



## AGENDA

### MOLALLA CITY COUNCIL GOAL SETTING RETREAT

January 29, 2022

8:00am – 4:30pm

Molalla Civic Center

315 Kennel Ave, Molalla, OR 97038

*Mayor Scott Keyser*

*Council President Leota Childress*

*Councilor Elizabeth Klein*

*Councilor Terry Shankle*

*Councilor Jody Newland*

*Councilor Crystal Robles*

*Councilor Eric Vermillion*

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*This meeting is open to the Public, however, closed to Public Comment.*

#### 1. CALL TO ORDER AND ROLL CALL

#### 2. APPROVAL OF AGENDA

#### 3. GENERAL BUSINESS

*(There will be a scheduled Break between 10:00 – 10:15am)*

- A. City Manager Welcome
- B. Department Presentations:
  - Administration (City Manager/City Recorder/Finance)
  - Library
  - Police Department
  - Planning
  - Public Works

**\*\* LUNCH BREAK 12:00-12:30pm \*\***

- C. Review 2021 Council Goals and Accomplishments

*(There will be a scheduled Break from 2:30-2:45pm)*

- Focus Area #1: Resilience, History, Culture, Location
- Focus Area #2: Welcoming, Friendly, Safe, Inclusive
- Focus Area #3: Economically Sound, Managed Growth, Business, Education
- Focus Area #4: Resource Hub
- Focus Area #5: Beauty, Tranquility, Natural Areas

- D. Council Projects – as time allows

#### 4. 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.*

## Community Development Department Goals

2022 Goal Setting Conference

January 29, 2022

1. Planning Division (15 Minutes – Mac)
  - a. Administrative
    - i. Over 10k population DLCD Reporting Requirements
      1. Develop tracking system to account for all required data points
    - ii. Public Outreach
      1. Molalla Current – Formalize Program
      2. Message Media – Formalize Program
  - b. Long-Term Planning
    - i. UGB Preparation and Studies
      1. Complete Housing Needs Analysis and Associated Comprehensive Plan Amendments (HNA, Residential BLI, Housing Production Strategy)
        - a. GRANT AWARDED: DLCD Planning (\$65,000 + \$5,000 match)
      2. Begin Employment Land Needs Analysis and Associated Comprehensive Plan Amendments (ENA, Employment BLI)
        - a. GRANT Application: DLCD Planning (\$45,000 + \$5,000 match)
      3. Comprehensive Plan Amendment/Zone Change to Reconcile Public and Semi-Public Zoning
    - ii. Emergency Management Plan Update
  - c. Economic Development
    - i. Tourism
      1. Travel Oregon Destination Ready Assessment for Molalla Area
        - a. GRANT AWARDED: TO Destination Ready Assessment, Project Identification, and Funding Assistance
      2. Wayfinding Kiosk Project and Art Contest
        - a. GRANT AWARDED: TO Competitive & Recovery Grant (\$29,800 + \$4,000 in-kind match)
    - ii. Developer Assistance for Employment Producing Projects
      1. MURA Opportunity Fund Grant Program
      2. Expansion of Enterprise Zone
      3. GRANT AWARDED: ODOT Immediate Opportunity Fund Grant – Danson's Molalla (\$248,000)
      4. GRANT Application: CDBG for infrastructure serving Low/Moderate Income Housing – 1000 W Main St
    - iii. Beautification
      1. Mural Program
      2. Art Contest
  - d. Development Code
    - i. Develop and pass Architectural Standards
    - ii. Develop and pass Mixed Use and Cottage Cluster Standards
  - e. Code Enforcement
    - i. Hire Code Enforcement Officer (1/2 time needed, possible shared FTE)
2. Engineering Division
  - a. Develop integrated project management program and procedures
3. Public Works Division
  - a. Water Section (3 mins)
    - i. Secure property for new 2.0 MG Water Tank
    - ii. Design new Water Intake Structure
    - iii. Leak repairs (Copper services, Scandia Water Line)

