



## AGENDA

### MOLALLA CITY COUNCIL MEETING

March 13, 2019

7:00 PM

Molalla Adult Center

315 Kennel Ave., Molalla, OR 97038

*Council President Elizabeth Klein  
Councilor Leota Childress  
Councilor DeLise Palumbo*

*Councilor Terry Shankle  
Councilor Jody Newland  
Councilor Keith Swigart*

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#### **CALL TO ORDER**

Convene Meeting and Roll Call  
Pledge of Allegiance

#### **PUBLIC COMMENT/COMMUNICATIONS AND PRESENTATIONS**

*(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 generically 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.)*

#### **ADOPTION OF AGENDA**

#### **CONSENT AGENDA**

1. City Council Minutes February 27, 2019

#### **ORDINANCES, RESOLUTIONS, PROCLAMATIONS**

#### **NEW BUSINESS**

2. Open Mayors Position Appointment

#### **OLD BUSINESS**

#### **REPORTS AND ANNOUNCEMENTS**

#### **EXECUTIVE SESSION**

*Held pursuant to Oregon Public Record Law, ORS 192.660(2):*

(a) To consider the employment of a public officer, employee, staff member or individual agent.

#### **ADJOURN**

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Agenda posted at City Hall, Senior Center, 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  
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**CALL TO ORDER OF THE MOLALLA CITY COUNCIL MEETING; the regular meeting of Wednesday, February 27, 2019 was called to order by Council President Klein at 7:00 P.M.**

**COUNCIL ATTENDANCE:**

Mayor Open  
Councilor Elizabeth Klein – Present  
Councilor Leota Childress – Present  
Councilor DeLise Palumbo – Absent  
Councilor Terry Shankle – Present  
Councilor Jody Newland – Present  
Councilor Keith Swigart – Present

**STAFF IN ATTENDANCE**

Dan Huff, City Manager - Present  
Gerald Fisher, Public Works Director - Present  
Chaunee Seifried, Finance Director – Present  
Rod Lucich, Police Chief - Present  
Kelly Richardson, City Recorder - Present  
Diana Hadley, Library Director - Absent  
Chad Jacobs, City Attorney – Absent  
Frank Schoenfeld, Lieutenant - Present

**PUBLIC COMMENT/COMMUNICATIONS AND PRESENTATIONS**

*(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 generically 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.)*

**ADOPTION OF AGENDA**

Motion made by Councilor Childress to adopt agenda as presented, Seconded by Councilor Swigart.  
Voting Yea: Councilor Klein, Councilor Childress, Councilor Swigart, Councilor Newland, Councilor Shankle

**CONSENT AGENDA**

Motion made by Councilor Swigart to approve the consent agenda as presented, Seconded by Councilor Newland.  
Voting Yea: Councilor Klein, Councilor Childress, Councilor Swigart, Councilor Newland, Councilor Shankle

1. City Council Minutes February 13, 2019

**ORDINANCES, RESOLUTIONS, PROCLAMATIONS**

2. 2019-03 Updating MMC Chapters 10.08, 10.70 and 10.72  
Chief presented ORD with new language as requested.



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Motion made by Councilor Swigart to read by title only the first reading, Seconded by Councilor Childress.  
Voting Yea: Councilor Klein, Councilor Childress, Councilor Swigart, Councilor Newland, Councilor Shankle

Motion made by Councilor Swigart to read by title only the second reading by title only, Seconded by Councilor Newland.  
Voting Yea: Councilor Klein, Councilor Childress, Councilor Swigart, Councilor Newland, Councilor Shankle

Motion made by Councilor Swigart to adopt. Ordinance 2019-03, Seconded by Councilor Shankle.  
Voting Yea: Councilor Klein, Councilor Childress, Councilor Swigart, Councilor Newland, Councilor Shankle

3. Ordinance 2019-04 to Amend MMC Title 1.02 Council Rules

Motion made by Councilor Swigart to read by title only the first reading of Ordinance 2019-04, Seconded by Councilor Newland.  
Voting Yea: Councilor Klein, Councilor Childress, Councilor Swigart, Councilor Newland, Councilor Shankle

Motion made by Councilor Swigart to read by title only the second reading of Ordinance 2019-04, Seconded by Councilor Childress.  
Voting Yea: Councilor Klein, Councilor Childress, Councilor Swigart, Councilor Newland, Councilor Shankle

Motion made by Councilor Newland to adopt Ordinance 2019-04 as presented, Seconded by Councilor Swigart.  
Voting Yea: Councilor Klein, Councilor Childress, Councilor Swigart, Councilor Newland, Councilor Shankle

**NEW BUSINESS**

**OLD BUSINESS**

4. Discussed additional change on Ordinance 2019-02 Sign Code. Following the information presented by City Recorder Richardson regarding the appeal information. Council made a motion to adopt the new language.

