



AGENDA

MOLALLA CITY COUNCIL MEETING
September 9, 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 with Governor Brown’s Executive Order 20-25. Council Chambers is limited to 25 people.

The On-Demand replay of the Molalla City Council Meetings are available on Facebook at “Molalla City Council Meetings – LIVE” and “Molalla City Council Meetings” on Youtube.

1. CALL TO ORDER AND ROLL CALL

2. FLAG SALUTE

3. PRESENTATIONS, PROCLAMATIONS, CEREMONIES

A. Ken Fetters, Culture and Arts Committee

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 – August 26, 2020.....Pg. 2

7. PUBLIC HEARINGS

8. ORDINANCES AND RESOLUTIONS

A. Resolution 2020-20: Authorizing an Emergency Business Assistance Grant Program to Support Local Business Impacted by COVID-19 and the Governor’s Executive Order 20-12 (Huff)....Pg. 34

9. GENERAL BUSINESS

10. REPORTS

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

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 Regular Meeting

Molalla Adult Community Center
315 Kennel Ave., Molalla, OR 97038
August 26, 2020

1. CALL TO ORDER AND FLAG SALUTE

The Molalla City Council Regular Meeting of August 26, 2020 was called to order by Mayor Keith Swigart at 7:05pm.

2. ROLL CALL

COUNCIL ATTENDANCE:

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

STAFF IN ATTENDANCE

Dan Huff, City Manager - Present
Christie DeSantis, City Recorder - Present
Gerald Fisher, Public Works Director - Present
Chaunee Seifried, Finance Director - Present

3. PRESENTATIONS, PROCLAMATIONS, CEREMONIES

- A. Library Board Application
- B. Proclamation No. 2020-02: Proclaiming September as National Preparedness Month

Molalla resident Tina Teel submitted an application for the Library Board. The current Library Board has reviewed her application and presented it to Council. Ms. Teel has been involved with the Library and Friends of the Library for many years and wishes to continue her service.

A motion was made by Councilor Palumbo to appoint Ms. Teel to the Library Board, seconded by Councilor Robles. Vote passed 7-0.

Discussion took place regarding Proclamation No. 2020-02, Proclaiming September as National Preparedness Month. Councilor Newland feels that while it is important to be prepared, it is not necessary for a Proclamation. She also feels that it is important for the City to not be put in a position of choosing between groups. Surrounding cities have had trouble with Proclamations, and Council feels it is important to learn from that.

No motion was made for Proclamation No. 2020-02, and therefore did not pass.

4. PUBLIC COMMENT

Public comment was submitted by Molalla resident, Jimmy Thompson and read by the City Recorder.
(The letter is included in these Meeting Minutes. Exhibit A. The Chair's response is Exhibit B.)

5. APPROVAL OF THE AGENDA

Approved as presented.

6. CONSENT AGENDA

- A. Meeting Minutes – August 12, 2020

A motion was made by Council President Childress to approve the Consent Agenda, seconded by Councilor Robles. Vote passed 7-0.

7. PUBLIC HEARINGS

None.

8. ORDINANCES AND RESOLUTIONS

A. Resolution No. 2020-19: Authorizing Financing of Capital Projects Described in the Urban Renewal Plan for the Molalla Urban Renewal Area and Refinancing of Certain Outstanding Borrowings

City Manager Huff referred to handouts from the previous MURA meeting. (These attachments are included in these meeting minutes) He further explained the following:

Section I: Financing Agreement Authorized for Refunding Outstanding Borrowings. Mr. Huff explained the purpose for this Resolution is to refinance the two current outstanding sewer debts, so this not new money.

Section II: Financing Agreement Authorized for Projects. This is part of the Urban Renewal District monies for 2.55 million, which explains the existing debt as well as cost for projects.

A motion was made to approve Resolution No. 2020-19 by Councilor Newland, seconded by Councilor Shankle.

Councilor Palumbo asked if this loan would extend terms of the existing loan. Mr. Huff explained that we are not extending the term of the loan, only refinancing as to obtain a lower rate.

Councilor Klein stated that current loan rates are at a historic low, and feels that it is wise for the City to take advantage of that. Overall savings will be just over \$680,000. Public Works Director Fisher explained that when we take advantage lowering costs through mechanisms like refinancing, it translates into lowering rates for citizens.

Councilor Robles inquired about whether the use of excess funds would possibly not be used for the new Wastewater Facility. Mr. Fisher explained that funds are allocated for high priority projects; one is ongoing I & I (inflow & infiltration), the other is the Wastewater Treatment Plant upgrade. Refinancing will help these projects significantly.

Council President Childress asked Public Works Director Fisher, "You briefly mentioned fines, it's widely being said that we're getting fines every month". Mayor Swigart asked "Are we?". Mr. Fisher replied "No, that's not true".

Councilor Childress asked Mr. Fisher to explain a little bit about what happens when the City gets fined. Mr. Fisher explained that what typically happens if we violate our permit or are out of permit compliance, everything we do at the treatment plant goes on a form, and now that it's electronic, it goes to DEQ and they review it. If DEQ finds anything out of compliance, they have the authority as the permit issuer to send a letter. It is a notice of violation and in that they will say what the violation was, when it occurred and that they either are or are not going to send it forward to enforcement. Enforcement, at that point, then takes a look at the history of the plant, are they under an MAO (Mutual Agreement Order) between DEQ and the agency and then they will make the determination to fine the agency or not. The good thing about the City is that we have an MAO, we are actively working on our I & I, we are actively working to get financing through DEQ to build the new plant, so anytime we have a violation, we hope that they take that into account. If they do decide to fine us, we hope what they do is say "we are going to fine you this amount based under the MAO and instead of paying us money, we want you to set that aside and put it toward the Wastewater Treatment Plant". Ideally, that is what would happen. They may not do that, they may say "no we are going to fine you this amount and you write a check to DEQ", that is in their purview. But the work that we're doing in the system, the work that we're doing at the plant, our coordination with DEQ, explaining to them what

we're working on and any issues that we have, even before we submit our DMR is all working in our favor. But we are not being fined every month by DEQ."

Councilor Robles asked, "the violations, if there are any, are they public? Can someone find them on the City website? Is that announced?"

Mr. Fisher explained that when DEQ sends a letter to us, we post it on our website. Files are located under Public Works, under Wastewater Treatment Plant, then a tab named 'DMRs and Other Documents'.

Mayor Swigart then called for the vote of Resolution 2020-19, vote passed 7-0, with all Councilors voting aye.

9. GENERAL BUSINESS

None.

10. REPORTS

A. City Manager and Staff

City Recorder DeSantis gave a final report of candidates for the November Election. Mayoral Candidates are: Leota Childress, Scott Keyser, and Jimmy Thompson. Councilor Candidates are: Carmon Carlos, Steven Deller, Jody Newland, Crystal Robles, Keith Swigart, Josh Tompkins.

Finance Director Seifried shared that finance staff is working on the Federal CARES Act through the State. They are researching how to get money for small businesses, in the way of the Business Interruption Grant. A Payroll Grant is also being looked into.

Public Works Director Fisher shared the Public Works Director report with Council. (Attached to these meeting minutes).

There was also discussion regarding City parks and playground equipment. Mr. Fisher explained that total cost for a playground overhaul is between \$50,000 – \$60,000 to replace. Mr. Fisher explained that there is not a park fund, that all park monies come out of the general fund. The new pocket park on Mary Drive has been built out of SDC money for that subdivision.

Unfortunately there has been a fair amount of damage to the Park Restrooms. New heavy metal doors were recently installed in an effort to slow the vandalism in the bathrooms. Four doors totalled \$10,000. That money is taken away from potential Park improvements.