- b. Wastewater Section (15 mins)
  - i. New Plant
    - 1. GRANT Application: Federal Economic Development Administration (~\$3 million)
    - 2. GRANT Application: EPA Wifia Funding (<\$5 million)
    - 3. GRANT Application: State Share, ARPA distribution through DAS (~\$3 million)
    - 4. GRANT Application: State Share, ARPA distribution through Business Oregon (~\$3 million)
    - 5. GRANT Application: Western Water Infrastructure Water Recycling and Reuse Projects (administered by the Bureau of Reclamation)
    - 6. GRANT Application: Dan H has reaching out to Congressman Shraders' office for the possibility of direct funding
  - ii. Inflow and Infiltration Projects required by Consent Decree
  - iii. S. Molalla Lift Station
  - iv. Biosolids Removal
- c. Streets Section (20 mins)
  - i. Funding sources – Gas Tax, Street Maintenance Fee
  - ii. On Call Paving Services
  - iii. Street Maintenance Plan
  - iv. Toliver Round-a-bout Design and ROW acquisition
  - v. Shirley St Curb Extension Adjustments
  - vi. Molalla Forest Road
- d. Stormwater Section (10 mins)
  - i. Master Plan
  - ii. CIP update and Rate Study
  - iii. Big Meadow flooding
  - iv. Bear Creek flooding
  - v. Shops Decant Facility and Debris Processing
  - vi. TMDL (Mercury)
- e. Parks Section (15 mins)
  - i. Chief Yelkus Park and Molalla Forest Road connection to Forest Lane
  - ii. Strawberry Park
  - iii. Fox Park Equipment
- f. Facilities (6 mins)
  - i. Civic Center renovation
    - 1. GRANT Application: CDBG Architectural Barriers Grant
  - ii. City Hall upstairs renovation
  - iii. New PD Facility
    - 1. GRANT Application: COPS & other Emergency Response Grants
- g. Fleet (2 mins)
  - i. Sweeper
  - ii. Backhoe
- h. Administration (8 mins)
  - i. CIP update
  - ii. Consolidated Rate Study
  - iii. SDC Methodology Documentation
  - iv. Business Systems Integration (marrying Planning, Engineering, and Public Works)

# Molalla Area Vision & Action Plan 2030

## Focus Area #1



### RESILIENCE, HISTORY, CULTURE, LOCATION

**Focus Area #1: A resilient community that passionately recognizes and builds on its history, culture, and location.**

#### **Police**

Develop an awareness campaign that:

Builds local pride of place and confidence in the Molalla community identity

- Working towards building a new police facility through interaction and input from local community stakeholders and leaders.

Increase awareness about managed growth efforts

- Participation and messaging through the Molalla Current on current projects, events, and successes.

Preserve significant buildings and other visible elements of local history

- Removing and repurposing bowling alley lanes and working them into the new police facility. This will be accomplished with the help and input from the PPC.

Build relationships by incentivizing collaborative work projects and be inclusive in planning and decision making

- Working with the Molalla Fire Department and Colton Fire Department on establishing active shooter protocols and emergency management on future disasters.
- Working with the Molalla River School District to help create an emergency management plan for the school.
- Working with several local businesses on evaluating security measures and controls in the event of an active shooter event or similar emergency or mass casualty event.

## Community Development Department

Develop an awareness campaign that:

- celebrates the unique and interesting aspects of the area
- builds local pride of place and confidence in the Molalla community identity
- increases awareness about managed growth efforts
- Highlights community achievements (Share the Love, Running Club Charitable Giving, service organizations efforts on behalf of those in need, etc.)
- Travel Oregon Grant and project to place four wayfinding kiosks with map product showing local and regional not for profit points of interest (e.g. Parks, Corridor, Pool, Fire Dept., Cemeteries, etc..).
- Managed Growth Efforts - Developed and implemented Molalla Current: Project page in work to feature Development Reviews, Project page in work for UGB expansion.
- Community Identity – Branding Action team research and development of City Logo/Slogan, campaign to follow for licensing of logo/slogan to local businesses as identity tool.

Cultivate and continue to build on relationships with heritage partners

- Visited and toured Historical Society, coordinated connection with Grocery Outlet volunteers to perform beautification and maintenance on Historical Society grounds.

Build relationships by incentivizing collaborative work projects and be inclusive in planning and decision

- Collaborating with employment producing and affordable housing applicants to incentivize addition of publicly beneficial spaces in developments
- Working with Chamber to develop digital map space for listing of local businesses, QR code to be included on wayfinding kiosks.
- Working with Chamber to bring Business Resource Center resources to Molalla Business Community.
- Creating Molalla Current Project page to feature development reviews
- Branding and Identity project to license new logo/slogan to local businesses for use in community branding/advertising

## Library

Local arts, heritage, etc, and make information available online:

- The library participates in Celebrate Molalla
- The library's social media liaison is coordinating efforts with Mac to provide information for the Molalla Current and monthly newsletter as well as providing our own newsletter and posts on a wide variety of platforms to inform the community of events and other items of interest to the community
- The library promotes local musicians through the Music in the Park series
- The library's programming team is discussing how to be part of the farmer's market in 2022
- The library consistently plans programs promoting holidays of other cultures to increase community awareness of the diversity of the community and celebrations

Build relationships by incentivizing collaborative work projects and be inclusive in planning...