Motion made by Councilor Swigart to adopt the amended language of Ordinance 2019-02 as presented, Seconded by Councilor Newland.  
Voting Yea: Councilor Klein, Councilor Childress, Councilor Swigart, Councilor Newland, Councilor Shankle

5. Park Use Fee

CM Huff presented the information regarding the park use fee and using other communities as examples. Huff explained that the moment we charge for our parks, the City will lose recreational immunity. However, the special events that take place in the park, where they rent the entire park, is different and should be charged as they already have the insurance needed. Huff explained the pros and cons related to this issue. Huff also informed Council that the policies surrounding the parks use were out of date as well and staff will bring those back for Council review. Council asked CM Huff to bring it back as discussed.

**REPORTS AND ANNOUNCEMENTS**

- Finance Director Seifried announced to Council the new Senior Accountant will be starting on Monday.



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- Public Works Director Fisher announced that the City lost one employee to another state agency and gained a level 4 operator for the treatment plant.
- Fisher explained the proposed County registration fee and the possibilities of use of the dollars received back. Fisher stated the dollars would make sense to use for roadway maintenance. However, that said it would be up to Council if they would like to see it go to sidewalks and infill and any other transportation projects. PWD Fisher is asking for clarification and direction from Council and where Council wants to see the dollars used. Councilor Newland stated it makes sense with what is outlined in the newly updated TSP. The estimated revenue would be approximately \$183,000 a year. Some of the uses that would be perfect for this would be crack seal, slurry seal, and pot holes. It's not enough for full on reconstruction. CM Huff explained that the proposed street maintenance fee of \$11.00 dollars a month from last year would have brought in approximately \$465,000 a year. This \$183,000-dollar amount is half of what was needed to maintain our streets but will help with smaller projects. Councilor Klein asked when the revenue would come in. Fisher stated 2021. However, Fisher informed Council planning can take place before then.
- Council asked PWD Fisher to bring something back with a Wishlist and plan to use revenue effectively and get projects done.
- CM Huff had nothing
- CR Richardson nothing
- Councilor Shankle
- Councilor Newland expressed kudos to the public works department regarding a pot hole by the Buckaroo.
- Councilor Swigart stated he had received a phone call from a concerned citizen regarding our process for declaring and appointing a new Mayor. In the code, it is stated that the candidate would be filled by the majority of the Council. Staff may want to look at it just in case we could make it clearer. CM Huff explained that some other cities may have a process in their code. In Molalla, our code is silent on that and staff is following what is stated in the code. Councilor Klein asked if it could have been a typo when it was given to Municode to implement. CR Richardson will investigate the matter. Richardson went on to state that staff has followed everything as laid out by the City Attorney and informed Council that the news articles gave incorrect deadline dates of February 20<sup>th</sup> and 27<sup>th</sup>. Richardson stated that it was left open on purpose however it would be helpful to have all applications in by March 8<sup>th</sup>.
- Councilor Childress asked Councilor Shankle to take PWD Fishers report to Chamber to distribute. Childress updated Council on the Warming Center. It opened 2/2/19 and has been open 36 days in a row. There has been an increase of around 5 a night to an average of 15-20 a night. It has been challenging. Volunteers are tired but were managing. In February alone, 377 beds have been provided.
- Councilor Klein reminded Councilors to finish and return the Audit report letters to the accountant. City of Molalla is hosting the CCA dinner on May 23, 2019. Klein informed Councilors in an effort to show off uniqueness in our City, Rosse Posse Elk Farm was chosen for the location. There will be a tour of the facility followed by dinner. This is a Council event and we need to nail down volunteers for set up and tear down of the event. Klein informed Council that CM Huff's review needs to be done by end of March and don't forget the Saturday Council retreat. Klein was amazed at the Share the Love success of collecting over \$90,000 for families in need in our community.
- Councilor Swigart asked if CM Huff had an update on the fire investigation. CM Huff answered and stated that there is no official statement. The investigation is over and the cleanup is beginning.



