



**CITY OF MOLALLA
CITY COUNCIL REGULAR MEETING
EXECUTIVE SESSION FIRST
AGENDA**

Council Chambers | Molalla Civic Center - 315 Kennel Avenue - Molalla
Wednesday | August 28, 2024 | 7:00 PM

NOTICE: City Council will hold this meeting in-person and through video Live-Streaming on the City's Facebook Page and YouTube Channel. Written comments may be delivered to City Hall or emailed to recorder@cityofmolalla.com. Submissions must be received by 12:00 p.m. the day of the meeting.

[This institution is an equal opportunity employer.](#)

6:00 PM – EXECUTIVE SESSION OF THE CITY COUNCIL *(Executive Sessions are closed to the public.)*

Held pursuant to Oregon Public Record Law, ORS 192.660(2): (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

7:00 PM – REGULAR MEETING OF THE CITY COUNCIL

1. CALL TO ORDER AND FLAG SALUTE

2. ROLL CALL

3. CONSENT AGENDA

A. City Council Meeting Minutes – August 14, 2024

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4. EXECUTIVE SESSION ANNOUNCEMENT

5. PRESENTATIONS, PROCLAMATIONS, CEREMONIES

6. 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 dialogue 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.)

7. PUBLIC HEARINGS

8. ORDINANCES AND RESOLUTIONS

9. GENERAL BUSINESS

A. Chief Yelkus Park Update (Corthell)

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B. Wastewater Treatment Plant Update (Corthell)

C. Candidates for City Council – November 2024 General Election (Teets)

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D. Joint Values and Outcomes for the 2025 State Legislative Package (Huff)

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E. Celebrate Molalla (Huff)

10. STAFF COMMUNICATION

11. COUNCIL COMMUNICATION

12. RECESS INTO EXECUTIVE SESSION (if necessary)

Held pursuant to Oregon Public Record Law, ORS 192.660(2): (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

13. RECONVENE REGULAR SESSION (if necessary)

14. ADJOURN



City of Molalla
City Council - Regular Meeting
Minutes – August 14, 2024
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

CALL TO ORDER

The Molalla City Council Meeting of August 14, 2024 was called to order by Mayor Scott Keyser at 7:00pm.

COUNCIL ATTENDANCE

Present: Mayor Scott Keyser, Council President Jody Newland, Councilor Leota Childress, Councilor Terry Shankle, Councilor Eric Vermillion, Councilor Darci Lightner, and Student Council Liaison Grace Peterson.

Absent: Councilor RaeLynn Botsford.

STAFF IN ATTENDANCE

Dan Huff, City Manager; Christie Teets, City Recorder; Mac Corthell, Assistant City Manager; Chris Long, Police Chief.

APPROVAL OF AGENDA

Approved as presented.

CONSENT AGENDA

- A. City Council Meeting Minutes – July 24, 2024

ACTION:

Councilor Vermillion moved to approve the Consent Agenda; Councilor Shankle seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Lightner, Keyser.

NAYS: None.

ABSENTIONS: None

EXECUTIVE SESSION ANNOUNCEMENT

Mayor Keyser made an announcement that prior to the regular City Council meeting, an Executive Session had been held pursuant to Oregon Public Record Law, ORS 192.660(2): (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions. He stated that no decisions had been made during the meeting.

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

- A. Police Officer Swearing-In

Police Chief Long read the Oath of Office to newly hired Officer Heather Hisel, followed by Mayor Keyser swearing her in.

PUBLIC COMMENT

None.

PUBLIC HEARINGS

- A. Ordinance No. 2024-03: Amending Molalla Municipal Code to Define “Overnight” as Used in Molalla Municipal Code, Title 10, Vehicles and Traffic

Assistant City Manager Corthell stated that he had requested that Officer Murphy canvas local businesses regarding late business hours proposed for this ordinance. Staff is proposing an ordinance that defines overnight parking as 2:00 am to 6:00 am. People are encouraged to obtain a permit from City Hall if they choose to park in a city owned lot during these hours.

Mayor Keyser opened the Public Hearing for Ordinance No. 2024-03: Amending Molalla Municipal Code to Define “Overnight” as Used in Molalla Municipal Code, Title 10, Vehicles and Traffic at 7:08pm. Seeing that there were no audience members to speak for or against the ordinance, he closed the Public Hearing at 7:09pm.