- The library's programming team is working with Todos Juntos to provide outreach programs to low income and Hispanic housing tenants
- The library's programming team is going to daycare centers to present programs and promote early literacy skills
- The library's programming team is working with Lutheran Family Services to restart citizenship classes in 2022



## **GOAL SETTING RETREAT JANUARY 2021**

### **FOCUS AREA #1**

### **RESILIENCE, HISTORY, CULTURE,**

- New Police Facility
- Recruit and Implement a Police Facility Community Program Committee
- Complete Economic Development Plan
- Complete first year initiatives (branding, gateway beautification, downtown beautification/curb appeal, informational and wayfinding signage)
- Parks Master Plan update/overhaul
- Provide Spanish interpretation of the various program documents
- Complete Clark Park Ph 4 and Creamery Creek Park
- Complete Molalla Forest Road Bike and Ped Path
- Bohlander Field Layout
- Diversity, Equity, Inclusion Program
- Recruit and implement a Parks Community Program Committee
- Police Department administered webpage-updated regularly, our own content, messages, resources
- Social media - develop a running history page
- Examine the need for a Public Information Officer
- Move toward a DUII's prosecution in Molalla Municipal Court

# Molalla Area Vision & Action Plan 2030

## Focus Area #2



## WELCOMING, FRIENDLY, SAFE, INCLUSIVE

**Focus Area #2: A welcoming, friendly and vibrant community with an attractive hometown feel that is safe, hospitable, and inclusive of all residents, businesses and visitors.**

### Police

Build a new police station

- Purchased property for the new police facility.
- Created an advisory committee made up of local community leaders, elected officials and stakeholders.
- Awarded a contract to OTEK for project management for the new facility.

Develop and encourage a wide range of event for the entire community such as national night out, buckaroo, and drug take back day.

- All members of the department are involved in providing a safe buckaroo and parade. The department works with the chamber, buckaroo association and representatives from the 5K run committee.
- The police department continues to partner with the DEA to participate in national drug take back day. The police department also maintains a drug take back kiosk that can be used by the community year-round.



## Library

Develop and encourage a wide range of events for the entire community:

- The library provides materials for all ages and in languages other than English
- The library's programming team plans and implements programs for all ages on a wide variety of topics - both educational and recreational
- The library participates in community events - e.g. Celebrate Molalla and National Night Out

Create community building activities, education, and awareness programs that intentionally focus on including all cultures and ethnic groups:

- The library's programming team consistently promotes activities and events which focus on all cultures - e.g. Dia de los Muertos, Hanukkah, Christmas, Children's Day
- The library has a strong social media presence which is used to promote materials and programs for all cultures and ethnic groups
- The library consciously purchases materials representing all points of views, cultures, and ethnic groups
- The library will resume citizenship classes for those seeking citizenship in early 2022
- The library's programming team works with homeschooling groups to provide diversity to their learning experiences

Develop clear, consistent, effective ways of communicating with local people, including those whose first language is not English:

- The library staff is making a conscious effort to create flyers and other information in Spanish as well as English and display/distribute them throughout the community
- The library employs a Spanish speaker and is helping another employee regain Spanish language skills
- The library's programming team is working with Todos Juntos and Lutheran Family Services to assist with communicating more effectively with the Spanish speaking population of the community

Develop system for collecting and updating email address list for monthly community newsletter:

- Those signing up for cards are asked for an email address to add to our database and periodic checks for updating are performed
- Community members do not have to have a card to sign up for our monthly newsletter with an email address

## Community Development Department

Research aesthetic design and architectural standards to create a plan which promotes development of an appealing and cohesive identity for downtown and throughout the community

- Beautification & Culture Committee in development. One role will be to research and propose aesthetic design elements

Utilize the Transportation Master Plan to improve infrastructure and safety for all modes of travel (pedestrian, vehicles, bicycles, etc.) and identify new opportunities to enhance livability, i.e., Rails to Trails, bike/pedestrian paths, etc.

- Hwy 211 Bike/Ped Path completed 12/2021
- Molalla Forest Rd. Bike/Ped bridge completed 10/2021
- Full street improvements and Flashing Pedestrian signal on Hwy 211 from approximately Hezzie to approximately Ridings
- Right-of-Way acquisition and development of S Leroy Ave
- Construction of Molalla Ave/Hwy 211 Traffic Signal
- Designated Truck Route to ease congestion and improve safety on Molalla Ave

Implement wastewater treatment plant improvements to ensure compliance

- New WWTP at 90% design and moving forward
- Added second headworks structure doubling plant capacity
- Entered contract with River City Environmental to rent dredge equipment and move to a continuous biosolids removal strategy in order to meet biosolid removal benchmarks

Build a new police station

- Heavily involved in identification and negotiation for purchase of police facility property
- Conducted phase I environmental on PD property
- Stormwater/drainage improvements scheduled in ARPA Phase II

Improve awareness about free public parking locations in the downtown area

- Featured on wayfinding kiosk map
- Developed and installed public parking signs at public lots behind City Hall on both sides of Ross St.

