	On-Hold, grant possible in July 2024
22-27	WWTP On-Site Irrigation	On-Hold, part of new WWTP construction phase
22-24	Pressure Reducing Valves	In Design
22-21	Section St Rebuild	In Design
22-19	Molalla Forest Road Opening	On-Hold, Phasing and Budgeting
22-12	Recycled Water Use New Field	On-Hold, part of new WWTP coming online
22-05	WTP Tracer Study	On-Hold, Engineering Capacity
22-04	New 2.0mg Water Tank	Finalizing Property Acquisition
21-15	S Molalla Ave Waterline	Final design work in process
21-13	Water Leak Survey/Repairs	Suspended due to time sensitivity of 22-36
21-10	Molalla Civic Center	Final Phase – ADA Ramps & Restroom under Contract
21-09	Chief Yelkus Park	Scope proposal from Architect received and under review
21-02	MFR – Park Road	Paused for ROW Encroachment Litigation
19-10	WWTP Upgrade	Going out for bid in February 2024.
18-08	213/Toliver Roundabout	Complete – In Final Punch List!
18-04	Biosolid Removal	Complete, awaiting final bill. Will continue as part of 19-10.

### Recently Completed Public Project List

23-04 Sewer Rate Model Update	23-01 Disk Golf at Ivor Davies
22-35 WTP Auto-Shutdown Upgrade	22-30 WWTP Aeration Basin Bypass
22-25 PD HVAC Repair/Replace	22-20 Toliver at Trinity Waterline
22-15 Mercury TMDL Plan	22-10 WWTP Interim Capacity Study
22-03 Shaver at OR-211 Repair	22-01 City Hall Sewer Main Replace
21-11 Fox Park Playground Equipment	21-06 525 W Main Waterline
21-04 City Hall Upstairs Remodel	19-09 Signal at OR-211/Molalla Ave
17-12 Shirley Curb Extensions Repair	22-26 Temp Allocation in TMDL
20-07 Strawberry Park	18-14 City Shops Decant Facility
20-03 Eckerd, Lola, 2 <sup>nd</sup> , Water/Sewer/Street Improvements	23-05 Long Park Pickleball Courts
23-11 5-Year TMDL Update	22-06 5 year CIP and SDC’s

## Active Private Project List

Number	Name	Notes
23-10	609 E Heintz – 3 lot PAR	In Civil Review
23-09	720 W Main – Embold CU	In Civil Review
23-08	820 W Main - Burger King	In Civil Review
23-07	Stoneplace Partition	Partition resulting in S Leroy Ave through to Lowe Rd
23-06	105 Ona Way Multi-Family	In Civil Review
23-03	Molalla Petroleum	Civil Review Complete, site work to begin in near term
22-23	5 <sup>th</sup> St Duplex	In Civil Review
22-16	Starbucks	Complete!
22-13	Goodwill	Complete!
22-11	River Meadows Subdivision	Civil Review complete, contractor not on-site at this time
22-09	1000 W Main Multi-Family	In Civil Review, building ongoing
22-07	Cascade Place Multi-Family	Building and Civil Construction in work
22-02	501 E Main St C-Store	Complete!
19-04	Cascade Center Commercial	Complete!
18-16	Hix Tractor Supply	Complete!
17-20	Sawyer Trucking Frontage	Partial Completion...

## PUBLIC WORKS MAINTENANCE SECTION

The Public Works Maintenance Section is responsible for day to day maintenance of the City’s Streets, Parks, Stormwater System, Water Distribution System, Sewer Collections System, and Effluent Discharge System. Additionally, this section is an integral part of Molalla’s Emergency Management operations, and assists in the setup/teardown of events within the City such as the Molalla Buckeroo and Celebrate Molalla.

### Innovative Efforts Reduce Costs & Enhance Systems:

Cured In Place Piping: This new program resets the useful life of select sewage pipes by placing a cured sleeve inside of them that starts out soft and is “cured in place.” The benefits of this program cannot be overstated and include: cost (about 20 cents on the dollar), convenience (a pipe usually takes 1-2 days), preservation of existing assets (no trenching, the CIPP is installed from manhole to manhole). CIPP Completed in 2023:

- 220 Feet of Toliver Road (approx. Toliver Dr to Creamery Creek Ln)
- 540 Feet of S Molalla Ave (approx. mid point between 6<sup>th</sup> and 7<sup>th</sup> to S Molalla lift station)



*Section St. Repaving Project*

Paving Program: This new program represents a change in the way poorly surfaced roads are looked at. Rather than requiring full improvement of every road before it can be resurfaced, staff has budgeted funds to complete asphalt overlays or grind and in-lays. This reduces the costs associated with resurfacing to about 10 cents on the dollar (depending on the condition of a given

roadway). Please note that roads with pipe projects needed will be resurfaced in conjunction with that project, so there may be a different timeline than is anticipated by the public.