ORDINANCES AND RESOLUTIONS

- A. **Ordinance No. 2024-03: Amending Molalla Municipal Code to Define “Overnight” as Used in Molalla Municipal Code, Title 10, Vehicles and Traffic**

Mayor Keyser invited Asst. City Manager Corthell to provide any additional comments, Mr. Corthell stated that he had nothing further to add.

ACTION:

Council President Newland moved to hold the First Reading of Ordinance No. 2024-03 by title only; Councilor Vermillion seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Lightner, Keyser.

NAYS: None.

ABSENTIONS: None.

ACTION:

Council President Newland moved to hold the Second Reading and Adoption of Ordinance No. 2024-03 by title only; Councilor Vermillion seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Lightner, Keyser.

NAYS: None.

ABSENTIONS: None.

- B. **Resolution No. 2024-17: Authorizing the City Manager to Execute a Contract for Water Intake Pre-Design**

Assistant City Manager Corthell explained that the only bid received for the Water Intake Design was a company by the name of Tetra-Tech. He felt that this was fortunate, as Tetra-Tech has worked with the City for the past 28 years and has knowledge of our current system. He is requesting Council approve the contract.

ACTION:

Councilor Vermillion moved to approve Resolution No. 2024-17, A Resolution Authorizing the City Manager to Execute a Contract for Water Intake Pre-Design; Councilor Childress seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Lightner, Keyser.

NAYS: None.

ABSENTIONS: None.

- C. **Resolution No. 2024-18: Setting Funding Levels for the Sidewalk Improvement Program**

Assistant City Manager Corthell explained that funding had been approved the last fiscal year for sidewalk improvements, with a continuation for this fiscal year. This is an approved line item in the budget, however, staff is requesting that funding levels be set for the program. Individuals can apply for the grant through the Community Development Department. This program is designed more for homeowners than large corporations. Council President Newland verified with Mr. Corthell that the grants are available on a first-come first-served basis. He concurred. The total amount allotted for this project is \$350,000, as approved during the Budget process. Mr. Corthell explained that his estimation of an average job is \$10,400. Mayor Keyser feels this is a great opportunity for community members.

ACTION:

Councilor Vermillion moved to approve Resolution No. 2024-18: Setting Funding Levels for the Sidewalk Improvement Program; Council President Newland seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Lightner, Keyser.

NAYS: None.

ABSENTIONS: None.

- D. **Resolution No. 2024-19: Authorizing City Staff to Conduct a Sole Source Procurement And Adopting the Findings – (Meter Ends)**

Mr. Corthell explained that additional utility meters need to be purchased, as many are old and the City is rotating them as funds become available. This project began last year and now that we are in a new fiscal year, staff is requesting to use the same source to purchase them from as in the previous year.

ACTION:

Councilor Childress moved to approve Resolution No. 2024-19: Authorizing City Staff to Conduct a Sole Source Procurement And Adopting the Findings; Councilor Vermillion seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Lightner, Keyser.

NAYS: None.

ABSENTIONS: None.

- E. Resolution No. 2024-20: Approving an Intergovernmental Agreement (IGA) with the Department of Land Conservation and Development (DLCD) for Housing Production Strategy and Urban Growth Boundary Work

Mr. Corthell explained that this item is a formalization of a grant that was received from DLCD. The need for the IGA is that DLCD manages the contract for the City. Staff is seeking approval for DLCD to manage the grant.

ACTION:

Councilor Vermillion moved to approve Resolution No. 2024-20, Approving an IGA with DLCD for Housing Production Strategy and Urban Growth Boundary Work; Councilor Shankle seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Lightner, Keyser.

NAYS:

ABSENTIONS:

GENERAL BUSINESS

- A. Police Facility Update

City Manager Huff introduced Joshua Dodson, OTAK Project Manager for the new Police Facility. P & C staff members Chana Frederick and Jason Bragg, were also in attendance. Mr. Dodson explained that the project was initially expected to cost between 16.8 – 17.6 million. The GMP amount is listed at roughly 16.8 million. The entire group is pleased that the project is staying within budget. Staff is requesting Council approval for the Guaranteed Maximum Price.

Ms. Frederick feels a savings benefit could be due to the wait time until the bond had past. Mayor Keyser asked about the cost savings, to which Mr. Huff explained that the right thing to do is to keep the cost to taxpayers as low as possible.