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***ADJOURN***

Motion made by Councilor Swigart to adjourn the February 27, 2019 Council meeting at 7:48 PM, Seconded by Councilor Newland.  
Voting Yea: Councilor Klein, Councilor Childress, Councilor Swigart, Councilor Newland, Councilor Shankle.

The scheduled work session and presentation of the proposed SDC increase followed the regular meeting.

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Council President, Elizabeth Klein

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Date

ATTEST:

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Kelly Richardson, CMC  
City Recorder



**AGENDA**

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**March 13, 2019**

**7:00 PM**

**Molalla Adult Center**

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# City of Molalla

## City Council Meeting



### Agenda Category: New Business

<b>Subject:</b>	Open Mayors Position Appointment
<b>Recommendation:</b>	N/A
<b>Date of Meeting to be Presented:</b>	March 13, 2019
<b>Fiscal Impact:</b>	N/A
<b>Submitted By:</b>	CM Huff
<b>Approved By:</b>	CM Huff

<b>Background:</b>
At the February 13, 2019 meeting the Mayors seat was declared open. The March 13 meeting was chosen at the same time to review and appoint an applicant if possible.



**City of Molalla  
Application for Appointment to Citizen  
Committee/Board/Commission/Council**

Date: **02 /26/2019**

Committee/Board/Commission/Council position of interest: **Mayor**

Name: **Leota R Childress**

Address:

State/Province: **OR**

Zip/Postal Code: **97038**

Home Phone:

Work Phone:

\*E-Mail **lchildress@cityofmolalla.com**

**Current or Previous Community Affiliations or Activities:**

**City Councilor for three years; Event Manager of Celebrate Molalla, City Council Visioning Project; Ford Leadership Institute graduate; Council Liaison to Chamber of Commerce; Director of Warming Center; Clackamas Co. Shelter Workgroup; Banner Project and other.**

**Why would you like to serve on this Committee/Board/Commission/Council and give any other background you might have in this area.**

**I will continue to foster Community Building; Communications and Collaborations; Community Activities; Diversity; Beautification; Mental Health; Economic Development; and Housing Affordability. As Mayor I will be an Ambassador for Molalla.**

**If applying for re-appointment to this Committee/Board/Commission/Council/Task Force, please indicate what has been the key accomplishment of the group during your service.**

**n/a**

**If you could make any improvement to the Commission/Board/Committee/Task Force, what would it be?**

**The City Council works very well together and I would nurture that relationship by meeting with each Councilor every six weeks or as requested. I believe we can all grow but don't see a specific improvement that is needed.**

**\*Signature:**

117 Molalla Ave/PO Box 248 Molalla Oregon 97038  
Ph: 503.829.6855 Fax: 503.829.3676 [www.cityofmolalla.com](http://www.cityofmolalla.com)





**City of Molalla**  
**Application for Appointment to Citizen**  
**Committee/Board/Commission/Council**

Date: 02/14/2019

Committee/Board/Commission/Council position of interest: Mayor

Name: Keith Swigart

Address: [REDACTED]

State/Province: O.R. Zip/Postal Code: 97038

Home Phone: [REDACTED] Work Phone: N/A

\*E-Mail: [REDACTED]

**Current or Previous Community Affiliations or Activities:**

I hold a current position on the Molalla city council since 01/2 2017.

**Why would you like to serve on this Committee/Board/Commission/Council and give any other background you might have in this area.**

Being retired, I have the time, the passion, and the tenacity to perform the duties the office requires. I have, " through the office of city council member" dedicated myself to the sensible and sustainable growth to the city I have loved for 65 years. I also have experience as a board member of the Oregon state Libertarian Party

**If applying for re-appointment to this Committee/Board/Commission/Council/Task Force, please indicate what has been the key accomplishment of the group during your service.**

[REDACTED]

**If you could make any improvement to the Commission/Board/Committee/Task Force, what would it be?**

We have, in my opinion, a very sound and dedicated city government. We, as a group have corrected mistakes that were made, and created a sound and clear path forward. I would work hard along side our council, business community, county and state government, and our wonderful city staff to make this a continuing great city and surrounding community.

\*Signature: