



## AGENDA

### MOLALLA CITY COUNCIL WORK SESSION

February 9, 2022

6:00 PM

Molalla Civic Center

315 Kennel Ave, Molalla, OR 97038

*Mayor Scott Keyser*

*Council President Jody Newland*

*Councilor Elizabeth Klein*

*Councilor Terry Shankle*

*Councilor Leota Childress*

*Councilor Crystal Robles*

*Councilor Eric Vermillion*

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*In accordance with House Bill 2560, the City of Molalla adheres to the following practices:  
Live-streaming of the Molalla City Council Meetings are available on Facebook at "Molalla City Council Meetings – LIVE" and "Molalla City Council Meetings" on YouTube.*

*Citizens can submit Public Comment in the following ways: attend the meeting, email the City Recorder @ [recorder@cityofmolalla.com](mailto:recorder@cityofmolalla.com) by 4:00pm on the day of the meeting, or drop it off at City Hall, 117 N. Molalla Avenue.*

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

#### **2. CONSENT AGENDA**

#### **3. DISCUSSION ITEMS**

- A. Goal Setting Recap
- B. Council Projects
- C. Future Work Session Planning

#### **4. ADJOURN**

**ADMINISTRATION**

City Manager, City Recorder, Finance

**MOLALLA AREA VISION AND ACTION PLAN 2030**

Status Update – January 2022

ACTION ITEM	GOAL (ongoing/in progress)	EXPECTATION (yearly function)	ACCOMPLISHED (task completed)
<b>2021 Action Items</b>			
<i>(Administration/City Manager)</i>			
DUII prosecution in Molalla Municipal Court (FA 1, 3)	✓	✓	
Revisit Wildfire Emergency Response program (FA 1)	✓		
Promote Diversity, Equity, Inclusion Opportunities (FA 1, 2)	✓	✓	✓
Community Partnership (FA 2)	✓		
Marketing/Social Media Firm (PIO?) (FA 2)	✓		
Update Emergency Operation Plan (FA 2)	✓		
Reestablish Student Liaison with City Council (FA 3)	✓		
Inventory and Promote available resources, services, and opportunities in Molalla (FA 4)			
Community Outreach via Molalla Current (FA 4, 5)	✓	✓	✓
Investigate Community Development bonding (FA 5)	✓		
Work with Molalla Hope to provide space for Warming/Cooling Shelter (FA 4)	✓		✓
Create and Implement a Parks CPC (FA 2)	✓	✓	✓
Oversee Parks CPC for creation of Chief Yelkus Park – Molalla Forest Road (FA 1, 2, 5)	✓	✓	

**ADMINISTRATION**

City Manager, City Recorder, Finance

**MOLALLA AREA VISION AND ACTION PLAN 2030**

Status Update – January 2022

ACTION ITEM	GOAL (ongoing/in progress)	EXPECTATION (yearly function)	ACCOMPLISHED (task completed)
Oversee Parks CPC for creation of Strawberry Park (FA 1, 2, 5)	✓		✓
<i>(City Recorder)</i>			
Provide prompt service when fulfilling Public Records Requests (FA 3, 4)	✓	✓	✓
<i>(Finance Department)</i>			
Develop Human Resources Department (FA 4)			
Assist all departments with funding for projects (FA 4)			
Annually receive Budget Award (FA 4)			
Annually receive good audit (FA 4)			
Continual Grant Management (ARPA, CRF, CDBG, etc.) (FA 4)			
Organize and secure funding for Police Facility			
Organize and secure funding for Park Property Purchase (FA 1, 2, 4, 5)			
Financial Health – 5 yr plan Auditors state that we are better than most Cities our size (FA 4)			