Councilor Robles suggested that a fund be created for donations. The Council spoke of other projects that were community driven projects, that worked out well.

City Manager Huff shared a handout from Clackamas County that is a Survey on Diversity, Equity, & Inclusion. (Handout attached to these meeting minutes.) Mr. Huff is looking for Council members, Planning Commission, and community members to assist with a Committee. Councilors Robles and Palumbo offered to help.

B. City Councilors

Councilor Newland had nothing to report.

Councilor Robles reminded people that education is powerful. There are many untruths on social media and it is important to educate yourself opposed to taking another's opinion as fact.

Councilor Shankle had nothing to report.

Councilor Palumbo commended the group that hosted the Back the Blue. She also commented on an issue that was brought forth by Mayor Swigart regarding a current Facebook post. (Attached to these Meeting Minutes.)

Councilor Palumbo feels that her Facebook comment is justified and that she will continue to hold Council members accountable for their actions.

Councilor Klein had nothing to report.

Council President Childress is working on an email address data base in an effort to get information out to the City in mass. The Visioning Process has slowed due to COVID-19. Cities are working to get citizens involved in what is happening in their community.

C. Mayor

Mayor Swigart addressed Councilor Palumbo with regard to the comment that was made on Facebook. He reminded all Councilors that they are bound to the Molalla Municipal Charter and Code for Council Rules, Order and Decorum.

It is against Council rules to publicly criticize another Councilor, City Staff, or person. Mayor Swigart asked that all Council members use caution when commenting on social media.

11. ADJOURN

A motion was made by Councilor Newland to adjourn the meeting at 8:12pm, seconded by Councilor Shankle. Vote passed 7-0.

Keith Swigart, Mayor

Date

ATTEST:

Christie DeSantis, City Recorder

From: [Jim Thompson](#)
To: [Christie DeSantis](#)
Subject: Re: Council/MURA meeting next week, public comment
Date: Friday, August 21, 2020 12:06:08 PM

Thank you for catching that, yes, 2021. Amended here:
August 21, 2020

Re: Urban Renewal Bonding

Greetings Honorable Mayor Swigart and Council Members, and Members of the Molalla Urban Renewal Agency:

I hope my letter finds you all in good spirits and good health.

Having reviewed the agenda for both the City Council meeting and the Molalla Urban Renewal Agency meeting, I respectfully request you table MURA resolution 2020-05 and Council resolution 2020-19 until February of 2021.

As you well know, this is an important election year, and our municipal elections do not coincide with the adoption of our municipal budget. As of the first meeting in January, we may well have a majority of new members, or at least different members of Council, and by effect, the MURA. Committing such a large portion of the projected revenues of the Urban Renewal district is a decision which in my opinion should be made by those who will be responsible for dealing with the impact of the decision in the future, and therefore should be made by the MURA and Council members seated following the election.

I fear bonding against the revenues and committing them as presently intended will have significant and detrimental effects on the future MURA and Council's ability to utilize the Urban Renewal funding for its first purpose listed in the 2008 plan, "to eliminate blighting influences found in the Renewal Area."

If you so desire, I am happy to elaborate further. I can be reached at your convenience at [503-737-4487](tel:503-737-4487).

Thank you very much for your time and consideration in this important matter.

Warmest Regards,
Jimmy Thompson
Resident and Candidate for Mayor of Molalla
850 North Valley Drive
Molalla, OR 97038

Sent from my T-Mobile 4G LTE Device
Get [Outlook for Android](#)

From: Christie DeSantis <cdesantis@cityofmolalla.com>
Sent: Friday, August 21, 2020 12:01:49 PM
To: Jim Thompson <mayorthompson@outlook.com>

Subject: RE: Council/MURA meeting next week, public comment

Jimmy,

I am in receipt of your message and will read it to public comment. Please review your request that the resolutions be made in February 2020. This appears to be an error. Perhaps the intention was 2021?

Christie

From: Jim Thompson <mayorthompson@outlook.com>
Sent: Friday, August 21, 2020 11:57 AM
To: Christie DeSantis <cdesantis@cityofmolalla.com>
Subject: Council/MURA meeting next week, public comment

Hi Christie,

Can you please provide the following to the City Manager and City Council/MURA, as part of the public comment for the next meetings?

August 21, 2020

Re: Urban Renewal Bonding

Greetings Honorable Mayor Swigart and Council Members, and Members of the Molalla Urban Renewal Agency:

I hope my letter finds you all in good spirits and good health.

Having reviewed the agenda for both the City Council meeting and the Molalla Urban Renewal Agency meeting, I respectfully request you table MURA resolution 2020-05 and Council resolution 2020-19 until February of 2020.

As you well know, this is an important election year, and our municipal elections do not coincide with the adoption of our municipal budget. As of the first meeting in January, we may well have a majority of new members, or at least different members of Council, and by effect, the MURA. Committing such a large portion of the projected revenues of the Urban Renewal district is a decision which in my opinion should be made by those who will be responsible for dealing with the impact of the decision in the future, and therefore should be made by the MURA and Council members seated following the election.

I fear bonding against the revenues and committing them as presently intended will have significant and detrimental effects on the future MURA and Council's ability to utilize the Urban Renewal funding for its first purpose listed in the 2008 plan, "to eliminate blighting influences found in the Renewal Area."

If you so desire, I am happy to elaborate further. I can be reached at your convenience at 503-737-4487.

Thank you very much for your time and consideration in this important matter.

Warmest Regards,

Jimmy Thompson

Resident and Candidate for Mayor of Molalla
850 North Valley Drive
Molalla, OR 97038

Molalla Urban Renewal

Oregon ORS 457.010, ORS 457.035

“Urban Renewal is a state-authorized, redevelopment and finance program designed to help communities improve and redevelop areas that are physically deteriorated, suffering economic stagnation, unsafe or poorly planned.” (State of Oregon)

“Urban Renewal is a tool used to help improve and spur Economic Development within a specific district by using Tax Increment Financing (TIF) to implement capital improvements and other projects within the District. The basic purpose of Urban Renewal is to increase the total assessed value of the District, and during the District timeline, use the funds derived from that increase in assessed value to fund various projects in the Urban Renewal Plan. Once the District expires, the full assessed value of the district comes back on the tax rolls and the increased revenue goes into the City’s General Fund.” (Dan Huff MURA Transmittal Memo, May 1, 2020)

In addition, the renewal plan committee developed a set of renewal goals and objectives in its public meetings on the plan. Those Goals are:

- *Carry out public improvements, pursue acquisitions and provide incentives to attract economic investment and redevelopment in Molalla.*
- *Encourage creation and expansion of enterprises that will provide goods and services the community needs.*
- *Provide more family wage jobs in Molalla.*
- *Increase property values in Molalla.*
- *Enhance overall community appearance and livability.*
- *Help diversify the city’s economic base.*
- *Help implement the city’s Comprehensive plan, downtown master plan, and enhance recreational opportunities in the community.*

(Molalla Urban Renewal Plan, Page 2 2008)



Public Works Department

117 N Molalla Avenue

PO Box 248

Molalla, Oregon 97038

Phone: (503) 829-6855

Fax: (503) 829-3676

August 26, 2020

TO: Dan Huff, City Manager

FROM: Gerald Fisher, Public Works Director

CC: Christie DeSantis, City Recorder

RE: Project Update for Public Works

The following is a list of public and private projects currently underway or in process.