Create centrally located information board for community announcements and information

- Reader board addition to City Hall out for proposals, placement imminent.

Develop clear, consistent, effective ways of communicating with local people, including those whose first language is not English, as well as visitors • Monthly newsletter • Community calendar • Resource directory • Facebook, Next Door Neighbor (social media) • Molalla Communications reader boards

- Molalla Current citizen engagement site implemented.
- Monthly e-Newsletter began first of November.
- SMS push (text) notification system in development, completion before end of October.

Develop system for collecting and updating email address list for monthly community newsletter

- Molalla Current provides this function entirely.

Create a slogan

- Real Adventure, Real People Real Fun

Engage youth in City government and plan implementation committees

- Local government internship hosted by Planning Department.
- Provided description for non-degree seeking City internship to MRSD program manager.

Form a new Community Program Committee for Parks and Green space

- Park CPC Created and has held meetings on 4 (Four) occasions.
- Strawberry Park (Tot Park)
- Fox Park Playground Equipment replacement



## **GOAL SETTING SESSION JANUARY 2021**

### **FOCUS AREA #2**

### **WELCOMING, FRIENDLY, SAFE, INCLUSIVE**

- New Police Facility
- Recruit and Implement a Police Facility Community Program Committee
- Recruit, develop and implement action plans
- Complete first year initiatives (branding, gateway beautification, downtown beautification/curb appeal, informational and wayfinding signage)
- Provide Spanish interpretation of the various program documents
- Bohlander Field Layout
- Diversity, Equity, Inclusion Program
- Recruit and implement a Parks Community Program Committee
- Library Resources available to everyone
- Investigate using a marketing/Social Media person firm
- Maintain good customer service from front line staff
- Expand Bike Patrol
- Police Department administered webpage – updated regularly, our own content, messages, resources
- Social media – develop a running history page
- Examine the need for a Public Information Officer
- Community partnership – become more involved in community groups
- Develop a Bike registration/education program
- Reestablish a Citizen academy
- Examine sustainable 24-hour Police supervision

- Pursue viable Traffic Unit grants
- Develop a Drug Recognition Expert
- Investigate the use of a drone
- Maintain Police Accreditation
- Personal contact vs. phone or forms

# Molalla Area Vision & Action Plan 2030

## Focus Area #3



### ECONOMICALLY SOUND, MANAGED GROWTH, BUSINESS, EDUCATION

**Focus Area #3: An economically sound and growing community which is evident in the diversity of businesses, partnerships, education, innovation, and the strong work ethic of its people.**

#### Library

Create school/community/business initiatives to develop more local internships for students:

- The library's programming team is working on creating a teen club for middle and high school students with an emphasis on leadership and service in addition to providing a fun and safe environment for teens to gather
- The library provides materials and online databases to assist in career and test taking skills, continuing education, and technical education

#### Admin

A key component to infrastructure and a growing city is to be able to reflect on the historical proof of where we began to where we are now. A proper Records Management system is key to any agency. Making sure that files are current, and contain accurate information assists the management team with their daily tasks, making me a HUB from within.

Providing prompt external customer service in the form of Public Records Requests is becoming a simpler task, as the Records Center becomes thoroughly documented, organized, and archived.

## Community Development Department

Create an economic development plan that identifies a foundation to grow resources and services for the community, i.e. shopping, entertainment, dining, and generating jobs

- ED Plan completed and adopted by Council.

Develop a “start a new business” checklist for City website

- Start/move a business checklist completed and on website.

Create school/community/business initiatives to develop more local internships for students

- Non-degree seeking internship developed by MRSD; paused due to COVID concerns.