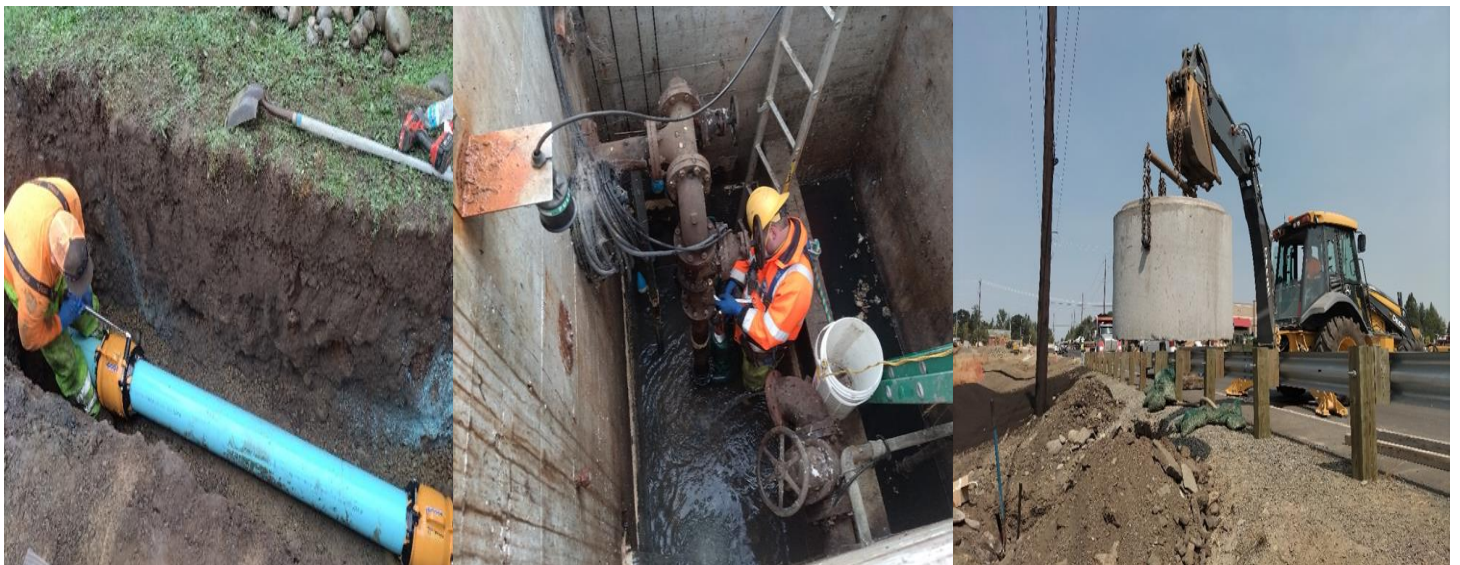
- Paving Program Projects Completed in 2023
  - Intersection of Meadow & Harvest
  - Shirley St.
  - West Lane
  - Toliver and City Shops Waterline Patch

### Other Projects/Initiatives:

It would be impossible to recap all of the efforts the PW Maintenance Crew completes in a given year. However, to help illustrate we've provided a set of photographs and a workload summary report for 2023 along with some helpful headings and captions.



*L: Using the Vac Truck while replacing a leaking water service line. M: Crack sealing is performed annually to preserve pavement as long as possible. R: Testing and (if needed) replacing fire hydrants is another ongoing job for the crew.*



*L: Damaged Water Line Repair. C: Lift Station Maintenance. R: Manhole Placement.*



# Work Complete During Period

1/1/2023 - 12/20/2023

## Work Orders Completed (by Fund)

Water	1152
Sewer	656
Storm	99
Street	417
Fleet	87
Parks General Facilities	1330
Locates	148
Capital	2
Other	484
Library	8
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<b>TOTAL</b>	<b>4383</b>



The City's New Backhoe was purchased in 2023

## Work Orders Completed (by Team)

Utility Crew	3405
Wastewater Plant	351
Water Plant	625



## WASTEWATER TREATMENT PLANT

The wastewater treatment plant is responsible for the treatment and disposal of the City's sewage water. The plant crew conducts river discharge during the wet season, and land application (recycled water use) during the dry season. Additionally, the WWTP crew is responsible for the testing and documentation of treated wastewater and the care and maintenance of the WWTP facility.