Administrative Projects Underway

1. Staff is working on several individual home construction permits, pre-application projects for new developments, policy and procedure updates, and other improvements to the department.
2. Municipal Code Update – Staff continuing to work on rewrite of MMC Chapter’s 10, 12, and 13 as time allows.
3. ODOT ADA Ramp Replacements – ODOT anticipates construction to begin in December 2020 and continue through December 2021. Staff has informed ODOT representatives of events within the City during that time frame.
4. ODOT Crosswalk Locations – ODOT is working on an IGA. ODOT has agreed to the City maintaining the crosswalks at designated locations and work will begin once an IGA is in place.

Public Capital Projects Underway

5. 17-04 OR 211 Bike & Ped Pathway – Bidding completed. HP Civil deemed lowest bid at \$1,426,135.97. Engineer’s estimate was \$1,698,339. ODOT to issue notice to proceed and hold a kick-off meeting in September.
6. 17-15 WTP New Trident 2MGD Filtration Plant, Chemical & Telemetry Upgrades – New filtration unit, telemetry system and chemical feed system in operation. Demolition of old treatment unit underway. Anticipate completion by September 2020.
7. 18-04 WWTP Biosolids Removal – Biosolids removal completed for 2020. Over 400 dry tons removed for the year and contractor has shut down operation until next spring.
8. 18-08 Hwy 213 & Hwy 211 Safety Improvements – Waiting on ODOT to deliver project sometime in 2021. The City’s match is \$10,013 or 7.78%.
9. 18-08 Hwy 213-Toliver Roundabout – Loan agreement executed. Project currently in design and anticipate construction in Spring of 2023.
10. 18-11 Trout Creek Water Right Transfer – Staff issued notice to proceed starting 07/01/20.

11. 18-12 Trout Creek Monitoring Station – Flow monitoring underway and will continue thru the Summer of 2020. Anticipate project completion by December 2020.
12. 18-14 Decant Facility – Project design will begin in FY 20-21. This project will provide a dewatering station for street sweeping and vector debris prior to disposal. Project is currently in the planning stage.
13. 19-02 Water Master Plan & Water Management & Conservation Plan – Draft Chapters 1 through 8 posted to the website. TAC meeting #2 held last week and PAC meeting #2 scheduled for 09/16/20. Staff will only be taking comments from the public by mail or email due to ongoing COVID-19 restrictions related to meetings. Planning Commission and City Council hearings tentatively scheduled for the late 2020. Risk Assessment and Emergency Response Plan update beginning in 07/01/2020.
14. 19-03 City Hall Remodel Ph 3 – Draft design received and under review by staff. Anticipate construction later this year.
15. 19-05 Consent Decree Compliance Reporting – The 3rd quarter report is scheduled for 09/02/20.
16. 19-07 MFR Ped Bridge (P42) – Phase 1 improvements completed. Phase 2 design of bridge structure and pathway improvements underway and construction tentatively scheduled to begin by early 2021.
17. 19-09 OR 211-Molalla Ave Signal – Design of the signal is underway as part of the conditions for Project 19-04 Cascade Center listed below. Developer waiting on plan approvals from ODOT. Estimated construction starting sometime in September or October 2020.
18. 19-10 WWTP Upgrade – Loan application under review by DEQ. Once loan is approved, staff will issue a notice to proceed for design.
19. 19-11 Molalla Ave Intersection Improvements (5th & Heintz) – Bids were received and a Notice of Award issued. Contractor completing contract documents. Anticipate construction in September 2020.
20. 19-12 Phase 1 Project 2 Patrol Street Sewer and Water Reconstruction – Sewer main installed and Contractor is working on sewer laterals. Project completion anticipated by mid-October.
21. 20-04 Shops & Elementary School Waterline Replacement – Project design will begin in FY 20-21 and will replace pre-1950's waterline providing service to the shops facility and elementary school.
22. 20-05 Creamery Creek Park – Project design will begin in FY 20-21. New City park is on an 11,011 square foot parcel on Mary Drive next to Creamery Creek.

Public Capital Projects Not Started

23. Phase 1 Project 4 Eckerd Ave Sewer and Water Reconstruction – This project will replace the existing water and sewer lines on Eckerd Avenue, 2nd Street (Lola-Eckerd), and the waterline on 4th Street (Lola-Eckerd).
24. Phase 1 Project 6 Lindsey Addition to Molalla LS Sewer Reconstruction – This project will replace or slip line the sewer from the Molalla Avenue lift station to Hood Court.

Private Projects Underway

25. 17-20 Sawyer's Truck Repair – Contractor working on closing out first phase of project. Second phase will be reconstruction and frontage improvements along Toliver Road.

26. 18-16 Tractor Supply Store – Construction meeting for temporary access to be held tomorrow. Anticipate temporary access completion and store opening in September or October. Developer work with ODOT to complete full frontage improvements around the time the OR 213-Toliver Rd intersection improvements are constructed.
27. 19-04 Cascade Center – Anticipate plan approval later this month. Waiting on ODOT permits before onsite construction can begin.
28. 19-13 Dollar General – 3rd plan review completed and returned to developer.
29. 20-01 Colima Apartments – Construction underway. Anticipate completion of public improvements by the end of 2020.

Capital Improvement Plan 2018-2023 project update

The City adopted a Capital Improvement Plan (CIP) in 1999 that covered the years of 1999 through 2004. Staff found no records of an updated CIP and began developing a CIP in 2016. Staff presented the 2016 CIP list to City Council at its meeting on 09/09/16. In 2018, City Council adopted an updated CIP for 2018-2023. The following list was provided on pages 6 through 8 of the CIP for projects completed, in design, or under construction between 2015 and 2018.

Capital Improvement Program – Completed Projects

The following is a list of projects completed by the Public Works Department since 2015.

Transportation

- Heintz Street Extension
- Grange, Stowers, and Heintz Street Improvements
- Molalla Avenue Streetscape Improvements (3rd Street to Heintz Street)
- Transportation System Master Plan Update
- Section & Hart Pavement Reconstruction
- Shaver & OR 211 Pavement Reconstruction
- Lowe Road Jurisdictional Transfer
- Pavement Condition Index Study
- System Development Charges Update

Wastewater

- WWTP Aeration Basin Grit and Sand Removal
- WWTP Effluent Pump House HVAC Replacement
- WWTP Gravity Filter Media Replacement
- WWTP Headworks Screen Rebuild
- WWTP Aeration Basin Mixer Replacement
- WWTP Transfer Pump Replacement
- WWTP Lagoon Leak Study
- WWTP O&M Manual Update
- I&I Reduction Plan – SSMH Repairs
- Rate Study & System Development Charges Update

Water

- Heintz Street Waterline Improvements (West End to Kennel Avenue)
- Heintz Street Waterline Improvements (Kennel Avenue to Center Avenue)
- Stowers Road Waterline Improvements (5th Street to 7th Street)
- Molalla Avenue Waterline Improvements (3rd Street to Heintz Street)
- WTP Lab & Restroom Improvements
- WTP 1.2 MG Reservoir Cleaning and Inspection
- WTP Security Fencing and Gate Improvements
- Recycled Water Reuse Plan Update
- Rate Study & System Development Charges Update

Stormwater

- Molalla Avenue Stormwater Improvements (3rd Street to Heintz Street)
- City Hall Parking Lot Planter Island & Drainage Improvements
- Ross Street Stormwater Improvements
- Rate Study & System Development Charges Update

Parks

- Fox Park Splash Pad
- Rotary Park at BiMart complex
- Fox Park Mural Pad & ADA Access
- Long Park Bike Plaza
- Bear Creek Pathway & Footbridge
- Clark Park Property Consolidation
- Clark Park Improvements – Phase 1

Facilities

- City Hall Remodel – Phase 1
- Police Department Remodel and ADA Improvements

Vehicles & Equipment

- Vactor Truck Purchase
- Water Truck Purchase

Capital Improvement Program – Underway Projects

The following is a list of projects currently in design or construction by the Public Works Department.