## **GOAL SETTING RETREAT JANUARY 2021**

### **FOCUS AREA #3 ECONOMICALLY SOUND, MANAGED GROWTH, BUSINESS, EDUCATION**

- New Police Facility
- Recruit and Implement a Police Facility Community Program Committee
- Complete Economic Development Plan
- Develop Planning Handbook
- Complete Water Master Plan
- Continue Transportation projects underway on OR 211 & OR 213
- Parks Utility Fee
- Begin Stormwater Master Plan after Water Master Plan completed and SDC/rate updates in place
- Continue receiving clean audits
- Continue receiving Budget Award
- Maintain sustainable staff levels
- Develop a traffic control model
- Maintain Police Accreditation
- Examine sustainable 24-hour Police supervision
- Pursue viable Traffic Unit grants
- Move toward DUI's prosecution in Molalla Municipal Court
- Develop a Drug Recognition Expert
- Investigate the use of a drone
- Develop a Bike registration/education program



# Molalla Area Vision & Action Plan 2030

## Focus Area #4



## RESOURCE HUB

**Focus Area # 4: A full-service hub of resources.**

### Library

Inventory existing community services and resources...

- The library has flyers, handouts, and posters with resources for community members in need

### Administration

- Molalla Current
- Warming/Cooling Center (use of City Building)



## **GOAL SETTING RETREAT JANUARY 2021**

### **ACTION ITEM #4**

### **RESOURCE HUB**

- New Police Facility
- Recruit and Implement a Police Facility Community Program Committee
- Complete Economic Development Plan
- Recruit, develop and implement Action Plans
- Develop Planning Handbook
- Library Resources available to everyone
- Marketing/Social Media person
- Support needs Internal and External
- Work with FEMA for wildfires
- Federal Grant to support Small Businesses
- Human Resources department
- Develop a traffic control model
- Police Department administered webpage – updated regularly, our own content, messages, resources
- Social media – develop a running history page
- Examine the need for a Public Information Officer
- Pursue viable Traffic Unit grants

# Molalla Area Vision & Action Plan 2030

## Focus Area #5



### BEAUTY, TRANQUILITY, NATURAL AREAS

**Focus Area #5: A beautiful tranquil area where people are deeply connected to its unique natural features.**

#### Library

Develop strategies and funding resources to educate Molalla area residents about environmental sustainability...

- The library has several books, dvds, cd audiobooks, and databases which contribute to the education of the community about the environment and sustainability
- The library provides handouts and flyers from various groups as provided
- The library will be presenting a tree planting program to celebrate Earth Day in 2022

#### Park/Administration

- Chief Yelkus Park – Identified as a more natural Park setting to honor our Molalla Tribal partners.
- Molalla Forest Road Bike/Ped Bridge

In addition to the Five (5) Focus Areas the City of Molalla conducts tasks and has responsibilities to make sure these items can occur. These tasks/responsibilities come in the forms below:

## **City Recorder**

- Proper document filing and file organization.
- Historical proof of where we began to where we are now or, proper Records Management systems.
- Prompt external customer service in the form of Public Records Requests.

## **Finance**

- Work with all departments to provide help and funding for projects.
- Human Resource Staffing
- Annually receive Budget Award and a good Audit.
- Grant Management – ARPA, CRF, CDBG, SRF and RD (including local business grants)
- Organize and secure funding for property purchase. I.E., Bowling Alley, Park Property.
- Building Capital funding for park equipment.
- Financial health – 5-year plan (Auditors stated we are better off than most cities)



## **GOAL SETTING RETREAT JANUARY 2021**

### **FOCUS AREA #5**

### **BEAUTY, TRANQUILITY, NATURAL AREAS**

- New Police Facility
- Recruit and Implement a Police Facility Community Program Committee
- Complete first year initiatives (branding, gateway beautification, downtown beautification/curb appeal, informational and wayfinding signage)
- Parks Master Plan update/overhaul
- Complete Clark Park Ph 4 and Creamery Creek Park
- Complete Molalla Forest Road Bike and Ped Path
- Parks Utility Fee
- Bohlander Field Layout
- Recruit and implement a Parks Community Program Committee
- Community partnership-become more involved in community groups
- Development of funding options for acquisition of the Railroad Right of Way

## **Council Projects**

2022 Goal Setting Conference

January 29, 2022

### ***Mayor Keyser***

- K9 program for our police department.
- Drone program for our police department.
- Living tree that is in one of our city parks to be used every year for Christmas tree.
- Road maintenance fee for our city streets.
- Re-evaluate SDC charges for food trucks.
- Building a new skate park.
- Laptop computers for council members to use while elected.
- ODOT
  - What we can do about horrible looking sidewalks
  - What we can do to motivate ODOT to repave Hwy 211 through our city.
- Find ways to incentivize the growth of livable wage jobs in our city.
- Find ways to motivate and promote our food and entertainment industry in Molalla.

### ***Council President Newland***

- Skate Park Discussion

### ***Councilor Childress***

- Celebrate Molalla
- City wide Trash Day

### ***Councilor Klein***

- Beautification & Culture CPC topics