### Wastewater Treatment by the Numbers:

- River Discharge Season (Jan, Feb, Mar, Apr, Nov, and Dec):
  - Collected Wastewater - 250 million gallons (MG) of water from the community.
  - Treated (clean) water discharge - 355 million gallons of water to the Molalla River.
- Irrigation Season (May – Oct):
  - Collected Wastewater – 119 million gallons of water from the community.
  - Treated (clean) water irrigation – 108 million gallons of water recycled and applied for irrigation.
- Totals:
  - Collected Wastewater – 369 million gallons.
  - Treated (clean) water discharged to river and irrigation – 463 million gallons.

### Other Projects/Initiatives:

**Rebuild of the #4 Media Tank:** This was a significant workload but luckily came with great timing. The Crew was able to include our two newest hires in the tasks. This offered a great opportunity to explain the maintenance of the piece of equipment and operation/role of these filters in our treatment process.



*Molalla WWTP Operators Rebuild the #4 Media Tank*

**Reorganization to meet the needs of a growing population:** For the first time, the City of Molalla has a Wastewater Treatment Plant Manager who is also the Direct Responsible Charge (DRC) of the plant. This change in staffing prepares the city for the new plant to come online, puts the required DRC in the management echelons, and provides for a technical expert to maintain, manage, and operate the WWTP.



**The New WWTP Tractor was Purchased in 2023:** This new piece of equipment mitigates a great deal of risk by eliminating the use of a “borrowed” tractor to perform Recycled Water Irrigation, and will allow the WWTP crew to be more self sufficient in maintaining the WWTP facility, and intaking chemical deliveries. This allows alleviates a great deal of work for the Utility Crew by removing the need for their support in these processes. Elements of this purchase, like the fork attachment, will save \$3500/year or more in special delivery fees and pay for the cost of the attachments in less than 3 months.



*The new WWTP Tractor was purchased in 2023*

**Aeration Basin Biosolid & Grit Removal:** Beginning in Late November and into Early this month we removed approximately 300 Tons of biosolids. This work staged the decommissioned Aeration Basin for demo and construction of the new Equalizing Basin coming with the WWTP upgrade.



*Aeration Basin Cleanout*

**Preventative Maintenance Program:** The WWTP crew also kept up on the ever important preventative maintenance program. One of the many efforts completed under this program was a great deal of work performed on the main generator that keeps the plant running when the power goes out. For several years the City has dealt with the temperamental nature of this machine, but was able to identify and correct issues this year that likely salvaged this piece of equipment saving the City approximately \$250-\$350 thousand dollars.

## WATER TREATMENT PLANT

The water treatment plant is responsible for the collection and treatment of the City's drinking water. Additionally, the WTP crew is responsible for the testing and documentation of treated drinking water and the care and maintenance of the WTP facility.

### **Drinking Water Production by the Numbers:**

- 2023 – 380,122,000 Gallons
- 2022 – 358,957,000 Gallons (reduced by water loss projects)
- 2021 – 359,031,000 Gallons

### **Other Projects/Initiatives:**

#### **Water Plant Operations & Maintenance Projects:**

- **Intake Pump Rebuild** – Due to vibration and decreased flow output, WTP staff has pulled one of the 100 hp intake pumps for diagnosis and repair.
- **Intake Wet Well** - Staff have inspected and removed the annual accumulation of sediment that builds up in the wet well and sediment casein over the year as a result of high turbidity storm events. This is important because increase in sediment without removal would result in damage to the Intake pumps that transfer water from the river to the plant.
- **Filter Maintenance** - WTP Staff have inspected the Trident Filters media and replaced the surface wash nozzles. The surface wash is responsible for agitating the media during filter cleaning. This ensures that the filter beds are working properly to continue filtering water efficiently.
- **SCADA Upgrade** - WTP Staff determined an upgrade of the SCADA (Supervisory Control and Data Acquisition) system was needed to add functionality. When the system was originally installed, it included only monitoring (visual aid) of filter operations, chemical pumps, instruments, and the intake pump station. We have completed phase 1 of a 2-phase upgrade. With the completion of phase 1, WTP staff will now have pop up functionality with each process, chemical storage monitoring and usage tracking, and effluent flow meter totalizing. This increases efficiency of operations by allowing operators to make needed corrections while maintaining operations. Phase 2 of the SCADA upgrade will include chemical feed control.



*WTP Staff Works on the Trident Filters*

#### **Water Treatment Plant Regulatory Compliance Projects:**

- **Lead Service Line Inventory Update** - Public Water Systems are required to complete an inventory of both the private and public portions of all service lines in order to comply with the 2021 Revised Lead and Copper Rule and report the results by October of 2024. The purpose of this rule is to identify if any lead service lines exist in the water system and plan to remove them.

WTP Staff, with the help of the Community Development Dept., and Public Works Dept. have completed phase 1 of a phase 3 plan to meet this requirement. Phase 1 was to perform an extensive records review of all service line material in the water system to determine how many service lines would then require physical inspections. We are now moving into Phase 2 which involves physically inspecting a statistically determined number of service lines on the public and private side. With the completion of the records review, we have not found any lead pipe in the water system.

**Water Plant Preventative Maintenance Projects:** In addition to their operational responsibilities, the crew at the WTP performs substantial preventative maintenance to maximize the operational lifecycle of WTP assets.

- Replacement of flooring in the Laboratory/Office area of the WTP.
- Epoxy painting of intake piping system.



*Left: Newly Epoxy Painted Intake Pipes. Right: New flooring in the WTP Lab.*





**Mac Corthell – Community Development Director**  
315 Kennel Ave, PO Box 248, Molalla, Oregon 97038  
Phone: (503) 829-7711 Email: mcorthell@cityofmolalla.com

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**January 18, 2024**

**Re: Sam Miller, Engineering Section Manager, Letter of Commendation.**

Dear Sam,

I want to personally commend you for your exceptional service to the City of Molalla in reference to your work on the design of the S Molalla 12" Water Main extension.

In early 2023 it had become apparent that the property known as "the Old Mill site" on the corner of S Molalla Ave and Molalla Forest Road, had lost a third potential employer/developer due to the steep infrastructure costs associated with any project on that site.

While the rest of us licked our wounds, you used your creativity and complete understanding of public infrastructure projects to turn lemons into lemon-aid. In response to the multiple lost developments on the site, you began looking for ways to make the property more viable. In so doing, you came up with the idea to utilize an existing civil design, that had been created by a lost development, to enhance the infrastructure serving the site while saving the Molalla Taxpayers a great deal of money.

Your knowledge, and attention to City infrastructure will soon result in construction of a new 12" water main extending from 5<sup>th</sup> St to Molalla Forest Road on S Molalla Ave. This new water main will make the entire undeveloped industrial area more viable, and your work to coordinate with the design engineer for a lost private project has resulted in cost savings of at least \$100,000.00 to the Citizens of Molalla.

Your professionalism and can-do attitude are reflected in your work, provide tangible benefits to the Molalla community, and are in keeping with the highest traditions of service to the City of Molalla. Great work!

Sincerely,

*/s/ Mac Corthell*

Mac Corthell, JD  
Assistant City Manager

CC: Sam Miller Employee File



## CITY OF MOLALLA

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

### Staff Report

### Agenda Category: General Business

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**January 24, 2024**

**From: Mac Corthell, Assistant City Manager**  
**Approved by: Dan Huff, City Manager**

**SUBJECT:** Letter of support for Mt Hood Territory Tourism Grant Application

**FISCAL IMPACT:** Approximately \$100,000 in Grant Proceeds for \$10,000 in City Funds.

**RECOMMENDATION/RECOMMEND MOTION:** N/A

**BACKGROUND:**

City staff is requesting Council consensus to apply for a Tourism Grant through our Clackamas County Tourism Partners at Mt. Hood Territory.

The minimum grant amount is \$25,000 and the City is required to provide a 10% cash match. City staff would like to apply for \$150,000 to contribute toward the Chief Yelkus Park Coyote play structure. We believe that this funding could further be used to encourage participation from other organizations like the Confederated Tribes of Grande Ronde.

If the Council is in agreement, staff will draft a letter of support for signature by the Mayor.