Transportation

- Fenton Avenue CDBG (Formerly Lola Avenue CDBG)
- OR 211 Bike & Pedestrian Improvements (OR 213-Ona Way)
- OR 213 & Toliver Road All Roads Transportation Safety (ARTS) Project
- Ona Way Jurisdictional Transfer

Wastewater

- Wastewater Facility and Collection System Master Plan Update
- Fenton Avenue Sewer Replacement (WWFCSMP Project 1)
- WWTP New Headworks Screen
- WWTP Headworks Gantry Crane
- WWTP Lagoon Biosolids Removal
- WWTP Permit Modification

Water

- Fenton Avenue Waterline Replacement
- Faurie Avenue Waterline Replacement
- WTP New 2MGD Filtration Unit
- WTP Sodium Hypochlorite and SCADA Upgrades
- WTP Aluminum Chlorohydrate (ACH) Upgrades
- Trout Creek Monitoring Station

Stormwater

- Fenton Avenue Stormwater Improvements

Parks

- Clark Park Improvements – Phase 2

Facilities

- Public Works Shops Facility Improvements
- Public Works Shops Decant Facility

After adoption of the 2018-2023 CIP, Public Works began implementing the projects listed in the plan as funds allowed. Below is a status update on the projects listed in the 2018-2023 CIP.

Capital Improvement Program – Completed Projects

The following is a list of projects completed by the Public Works Department since 2018.

Transportation

- Fenton Avenue CDBG (Formerly Lola Avenue CDBG)
- Ona Way Jurisdictional Transfer
- Street Utility Maintenance Fee (Overturned by referendum)
- OR 211 and Hezzie Lane Enhanced Pedestrian Crossing
- OR 213 Speed Reduction for Roundabout Project
- Transportation System Development Charge Update
- Molalla Avenue & Heintz Street All Way Stop
- Molalla Avenue & 5th Street All Way Stop
- Shirley Street & Cole Avenue Safe Routes to School Improvements

Wastewater

- Wastewater Facility and Collection System Master Plan Update
- Fenton Avenue Sewer Replacement (High Priority Project 1)
- Fenton Avenue Sewer Replacement (High Priority Project 7)
- WWTP New Headworks Screen
- WWTP Headworks Gate Lift System
- WWTP Permit Modification (Administratively approved by DEQ)
- Wastewater System Development Charge Update
- Wastewater Fee Update

Water

- Fenton Avenue Waterline Replacement (Heintz to 158 Fenton)
- Fenton Avenue Waterline Replacement (158 Fenton to OR 211)
- Faurie Avenue Waterline Replacement

Stormwater

- Fenton Avenue Stormwater Improvements (Heintz to 158 Fenton)

Parks

- Clark Park Improvements – Phase 2

Facilities

- Public Works Shops Facility Improvements

Vehicles & Equipment

- Parks Mower
- Maintenance Division Utility Vehicle

Capital Improvement Program – Underway Projects

The following is a list of projects currently in design or construction by the Public Works Department.

Transportation

- OR 211 Bike & Pedestrian Improvements (OR 213-Ona Way)
- OR 213 & Toliver Road All Roads Transportation Safety (ARTS) Project
- OR 213 & Toliver Road Roundabout
- OR 211 & Molalla Avenue Signalized Intersection
- Molalla Avenue & Heintz Street Left Turn Lanes
- Molalla Avenue & 5th Street Left Turn Lanes
- Molalla Forest Road Bike & Pedestrian Pathway

Wastewater

- Wastewater Treatment Plant Upgrade
- WWTP Lagoon Biosolids Removal
- Patrol Street Sewer Replacement (High Priority Project 2)
- Eckerd Avenue Sewer Replacement (High Priority Project 4)
- Lindsey Addition to Molalla Lift Station Sewer Replacement (High Priority Project 6)
- Recycled Water Expansion

Water

- WTP New 2MGD Filtration Unit
- WTP Sodium Hypochlorite and SCADA Upgrades
- WTP Aluminum Chlorohydrate (ACH) Upgrades
- Trout Creek Monitoring Station
- Patrol Street Waterline Replacement
- Eckerd Avenue Waterline Replacement
- 2nd Street (Lola-Eckerd) Waterline Replacement
- 4th Street (Lola-Eckerd) Waterline Replacement
- Shops-Elementary School Waterline Replacement
- Water System Master Plan Update
- Water Conservation & Management Plan
- Risk Assessment & Emergency Response Plan

Stormwater

- On hold until Stormwater Master Plan Update.

Parks

- Creamery Creek Park
- Clark Park Walkway and Picnic Areas

Facilities

- City Hall Remodel Ph 3
- Public Works Shops Decant Facility

Vehicles & Equipment

- Big Gun #4

Once the Water System Master Plan Update is completed, staff will be preparing and updated CIP for Council's review and approval. The next master plan revision on the list will be the update to the 2005 Stormwater Master Plan.

Attached at the end of this memo is an update from Operations. This update covers several months of work by Operations. Thank you and let me know if you have any questions.



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

August 25, 2020

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

RE: Operations Update for City Council

Gerald,

Attached is our Operations update, covering the period July 1st, 2020 – Aug 25th, 2020.

Respectfully,

A handwritten signature in black ink, appearing to read "AP", is placed above the typed name of the sender.

Andy Peters
Operations Supervisor
City of Molalla

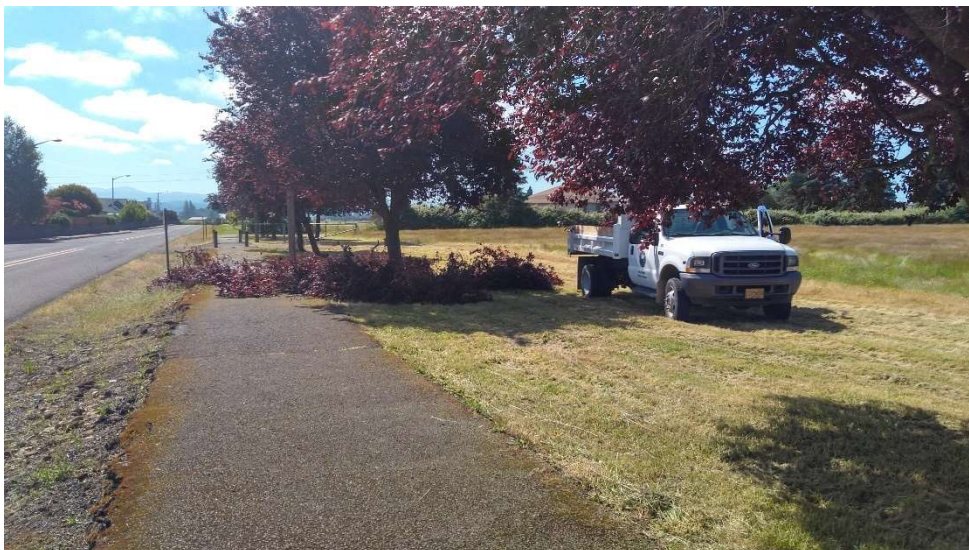


Installing a new Water Treatment Plant involves the cooperation of engineers, consultants, and contractors, as well as City Forces. Above, our Westech Engineer troubleshoots the City's new Water Treatment Plant after installation. Right, City Operator Jeff McCrum Chlorinates the new system, so that it could begin making clean drinking water for the first time. Below, contractors demolition the old Treatment System, cutting the steel tanks out piece by piece. The new treatment plant ensures Molalla's Water Production Capacity for the next 20 years.





