



AGENDA

MOLALLA CITY COUNCIL MEETING
December 22, 2021
7:00 PM
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 Vacant Seat

WORK SESSION begins at 5:30pm: Open to the Public, but not open to Public Comment or Testimony

REGULAR COUNCIL MEETING begins at 7:00pm: Open to the Public and open to Public Comment or Testimony. Please fill out a comment card and submit it to the City Recorder, prior to the beginning of the meeting.

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 FLAG SALUTE

2. ROLL CALL

3. CONSENT AGENDA

A. Meeting Minutes – December 8, 2021.....Pg. 2

4. PRESENTATIONS, PROCLAMATIONS, CEREMONIES

- A. City Council Vacancy – Selection and Appointment
- B. Molalla Police Department – Swearing-In Ceremony of Police Chief, Chris Long; Lieutenant, Bobby Call; Sergeant, Steve Long
- C. Commendations – Police Department
- D. Commendation – Public Works Department

5. PUBLIC COMMENT & WRITTEN COMMUNICATIONS

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

6. PUBLIC HEARINGS

7. ORDINANCES AND RESOLUTIONS

8. GENERAL BUSINESS

9. STAFF COMMUNICATION

10. COUNCIL COMMUNICATION

11. ADJOURN

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



Minutes of the Molalla City Council Meeting

Molalla Civic Center
315 Kennel Ave., Molalla, OR 97038
December 8, 2021

CALL TO ORDER

The Molalla City Council Meeting of December 8, 2021 was called to order by Mayor Scott Keyser at 6:59pm.

COUNCIL ATTENDANCE

Present: Mayor Scott Keyser, Council President Leota Childress (via telephone), Councilor Elizabeth Klein, Councilor Terry Shankle, Councilor Jody Newland, Councilor Crystal Robles.

STAFF IN ATTENDANCE

Dan Huff, City Manager; Andy Peters, Public Works Division Manager; Julie Larson, Planning Specialist.

CONSENT AGENDA

- A. Meeting Minutes – November 10, 2021

A motion was made by Councilor Newland to approve the Consent Agenda, seconded by Councilor Robles. Vote passed 6-0, with all Councilors voting Aye..

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

- A. Oregon Department of Transportation: Round-a-Bout Update (Scarlett)

Mr. Paul Scarlett, a representative of Oregon Department of Transportation, presented Council with a video that reflects the work completed recently on Hwy. 211. The bike and pedestrian path was completed a few weeks ago. Mr. Scarlett shared the following link with Council and the public for review:

<https://youtu.be/qOKw9GOLiMg>

Mr. Scarlett also shared a video detailing the Hwy. 213 and Toliver Road roundabout that is scheduled to begin construction in 2023. The link is provided here: <https://youtu.be/d31QP4bej9I>

Mayor Keyser questioned Mr. Scarlett on the repaving the section of Hwy 211 that runs through Molalla. Mr. Scarlett replied that Hwy. 211 is not scheduled for repair until 2024-2027, closer to 2027.

For the complete video account of the ODOT presentation, please go to YouTube
“Molalla City Council Meetings – December 8, 2021” minute 2:30-36:10

- B. Council Vacancy Discussion and/or Appointment (Keyser)

City Council members conducted a Work Session prior to the regular meeting. Five applicants were interviewed for the vacant position of council member. After brief deliberation, the decision was made to invite Levi Davis, Ashly Hansen, and Eric Vermillion to a second interview on December 22, 2021.

A motion was made by Councilor Klein for second interviews on December 22nd, seconded by Councilor Newland. Vote passed 5-1. Councilors voting Aye: Mayor Keyser, Council President Childress, Councilor Klein, Councilor Newland, and Councilor Robles. Voting Nay: Councilor Shankle.