ACTION ITEM	GOAL (ongoing/in progress)	EXPECTATION (yearly function)	ACCOMPLISHED (task completed)
<b>2021 Action Items</b>			
Actively participate in Celebrate Molalla and National Night Out (FA 1, 2)		✓	
Coordinate with Molalla Current for updates and monthly newsletter (FA 1, 2)		✓	
Promote local musicians through summer Music in the Park series (FA 1, 2)		✓	
Plans programs promoting all holidays, increasing awareness of diversity of culture and celebrations (FA 1, 2, 5)		✓	
Library employs Spanish speaking staff to assist in all aspects of communication with Hispanic community (FA 2)		✓	
Provide materials and online databases to assist in career and test taking skills for local high school students (FA 3)		✓	
The Molalla Library is a full-service resource hub. (FA 4)		✓	
Provide a variety of resources to community regarding the environment and sustainability (FA 5)		✓	
		✓	

ACTION ITEM	GOAL (ongoing/in progress)	EXPECTATION (yearly function)	ACCOMPLISHED (task completed)
<b>2022 Action Items</b>			
Collaborate with Todos Juntos to provide outreach programs (FA 1, 2)		✓	
Collaborate with local daycare centers to promote literacy skills (FA 1)		✓	
Collaborate with Lutheran Family Services to restart Citizenship Classes (FA 1)		✓	
Create additional teen activities for local students, providing a safe place for teens to gather (FA 3)		✓	
Introducing a Tree Planting Program to celebrate Earth Day 2022 (FA 5)	✓	✓	

**POLICE DEPARTMENT**

**MOLALLA AREA VISION AND ACTION PLAN 2030**

Status Update – January 2022

ACTION ITEM	GOAL (ongoing/in progress)	EXPECTATION (yearly function)	ACCOMPLISHED (task completed)
<b>2021 Action Items</b>			
New Policy Facility (FA 1-5)	✓		
Police Department Webpage Update (FA 1, 2, 5)	✓		
Public Information Officer (FA 1, 2, 5)	✓		
Expand Bike Patrol (FA 2)		✓	
Establish Police Facility CPC (FA 1-5)			✓
Develop Bicycle Registration & Education Program (FA 2, 3)	✓		
Sustainable Police Department Staff (FA 2, 3)	✓		
Pursue Traffic Unit Grants (FA 2, 3, 4)		✓	
Develop Drug Recognition Expert (FA 2, 3)	✓		
Investigate Use of Drone (FA 2, 3)	✓		
Maintain Police Accreditation (FA 2, 3)		✓	

ACTION ITEM	GOAL (ongoing/in progress)	EXPECTATION (yearly function)	ACCOMPLISHED (task completed)
<b>2022 Action Items</b>			
Participate in Molalla Current Updates (FA 1)		✓	
Collaborate with Molalla & Colton Fire Departments (active shooter training) (FA 1)		✓	
Collaborate with MRSD to create an Emergency Management Plan (FA 1)	✓		
Collaborate with local businesses – Evaluating security measures in event of active shooter or similar emergencies (FA 1)	✓		
Coordinate community events with other agencies (Buckeroo, 5K run, Chamber Parade) (FA 2)		✓	
Partner with DEA – National Drug Take Back Day, including year-round kiosk at PD (FA 2)			✓

VISION & ACTION PLAN	GOAL (ongoing/in progress)	EXPECTATION (yearly function)	ACCOMPLISHED (task completed)
<b>2021 Goals</b>			
<b>Complete Clark Park Phase 4 (FA 1, 2, 5)</b>	Completed - In warranty	20-05: N/A	Project Closed.
<b>Complete Creamery Creek Park *Now Strawberry Park* (FA 1, 2, 5)</b>	In progress	20-07: Complete Project 2022	Equipment on order, infrastructure in engineering.
<b>Establish Bohlander Field Vision (FA 1, 2, 5)</b>	None Yet	Adopt Vision (Council) 2022	Included on 2022 Goals
<b>Recruit and Implement Parks CPC (FA 1, 2, 5)</b>	Ongoing (CPC Seated)	Meet regularly on Park Development, and Master Plan	Fox Park & Strawberry Park Developing, Chief Yelkus Park Named and Designing
<b>Complete Molalla Forest Road Bike &amp; Ped Path Phase 1 (FA 1, 5)</b>	Completed - In warranty	19-07: N/A	Project Closed.
<b>Replace Park equipment at Fox Park (FA 2)</b>	In progress	21-11: Complete 2022	Equipment on order, infrastructure in engineering.
<b>Investigate Use of Marketing Firm (FA 1, 2)</b>	None Yet	Determine potential scopes of work and pricing 2022	None
<b>Complete Water Master Plan (FA 3)</b>	Completed	19-02: N/A	Project Closed - Adopted 5/26/21
<b>Continue Transportation Projects on OR 211 and OR 213 (Traffic Signal) (FA 2, 3)</b>	Ongoing	18-08: 213/Toliver RAB, Complete 2023; 19-04: Cascade Center, Complete 2022; 19-09: 211/Molalla Signal, Complete 2022; 1000 W Main frontage/220 W Main frontage/1522 W Main frontage/501 E Main frontage /31330 Hwy 213 frontage – All Complete 2022.	19-04: Cascade Center full street improvements complete, 211 & Molalla Ave signal nearly complete; 17-04 211 Bike/Ped path complete; New ADA ramps along 211 complete; Executing private improvements on 211/213; 18-08 Row acquisition in work.
<b>Right-of-Way acquisition and development of Leroy Avenue (FA 2)</b>	In progress	19-04: obtain ROW through to Lowe Rd., complete existing S Leroy frontage improvements	Completed S Leroy improvements except portion developing with new Apt's, and unowned ROW at end.



<b>Designate Truck Route to ease congestion and improve safety of Molalla Avenue (FA 2)</b>	Completed	N/A	Truck Route Completed: Ord 2020-12, adopted 11/18/2020.
<b>Street Utility Fee (FA 3)</b>	Ongoing	Review street utility fee options, begin public process, pass fee or other tax as applicable	Added to Council’s Goals for 2022.
<b>Park Utility Fee or Park Use Fee (FA 5)</b>	None	Removed from list until street fee work is done.	Removed from Council’s Goals for 2022.
<b>Examine Funding Options for Acquisition of Railroad Right of Way (FA 5)</b>	Ongoing	Begin regional discussions with County and Canby.	Determined that RR Company only interested in selling all ROW, not just city portion.
<b>Explore Travel Oregon Grant – Wayfinding Kiosks (FA 1)</b>	Completed	N/A	Grant awarded, kiosks and maps placed, art contest ongoing. Grant closed.
<b>Managed Growth Efforts – Molalla Current Established (FA 1)</b>	Completed	Additional Implementation Steps 2022.	Completed: Molalla Current procured, developed, marketed and functioning.
<b>Community Identity – Branding Action (Real People, Real Adventure, Real Fun) (FA 1)</b>	Ongoing	Facilitate a community branding initiative to incorporate new logo/slogan into the community.	Logo/Slogan Adopted and Being Implemented on Community Development initiatives.
<b>Coordinate with Chamber to develop digital map to be used on wayfinding kiosks (FA 1)</b>	Ongoing	Licensing agreements implemented; non-chamber businesses allowed on map.	Map product with list of tourism/travel developed. Digital space created and included.
<b>Collaborate with Chamber to bring Business Resource Center to Molalla Business Community (FA 1)</b>	Completed	N/A	Negotiated with BRC to include Molalla, brought Chamber rep to BRC rep, Chamber offered funding from BRC’s to host ½ time BRC employee. Chamber did not approve.
<b>Establish Beautification &amp; Culture CPC – Dissolve Arts &amp; Culture and Economic Dev. CPC’s (FA 2)</b>	Ongoing (CPC Seated, others dissolved)	Meet regularly to discuss beautification and culture initiatives. Gateways, mural code, architectural standards... etc.	Working on Destination Ready Assessment and Kiosk Art Contest.
<b>Involved with negotiation of new Police Facility project (FA 1-5)</b>	Completed	N/A	Several months of negotiation on purchase of property, price lowered from \$1.1 mil, to \$500k