Summer months provide opportunity for continuous improvement in all parks facilities, including tree trimming, mowing, and fire prevention. Above, a 15' deck mower is used on Bohlander Field in advance of 4th of July fireworks. Right and Below, City Crews trim 32 plum trees on the walking trail that flanks this field. About 60 loads of branches were hauled away.





Much of the work done by City Staff involves planning, layout, and troubleshooting so that the work subsequently performed is done effectively and provides the most benefit for everyone. Left, Lead Utility Employee Adam lays out new turn lanes that will be coming soon to Meadow Drive at Hwy 213. These turn lanes are a project identified in the Transportation System Master Plan.

Right, Utility Crew and Operators cooperate on troubleshooting an issue in the Effluent Wet Well at the Wastewater Treatment Plant. An unexpected coliform bacteria spike in mid-July prompted an additional cleaning and inspection of this facility. The yellow duct is blowing fresh air into the space to prevent a dangerous atmosphere while the employees work. Below, after the wet well is made safe, Operators can make their inspection.

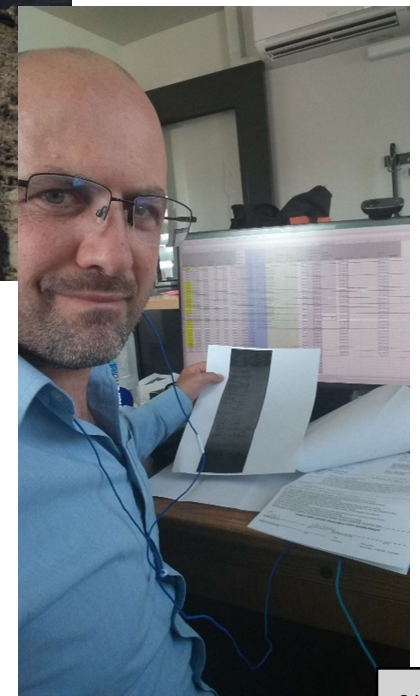


A Coliform bacteria spike is not necessarily abnormal for summer months when Chlorine Resistant Strains can bloom or build up in systems, Chlorine equipment has a hiccup, or the Chlorine Chemicals received from the manufacturer has a quality variance during a month. Normally the NPDES permit has provisions that allow operators to shock the systems with additional Chlorine, then resample. However, due to the additional testing frequency Molalla is required to perform, the bacteria counts ended up being higher than a normal Class C recycled water plant, and Molalla was forced to report NPDES Permit Violations.

Right, the view inside the wet well seen by the operators on the previous page. Here we can see the clean well, the components at the bottom are visible, meaning no coliform-containing sludge has accumulated and the components operation can be checked without doing a dangerous confined space entry.



Below, Supervisor Andy Peters works to track all bio-solids as they move through their disposal cycle. A significant effort is made to document each load hauled. Each truck manifest must be matched to the landfill tipping weight tickets, total % solids measurements, contractor's invoices, and Molalla's Laboratory data.



Above, the last few loads of Biosolids are removed for the year at the Wastewater Plant. The final total is 406 dry tons removed.



Left, Irrigation of effluent was performed continuously, 7-days per week, throughout June and July, attempting to recover the lagoons from dangerously high levels experienced this spring. Due to abnormally high Biochemical Oxygen Demand in Effluent, Molalla was forced to compensate by operating the Aeration Basin's mixers 24hrs per day to add as much oxygen as possible. However, half way through June one of the mixers' shafts shattered (below), demonstrating why this equipment needs proper cooldown and cycle times. The same kinds of stresses can be seen on the irrigation equipment when it is run 24/7.

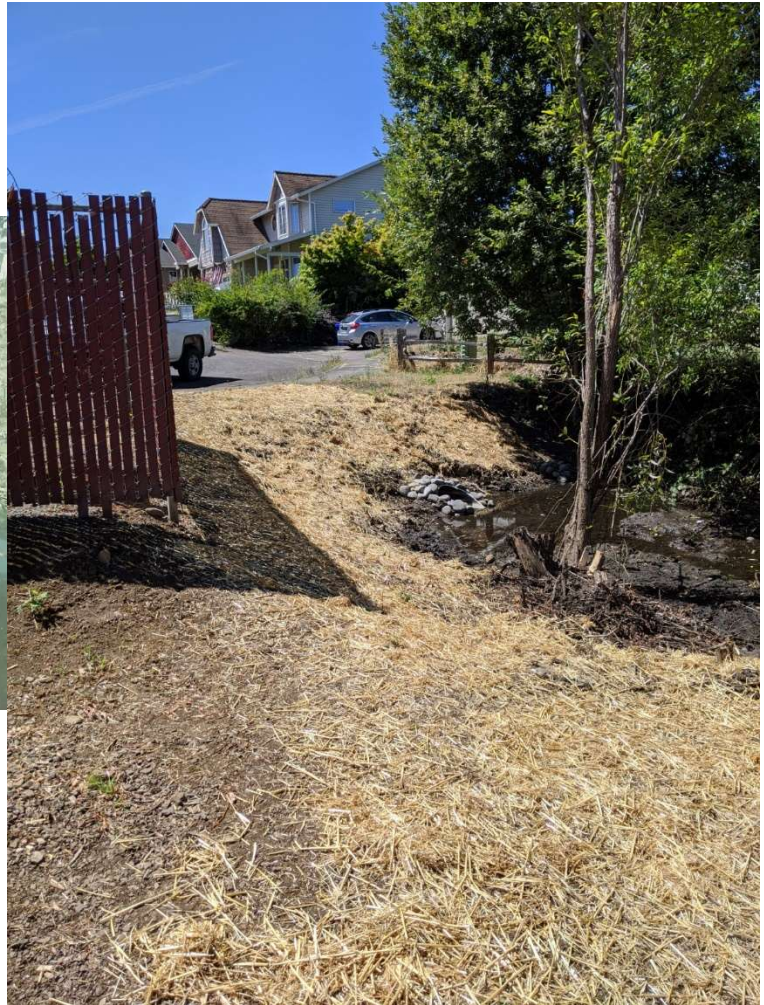


City Crews prepared for the new turn lanes going in at 5th and Molalla by installing the ALL-WAY stops. This is the third improvement to this intersection performed by crews in the last two years – the first being ADA ramps, then four new crosswalks, and now signage. When the turn lanes are finished in the upcoming weeks Molalla will have achieved the Transportation System Master Plan’s goals for this intersection.

Right, Utility Employee Devin Oei installs the stop sign on the Southwest corner of Molalla Ave at 5th. Below, warning drivers of these changes is handled in accordance with state law, including “New Traffic Pattern Ahead” signs in all four directions. They will remain until the end of October.



Storm swales are high-maintenance facilities, and the City does its best to provide as much service as budget allows. Right, an inspection of the Coho Street Swale this spring found a broken inlet pipe, and sediment covering more than half the outfalls' diameter, which is the signal that the swale is due for sludge removal. Below, is a photo of the same inlet after dredging, pipe repairs, and installing class 50 Rounded rip-rap from stockpiles on hand. The sides of the swales were reseeded and protected from erosion with straw.



City crews place over 630 tons of cold mix asphalt on pot holes between July 2019, and July 2020. However, cold mix pothole filling does little good since many of Molallas roads were build with no compacted base rock and only 4 inches of hot mix asphalt. This can be seen in things like the “alligatoring” happening on Francis St by the High School.