PUBLIC COMMENT

Tom Luttrell, Molalla, questioned Council regarding the use of the PAL Building as the City's warming shelter. Mr. Luttrell would like to know what financial impact is made to citizens. Mr. Luttrell also inquired about the new apartment development behind Grocery Outlet. He stated that the original traffic study for that property was for storage units, not apartments. Mayor Keyser requested that City Manager Huff or Public Works Division Manager Peters contact Mr. Luttrell with facts regarding this development.

PUBLIC HEARINGS

None.

ORDINANCES AND RESOLUTIONS

- A. Resolution No. 2021-26: Establishing Water Rates and Annual Inflation Adjustments Thereafter as Approved by Molalla Municipal Code Chapter 13.04 (Huff)

City Manager Huff explained the inflation adjustments with Council, and an example of how water user's would be affected. Mr. Peters commented on the importance of conservation, and those that conserve water will be the least affected by the increase.

Mayor Keyser felt that many folks were ignoring the City's curtailment plan over the summer, therefore should be billed at a higher rate. Council had a brief discussion about an additional increase and decided against it.

A motion was made by Councilor Newland to approve Resolution No. 2021-26 as presented, seconded by Councilor Shankle. Vote passed 6-0, with all Councilors voting Aye.

- B. Resolution No. 2021-27: Repealing the Existing and Adopting an Updated System Development Charge Rates for the Water, Sanitary Sewer, Stormwater, Transp., and Park System Each Utility (Huff)

Mr. Huff presented the SDC rates that were adopted in May to Council, and suggested that the current rates stay in affect until through the remainder of this fiscal year. Mayor Keyser asked Mr. Huff about Food Cart rates being adjusted. Mr. Huff explained that with this resolution, there would be no changes to the current fee schedule.

A motion was made by Councilor Klein to approve Resolution No. 2021-27 as presented, seconded by Councilor Newland. Vote passed 6-0, with all Councilors voting Aye.

GENERAL BUSINESS

None.

STAFF COMMUNICATION

- Planning Specialist Larson had no report.
- PW Division Manager Peters gave an update on the Wastewater Treatment Plant, explaining to Council that staff is moving forward with this upgrade.
- City Manager Huff shared a Visioning Report with Council, that will be used as a guide during the annual Council Retreat. The retreat has been scheduled for January 29, 2022. He asked Council to review the document and bring any questions or suggestions to Goal Setting. Councilor Klein thanked City Staff, Council, and the community for continuing work on the Vision and Action Plan 2030.

COUNCIL COMMUNICATION

- Councilor Robles shared upcoming events at the Library. Grab-n-Go kits are available, along with a Winter Reading Challenge.
- Councilor Newland had nothing to report.
- Councilor Shankle had nothing to report.
- Councilor Klein had nothing to report. She thanked the people that applied for City Council, for their interest in serving our community.
- Council President Childress echoed Councilor Klein's statement regarding the Vision and Action Plan. She thanked the staff and council members for their ongoing work on this project.

Council President Childress spoke to the public comment by Mr. Luttrell regarding the Warming Center. Molalla HOPE leases the building from the City, and there is no cost to citizens. Ms. Childress also informed Mr. Luttrell of the upgrades that were made to the building two years ago. The upgrades were over \$24,000 at no cost to the City.

- Mayor Keyser reminded citizens to sign up for Molalla Current notifications, if they haven't already. A push notification went out this afternoon, to inform the community of road construction taking place on Hwy. 211 and Molalla Avenue.

For the complete video account of the City Council Meeting, please go to YouTube
"Molalla City Council Meetings – December 8, 2021"

ADJOURN

Mayor Keyser adjourned the meeting at 8:25pm.

Scott Keyser, Mayor

Date

ATTEST:

Christie Teets, City Recorder



Administration – City Manager’s Office
117 N Molalla Avenue, PO Box 248, Molalla, Oregon 97038
Phone: (503) 829-6855 Fax: (503) 829-3676

**CITY OF MOLALLA
VISIONING UPDATE
December 2021**

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.

Planning

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 making

Public Works

- 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

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

Planning

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

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

Planning

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.

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.

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

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 clean 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)