<b>Conduct Phase I environment on new Police Facility property (FA 1 – 5)</b>	Completed	N/A	Enviro 1 completed, no issues of major concern.
<b>Police Facility Stormwater/drainage improvements scheduled in Phase II (ARPA Funding) (FA 1-5)</b>	In progress	Contract with project manager, design/engineer storm/drainage improvements based on selected design... complete improvements 2022	Real property acquired, personal property auctioned, project manager contract under review.
<b>Purchase Reader Board for City Hall (FA 2)</b>	Completed	Establish use policy for regular and special posting to board.	Board fully installed and fully functioning.
<b>Develop and Install Public Parking Signs at City Hall public areas (FA 2)</b>	Completed	N/A	Public parking signs added on N Molalla Ave, adjacent to lots on Ross, in lots, and on kiosks.
<b>Monthly Newsletter via Molalla Current (FA 2)</b>	Ongoing	Continue monthly newsletter, enhance as opportunity allows.	Established the Molalla Current Monthly E-Newsletter using the tool on Molalla Current.
<b>Local Government Internship hosted by Planning Department (FA 2, 3)</b>	Ongoing	Disseminate opportunity to home and charter school as well as public school.	Hosted one H.S. intern with great success.
<b>Provided Description for non-degree seeking City internship to MRSD program manager (FA 2)</b>	Completed	N/A	Developed and provided non-degree seeking internship, then MHS advised the program was cancelled.
<b>Economic Development Plan created and adopted by City Council (FA 3)</b>	Completed	Continue to work on ED plan task list....	Conducted numerous meetings, significant research, and other public outreach in development of plan. Adopted by Council on 6/9/21.
<b>How to “Start a New Business” checklist created and posted on website (FA 3)</b>	Ongoing	Upgrade checklist to include any/all new processes and policies. Integrate in Planning Handbook.	Developed and posted start a business checklist.

VISION & ACTION PLAN	GOAL (ongoing/in progress)	EXPECTATION (yearly function)	ACCOMPLISHED (task completed)
<b>2022 Goals – Carried Forward from 2021</b>			
<b>Complete Creamery Creek Park *Now Strawberry Park* (FA 1, 2, 5)</b>	In progress	20-07: Complete Project 2022	Equipment on order, infrastructure in engineering.
<b>Establish Bohlander Field Vision (FA 1, 2, 5)</b>	None Yet	Adopt Vision (Council) 2022	Included on 2022 Goals
<b>Replace Park equipment at Fox Park (FA 2)</b>	In progress	21-11: Complete 2022	Equipment on order, infrastructure in engineering.
<b>Investigate Use of Marketing Firm (FA 1, 2)</b>	None Yet	Determine potential scopes of work and pricing 2022	None
<b>Continue Transportation Projects on OR 211 and OR 213 (Traffic Signal) (FA 2, 3)</b>	Ongoing	18-08: 213/Toliver RAB, Complete 2023; 19-04: Cascade Center, Complete 2022; 19-09: 211/Molalla Signal, Complete 2022; 1000 W Main frontage/220 W Main frontage/1522 W Main frontage/501 E Main frontage /31330 Hwy 213 frontage – All Complete 2022.	19-04: Cascade Center full street improvements complete, 211 & Molalla Ave signal nearly complete; 17-04 211 Bike/Ped path complete; New ADA ramps along 211 complete; Executing private improvements on 211/213; 18-08 Row acquisition in work.
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<b>Street Utility Fee (FA 3)</b>	Ongoing	Review street utility fee options, begin public process, pass fee or other tax as applicable	Added to Council's Goals for 2022.
<b>Examine Funding Options for Acquisition of Railroad Right of Way (FA 5)</b>	Ongoing	Begin regional discussions with County and Canby.	Determined that RR Company only interested in selling all ROW, not just city portion.
<b>Community Identity – Branding Action (Real People, Real Adventure, Real Fun) (FA 1)</b>	Ongoing	Facilitate a community branding initiative to incorporate new logo/slogan into the community.	Logo/Slogan Adopted and Being Implemented on Community Development initiatives.