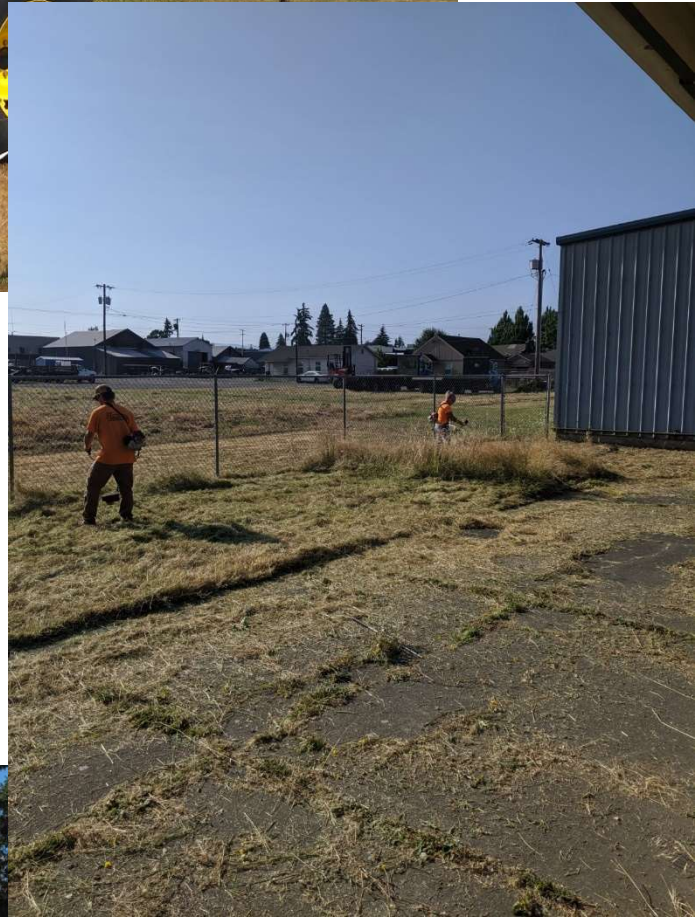


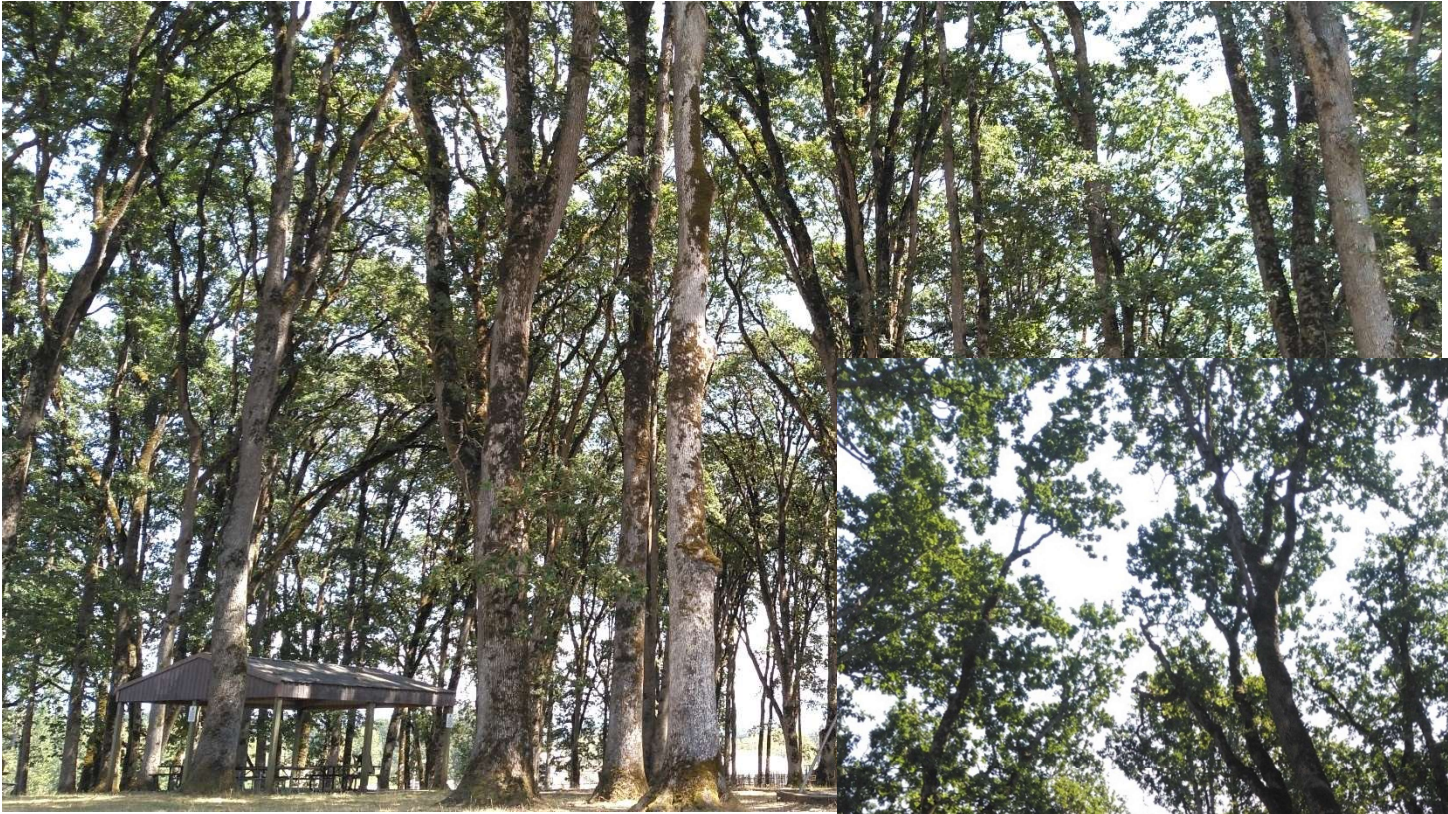
Nothing is going to solve this kind of road breakup but a full dig out. When hot patches are done today, like for the new crosswalk shown here, the City installs 6-12 inches compacted base rock over a layer of geo fabric, and at least 6 inches of asphalt. Below: the new crosswalk turned out well, but budget only allows Molalla to perform a few such digouts each year. More reporting on streets will be coming next month.





Utility crews work without ceasing all summer long to maintain City Properties. Above, Cody mows the field north of Clark Park. Below, Jamie and Devin troubleshoot an issue with the irrigation system on the soccer fields. These two are seen again, Right, weed whacking at the PAL Building. Since the Warming Center's operations have ended for the year and the building is not in use by the tenants (except for the County's Mobile Shower), the City takes over the maintenance by agreement.