<b>Coordinate with Chamber to develop digital map to be used on wayfinding kiosks (FA 1)</b>	Ongoing	Licensing agreements implemented; non-chamber businesses allowed on map.	Map product with list of tourism/travel developed. Digital space created and included.
<b>Police Facility Stormwater/drainage improvements scheduled in Phase II (ARPA Funding) (FA 1-5)</b>	In progress	Contract with project manager, design/engineer storm/drainage improvements based on selected design... complete improvements 2022	Real property acquired, personal property auctioned, project manager contract under review.
<b>How to “Start a New Business” checklist created and posted on website (FA 3)</b>	Ongoing	Upgrade checklist to include any/all new processes and policies. Integrate in Planning Handbook.	Developed and posted start a business checklist.
<b>2022 Goals – Newly Established</b>			
<b>Develop a tracking system to account for needed data points for DLCD annual reporting requirements (over 10k population)</b>	In Progress	Integrate datapoints into tracking system. Backlog 1-year of data and report.	Data points identified.
<b>Complete Housing Needs Analysis and associated plan amendments</b>	In Progress	Contract consultant, conduct studies and public outreach, complete studies, adopt findings.	Grant awarded. RFP out for bids.
<b>Identify funding for, and begin Employment Lands Studies to aid in UGB exploration</b>	None Yet		
<b>Reconcile PSP Zoning and complete associated plan amendments</b>	In Progress	Complete rezoning/comp plan amendments.	Improperly zone properties identified.
<b>Emergency Management Plan Update</b>	In Progress	Identify and apply for funding to complete update; begin plan update with expected completion in 2023.	Potential grant funding sources identified.
<b>Travel Oregon Destination Ready Assessment and Projects</b>	In Progress	Complete assessment, identify priority projects, seek funding	Grant awarded, community advisory committee seated, first 2 meetings complete
<b>Kiosk Art Contest</b>	In Progress	Establish contest rules and timelines, disseminate, and select. Seek options for sustainability of contest.	B & C Committee researching Art contests and working to develop proposed rules.
<b>Mural Program</b>	In Progress	Finalize and adopt comprehensive local mural program	B & C Committee researching mural programs.

<b>Developer Assistance Programs</b>	In Progress	Complete MURA Opportunity Fund Grant Program and adopt, Adopt expanded enterprise zone, manage IOF – Dansons project.	Outline for MURA opportunity fund complete, Enterprise Zone Expansion in beginning stages, ODOT IOF grant awarded for Dansons improvements.
<b>Develop integrated project management program and procedures to include Engineering, Finance, Public Works, Planning, and Administration.</b>	In Progress	Map all processes and develop digital tools.	Opening checklist prototype complete, private development checklist complete.
<b>Secure property for 2.0 MG Water Tank</b>	Ongoing	Determine costs, identify and obtain funding.	Land owner talks and tank design/placement costs and options explored.
<b>Water Intake Structure</b>	Ongoing	Determine design and costs.	Put into CIP as a priority water project.
<b>Complete Water Service Leak Repairs</b>	In Progress	Conduct actual repairs.	21-06: Out for bids, other service leaks in engineering.
<b>Wastewater Treatment Plant</b>	In Progress	Identify funding sources, determine what (if any) property may be acquired to continue design. Ensure continued compliance with DEQ consent decree.	Substantial research into potential funding sources currently underway. Negotiating for potential property purchase.
<b>Wastewater Consent Decree Compliance</b>	In Progress	Continue removal of biosolids, I & I mitigation, and TMDL Mercury plan	Developed and implemented bio-solid removal plan, conducted substantial I & I mitigation, and turned in draft TMDL Mercury plan to DEQ.
<b>Molalla Forest Road Exploration</b>	None yet	Determine what it will take to open MFR from S Molalla to OR-211	Walked road and observed potential issues.
<b>Develop Stormwater Master Plan, CIP, and Rate Study</b>	None yet	Identify potential funding resources to complete plan. Contract with consultant and begin planning process.	N/A
<b>Mitigate Flooding in the Community</b>	None yet	Identify flood prone areas and determine action/costs to mitigate.	N/A
<b>Chief Yelkus Park Development</b>	In Progress	Complete park and roadway design. Assess funding availability	Parks CPC has solicited public input on the park proper. Design &

		and proceed with construction as funding allows.	Engineering work being done on roadway in front of park
<b>Civic Center Renovation</b>	In Progress	Complete Council/Court Chamber and Executive Session room in 2022. Complete CDB Grant improvements in 2023.	21-10: Digital upgrades complete, dais on order, construction contracted.
<b>City Hall Upstairs Renovation</b>	In Progress	Construction in progress, complete 2022.	21-04: design, engineering, bids, all complete.
<b>System Development Charges and Capital Improvement Plan reconciliation and adoption</b>	Ongoing	Hire consultant to reconcile and present options to Council, adopt. Create a new baseline with certainty of appropriateness.	Multiple work sessions and discussions on this topic.

<b>Repeating Annual Goals/Tasks</b>	
<b>Provide Exceptional Customer Service (FA 1-5)</b>	<b>Manage and Facilitate Parks CPC (FA 1, 2, 5)</b>
<b>Manage and Facilitate Beautification &amp; Culture CPC (FA 1, 2, 5)</b>	<b>Implement Economic Development Plan (FA 1-5)</b>
<b>Produce and Disseminate the Molalla Current E-Newsletter (FA 1-5)</b>	<b>Host Local Government Internship Program (FA 2, 3)</b>
<b>Manage the Molalla Current and Use it to Engage the Molalla Community (FA 1-5)</b>	<b>Manage, Facilitate and Train the Planning Commission</b>
<b>Implement Water Master Plan</b>	<b>Implement Wastewater Master Plan</b>
<b>Implement Stormwater Master Plan</b>	<b>Implement Transportation Master Plan</b>
<b>Implement Downtown Master Plan</b>	<b>Implement Parks Master Plan</b>
<b>Implement Development Code</b>	<b>Implement Comprehensive Plan</b>

COUNCIL PROJECTS  
Goal Setting Conference  
January 29, 2022

CITY-WIDE TRASH DAY  
(Partner with B & B Leasing, City, other agencies)

- Shred Truck - \$ per banker box/bag?
- E-cycle – out of date electronics
- Recycle – metal, glass, etc.
- Paint disposal
- Lion’s Club – donate eyeglasses
- Other
  
- ❖ Once per year – Bohlander Field
- ❖ Proof of B&B Leasing service – bill/statement
- ❖ Coordinate with PD Drug Take Back Day – April 30<sup>th</sup>, 10a-2p

CELEBRATE MOLALLA

- NEW DATE: August 27, 2022
- Location: S. Molalla Avenue
- Car Show
- Food Court
- Beer Garden
- 100 Vendors
  
- ❖ City provide list of Goals & Accomplishments for Citizen Education

**TOPICS FOR UPCOMING WORK SESSIONS**

Goal Setting Conference

January 29, 2022

**AGENDA ITEM**

**TENTATIVE SCHEDULE**

- |  |                |
|--|----------------|
| 1. Street/Utility Maintenance Fee  | February/March |
| 2. Molalla Forest Road   | March/April    |
| 3. Letter to ODOT (repave Hwy 211) <ul style="list-style-type: none"><li>i. Timing</li><li>ii. Content</li><li>iii. Community template</li></ul> | April          |
| 4. Re-evaluate SCD Charge for Mobile Food Units  | May            |
| 5. Parks Master Plan   | June           |
| 6. Bohlander Field   | July           |