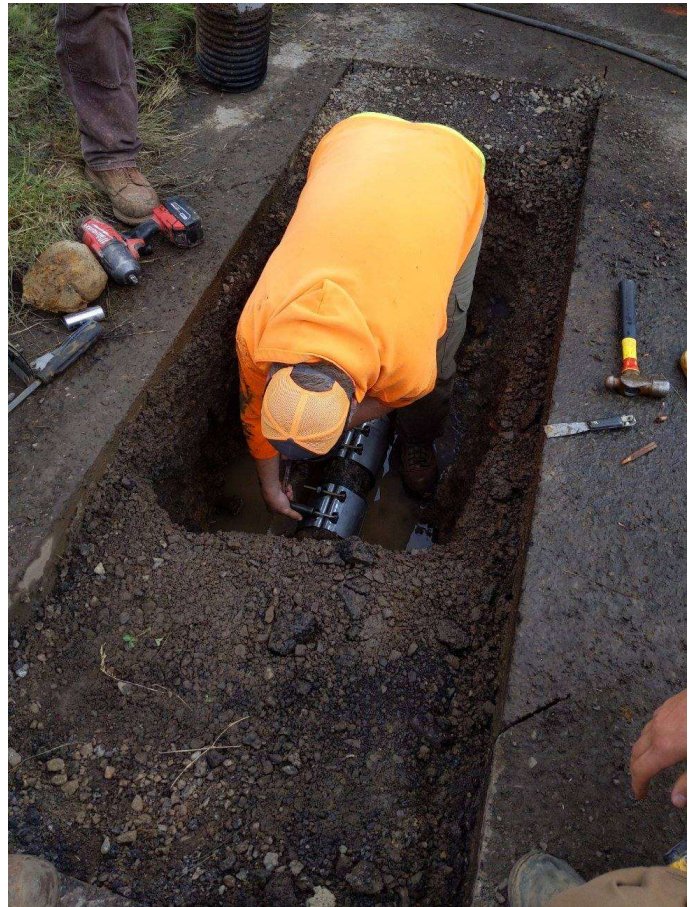


It's easy to report the jobs being performed by public works on a daily basis, but what is not so easy to report is how these jobs are interconnected, and form a longer term strategy of Municipal Maintenance and Best Management Practices, as shown by the result of this three year tree maintenance program. The photos here show the results of several years' worth of planning and execution. Over 140 trees grace Clark Park's White Oak Grove, and to ensure safety of park users, and preserve the health of the grove, the trees were re-numbered, catalogued, and surveyed for health by a certified arborist in 2018. The following year the City performed all the recommended maintenance on these trees, including falling two diseased trees, and removing hundreds of dead-wood and widow makers from their tops. This year the grove is visibly healthier, and sightings of unwanted pests, like carpenter ants and termites, has decreased.





City Crews are constantly replacing and repairing water services and mains. Left, two new service saddles are placed on an 8" PVC pipe in Big Meadow, replacing more corroding copper services. Below, Devin unwinds new PEX Pipe for these new services, and Rich tightens steel bands on an older leaking mainline in July.





Above, Jamie helps with mowing at the Wastewater Treatment Plant, and Left is a view of the new piano-hinged heavy-gauge steel doors that replaced the failed doors at Clark Park. These doors were destroyed due to vandalism and forced entry to the point that replacement was necessary. The new doors should be more resistant to vandalism going forward.

Metrics for this period appear on the following page.



Work In Process

Current Load by Team

| Team | Backlog (# of WOs) | Promise Date Performance |
|------------------|--------------------|--------------------------|
| Utility Crew | 50 | 99.84% |
| Wastewater Plant | 32 | 94.86% |
| Water Plant | 22 | 95.25% |
| Supervisor | 36 | 100% |

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

| Fund | Account# | \$\$ |
|-------------|-------------|---------------|
| Sewer Fund | 106-601-5-* | \$43070.2 |
| Water Fund | 105-501-5-* | \$44898.81 |
| Storm Fund | 108-801-5-* | \$5000 |
| Park Fund | 101-106-5-* | \$2508.12 |
| Street Fund | 104-401-5-* | \$38305.71 |
| | | ----- |
| TOTAL | | \$133782.8400 |

Work Complete During Period

Work Orders Completed (by Fund)

| | |
|------------------------------|-------|
| Water | 127 |
| Sewer | 92 |
| Storm | 7 |
| Street | 40 |
| Fleet | 15 |
| General_parks_facilities_ect | 120 |
| SplitFund_locates_etc | 19 |
| Capital | 0 |
| Other | 34 |
| | ----- |
| TOTAL | 454 |

Work Orders Completed (by Team)

| | |
|-------------------|-------|
| Utility_Crew | 323 |
| Wastewater_Plant | 51 |
| Water_Plant | 69 |
| Supervisor | 11 |
| Corrective_Action | 0 |
| Deep_Backlog | 0 |
| | ----- |
| TOTAL | 454 |

Clackamas County Cities Survey on Diversity, Equity, & Inclusion

Overview

The Coalition of Communities of Color (CCC) is leading a project to understand the demographic makeup and everyday realities of communities of color in Clackamas County. This project is in collaboration with Clackamas County and local community-based organizations. Clackamas County's newly formed Office of Equity and Inclusion is reaching out to gather baseline information about existing equity work with our city partners. The survey below will broaden the understanding of work in Diversity, Equity and Inclusion across the county, and inform next steps on improving the county's internal and external efforts for this work.

Aim of Project: To build knowledge about communities of color in Clackamas County.

By conducting outreach and learning about community-specific successes and challenges, we hope that this research will engender more inclusion and collaboration between communities of color and regional government, policy-makers, and civic leaders and organizations in Clackamas County.

Study Design: Research Justice

The Coalition of Communities of Color will create partnerships with community-based stakeholders to co-create the various phases of this research -- from initial design to data collection and analysis, to disseminate research findings. The Coalition uses a "Research Justice" approach, which means that our methods are entirely community-driven and participatory. We work from the explicit assumption that communities of color are the experts of their own experiences, and have the right to research, the right to know, and the right to be heard.

Please email responses to Martine Coblentz, County Equity and Inclusion Officer at mcoblentz@clackamas.us

Thank you for taking time to complete this survey.

Survey

1. Who is leading the Diversity, Equity, and Inclusion work in your city? (e.g., Formal DEI titled employees, other employees, community members, city leadership, etc.)
2. What is the driving force that began Diversity, Equity, and Inclusion work in your city? (e.g., police reform, ensure the provision of inclusive services, community pressure, strategic plan, any other details on why this is happening now)
3. What are the goals, outcomes, and strategies currently in place for your city to advance Diversity, Equity, and Inclusion work in your city?
4. What are the strengths (what's working/promising) and challenges (limitations/needed improvements) of achieving Diversity, Equity, and Inclusion efforts across your city?
5. Please provide a list of organizations and groups you have engaged with, are currently working with, or plan to engage around Diversity, Equity, and Inclusion work.



Summary of Financing

The proposed full faith and credit financing agreement will provide funds for approximately \$2.5 million for the City’s urban renewal agency and refinance for savings the City’s outstanding Sewer Revenue Refunding Bonds, Series 2010 and its DEQ Clean Water State Revolving Fund Loan. See below for an estimated breakdown for the sources and uses of the financing:

| Sources of Funds | |
|--------------------------------------|--------------------|
| Financing Agreement Principal Amount | \$4,650,200 |
| CWSRF Debt Service Reserve | \$183,888 |
| 2010 Sewer Bond Reserve | \$322,450 |
| Total Proceeds | \$5,156,538 |
| Uses of Funds | |
| Urban Renewal Projects | \$2,500,000 |
| Sewer Borrowings Payoff | \$2,605,556 |
| Costs of Issuance | \$50,800 |
| Contingency | \$182 |
| Total Uses | \$5,156,538 |

Source of Repayment

The city is pledging its full faith and credit and all legally available funds and revenues to repaying the debt service of the financing agreement. The source of funds for repayment of the urban renewal project will come from urban renewal area tax increment revenues through an intergovernmental agreement with the city’s urban renewal agency. The source of funds for repayment of the refinancing of the sewer borrowings will be paid from revenues and existing funds of the sewer system.

Projected Debt Service and Savings

Based on proposals received on August 25th, below are projected annual debt service payments for the urban renewal project financing and the new debt service payments for the sewer borrowings.

| Full Faith and Credit Financing Agreement Annual Debt Service | | | |
|---|---------------|------------------|--------------------|
| Fiscal Year | Urban Renewal | Sewer Borrowings | Sewer Fund Savings |
| 2021 | \$272,095 | \$294,032 | \$88,772 |
| 2022 | \$272,071 | \$411,417 | \$88,064 |
| 2023 | \$272,099 | \$410,582 | \$87,349 |
| 2024 | \$272,070 | \$409,368 | \$86,590 |
| 2025 | \$272,083 | \$407,780 | \$85,785 |
| 2026 | \$272,038 | \$95,821 | \$84,927 |
| 2027 | \$272,033 | \$95,803 | \$84,107 |
| 2028 | \$272,068 | \$95,863 | \$83,184 |
| 2029 | \$272,041 | - | |
| 2030 | \$272,052 | - | |

Debt service based on 1.55% interest rate for the financing agreement.

Unless otherwise agreed to, the primary role of Davidson, as an underwriter/placement agent, is to purchase securities for resale to investors, in an arm’s-length commercial transaction between the Issuer and Davidson or to arrange for placement of securities with an investor. As underwriter/placement agent Davidson is not acting as a fiduciary to the Issuer and Davidson has financial and other interests that may differ from those of the Issuer.

City of Molalla

City Council Meeting



Agenda Category: Ordinances and Resolutions

Subject: Emergency Business Assistance Grant Program

Recommendation: Adopt Resolution 2020-20

Date of Meeting to be Presented: September 9, 2020

Fiscal Impact: \$100,000

Background:

Due to the COVID-19 pandemic and because of the Governor's Executive Order 20-12 reducing services or temporarily closure, many Molalla businesses have experienced financial distress and uncertainty.

The City of Molalla has applied for funds from the State of Oregon from their Coronavirus Relief Fund. (CRF Grant) We have been approved and want to invest \$100,000 into Small Businesses in our Community. This funding opportunity requires fast tracking in hopes of distributing funds to business owners by early October.

Reminder, this money will not be coming from our local citizens but from the State of Oregon CRF Grant funds.

SUBMITTED BY: Chaunee Seifried, Finance Director

APPROVED BY: Dan Huff, City Manager



RESOLUTION NO. 2020-20

A RESOLUTION OF THE CITY OF MOLALLA, OREGON AUTHORIZING AN EMERGENCY BUSINESS ASSISTANCE GRANT PROGRAM TO SUPPORT LOCAL BUSINESSES IMPACTED BY COVID-19 AND THE GOVERNOR’S EXECUTIVE ORDER 20-12.

WHEREAS, In response to the novel coronavirus (COVID-19) outbreak, the State of Oregon has taken important measures to limit the spread of the disease in our communities; and

WHEREAS, On March 23, 2020, Governor Kate Brown issued Executive Order 20-12, “Stay Home, Save Lives,” which placed certain restrictions on social gathering and closed certain businesses; and

WHEREAS, Many local businesses in the City of Molalla have been impacted by the Governor’s order; and

WHEREAS, The Council recognizes the importance of ensuring continued success of local businesses for the City’s economic health: and

WHEREAS, An Emergency Business Assistance Grant Program will provide essential funding to assist businesses impacted by the COVID-19 pandemic with rent/lease, mortgage, utilities, property taxes, payroll and/or the purchase of protective equipment, improvements, or supplies needed to reopen.

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

Section 1. An Emergency Business Assistance Grant Program, with funding in the amount of \$100,000, is established as provided in Exhibit “A”.

Section 2. Effective Date. The effective date of this Resolutions will take place immediately after adoption.

Signed this 9th day of September 2020.

Mayor Keith Swigart

ATTEST:

Christie DeSantis, City Recorder

EMERGENCY BUSINESS ASSISTANCE GRANT PROGRAM

CITY OF MOLALLA

Program Overview:

On September 9, 2020, the Molalla City Council passed a Resolution to establish an Emergency Business Assistance Grant program to support small businesses in the City of Molalla. Due to the COVID-19 pandemic and as a result of the Governor’s Executive Order 20-12 reducing services or temporarily closure, many Molalla businesses have experienced financial distress and uncertainty.

Molalla’s Emergency Business Assistance Grant program will provide one-time funding to small businesses in an amount up to \$5,000. Grant funds can be used for expenses such as rent/lease, mortgage, utilities, property taxes, payroll and for protective equipment, improvements and supplies required for re-opening and/or re-establishing a business.

Funds for this program are limited with \$100,000 available to grant and will require an application process for funding consideration. Applications will be accepted from Sept. 18 to Oct. 02 at 4:30 p.m., with all funds to be committed and/or disbursed by October 15, 2020.

PROGRAM GUIDELINES AND BUSINESS ELIGIBILITY

Business Eligibility: The following checklist can be used to determine a business’s eligibility.

- Business is located within Molalla’s city limits.
- Business already has a City of Molalla business license.
- Business has 10 FT/PT employees or less.
- Business has been unable to access federal CARES Act funds including:
 - Small Business Administration's Paycheck Protection Program (PPP);
 - Economic Injury Disaster Loan Emergency Advance program (EIDL); or
 - Other federal programs to date for emergency pandemic funding.

Ineligible Businesses Include:

- Business outside City of Molalla city limits;
- Passive real estate holding companies and others holding passive investments;
- Non-profit entities that do not have federal 501(c)(3) status;
- Businesses that are delinquent on federal, state, or local taxes that were due before April 1, 2020;
- Businesses not registered to do business in Oregon (Secretary of State Business Registry verification) if such registration is required.
- Businesses that do not comply with all federal state, and local laws and regulations;
- Businesses not headquartered and with principal operations in Oregon;
- Franchised businesses unless the owner is a Molalla resident.

Eligible Expenses: The following expenses are eligible for program funds.

- Rent/Lease Payment
- Mortgage Payment
- Utilities
- Property Taxes
- Payroll
- Protective Equipment, Improvements, Supplies

Application Process:

Business's will submit an application to the City during the two-week timeline provided below along with the required attachments applicable to the request:

- Rent, Lease or Mortgage Information;
 - Number of Employees;
 - Utility Statement;
 - Property Tax Statement (2018-2019);
 - List of Protective Equipment, Improvements, Supplies;
 - Form W-9; and
 - Self-certify business has not received CARES act PPP or SBA EIDL assistance.
-
- The applicant must provide evidence of need for funds by demonstrating how they have experienced financial hardship because of COVID-19 and the Governor's Executive Orders.
 - The applicant must detail how grant funds will be used and how the funding will assist in meeting re-opening guidelines, and/or how funding will help to keep the business operable post COVID-19.
 - The applicant must provide a plan on how the business will operate and regain a strong financial recovery over the next six months.

Application Scoring:

The Review Committee will review all applications and determine their recommendations to Council according to the program criteria and the intent of the Emergency Business Assistance Grant program. Businesses will be ranked based off the following criteria – ranking is out of 80 points. Funding will be awarded to businesses with highest rankings until all funding is expended. Additionally, ranking ties may be resolved using a lottery or other policy as permitted by Business Oregon.

- | | |
|--|-------------------|
| <input type="checkbox"/> Needs Statement | Score – 15 points |
| <input type="checkbox"/> How Funds Will Be Used | Score – 20 points |
| <input type="checkbox"/> Business Plan | Score – 20 points |
| <input type="checkbox"/> Sole Proprietors | Score – 15 points |
| <input type="checkbox"/> Businesses that have 1-10 employees | Score - 10 points |

*Please Note – scoring will be based solely on the strength of the information provided in the application and supporting documents.

Program Timeline:

- | | |
|----------------------------------|--------------------------------|
| • City Council Approval | September 09, 2020 |
| • Application Available | September 10, 2020 |
| • Application Process Closes | September 24, 2020 / 4:30 p.m. |
| • Application Review and Scoring | Sep. 25 to Sep. 29, 2020 |
| • Grant Announcements | September 30, 2020 |

Award amounts:

Awards to eligible businesses will be made as a grant as follows:

- \$5,000

FOR ADDITIONAL PROGRAM INFORMATION CONTACT:

City of Molalla
Chaunee Seifried, Finance Director
Phone: 503-829-6855
Email: cseifried@cityofmolalla.com