ACTION:

Council President Newland moved to authorize the final GMP amendment value of \$8.2 million to continue with construction of the new Police Facility; Councilor Vermillion seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Lightner, Keyser.

NAYS:

ABSENTIONS:

- B. OLCC Licensing Update – Intro to CAMP (Cannabis Alcohol Management Program)

City Recorder Teets explained the updated process through OLCC for applying and renewing liquor licenses, as provided in the staff report.

STAFF COMMUNICATION

- City Manager Huff asked community members to contact City staff directly regarding projects or visit the Molalla Current. He also announced that the slide in the tot-park portion of Fox Park has been removed, due to deterioration. A portion of Parks CPC fundraising monies and a donation from Molalla Communications will fund the replacement slide.
- City Recorder Teets provided an Election update; candidates for Mayor are Scott Keyser and Jennifer Satter. Candidates for Council are Darci Lightner, Eric Vermillion, Doug Gilmer, Martin Bartholomew, and Tom Luttrell. Ms. Teets commended the police staff for a great event at National Night Out, and loved the location at Clark Park.

- Police Chief Long shared that the Police Department is currently fully staffed, which is great. Chief reminded everyone that school starts in a few weeks, and to be mindful of young walkers on the road. He is attending weekly meetings at the construction site for the new facility.
- Assistant City Manager Corthell announced the Town Hall meeting being held for the Parks Master Plan. It will be on August 21st at the Library. He also provided a few Public Works updates.

COUNCIL COMMUNICATION

- Student Council Liaison Peterson encouraged the community to make donations to the Food Bank. They are open Monday and Wednesday. She also recommended that juniors and seniors consider volunteering around the community, as it looks great on a resume or scholarship application.
- Councilor Vermillion enjoyed participating in the the Groundbreaking Ceremony for the Police Station. He thought National Night Out was a great event.
- Councilor Lightner had nothing to report.
- Councilor Shankle shared an idea for a kids craft at Celebrate Molalla. This years craft will involve pinecones, pumpkins, and the other usual crafts. She also announced that the Aquatic Center will be closed from September 2 – 29.
- Councilor Childress announced that Celebrate Molalla will take place on Saturday, August 24th, with vendors, musicians, and food. Coordinators are still in need of volunteers.
- Council President Newland announced the multiple Parks CPC Fundraisers that are underway; raffle baskets, paint classes, ornaments, tshirts, and snacks at Music in the Park. She also announced the succession plan for the Parks CPC.
- Mayor Keyser enjoyed the Groundbreaking Ceremony for the Police Department, as well as National Night Out. He commented on the political tension in the city, and encouraged folks to contact the City with questions.

[For the complete video account of the City Council Meeting, please go to YouTube
“Molalla City Council Meetings – August 14, 2024”](#)

ADJOURN

Mayor Keyser adjourned the meeting at 8:07pm.

Scott Keyser, Mayor

ATTEST:

Christie Teets, CMC - City Recorder



CITY OF MOLALLA

117 N. Molalla Avenue
PO Box 248
Molalla, OR 97038

Staff Report

Agenda Category: Presentations

August 28, 2024

From: Mac Corthell, Assistant City Manager
Approved By: Dan Huff, City Manager

SUBJECT: Chief Yelkus Park Development Update, Project 21-09

BACKGROUND:

Chief Yelkus Park is a naturally themed educational play park that is tied into the multi-use path on OR-211 via the bike/ped bridge on Molalla Forest Road. The Chief Yelkus Park development project is currently planned for 2 phases, with a 3rd phase to be added pending completion of the Parks Master Planning process.

Phase 1 will develop the south end of the park (see attached). Phase 2 will develop a raised wetland path connecting the south end of the park to the north end of the park.

Concept design for the park began in August of 2022 and was finalized in February of 2024.

Civil design is currently at 75% completion and includes both Phase 1 and Phase 2 of the project.

Playground design is complete with materials on order! The playground is an “earthscape” custom design developed around the foundational story of the Molalla Tribe, Coyote and Grizzly. Earthscape playgrounds are renowned in the parks industry and have received rave reviews for their unique appearance and creative play options.

Funding partners for this project include:

Molalla Communications Company - \$100k pledge

Ford Family Foundation - \$25K pledge

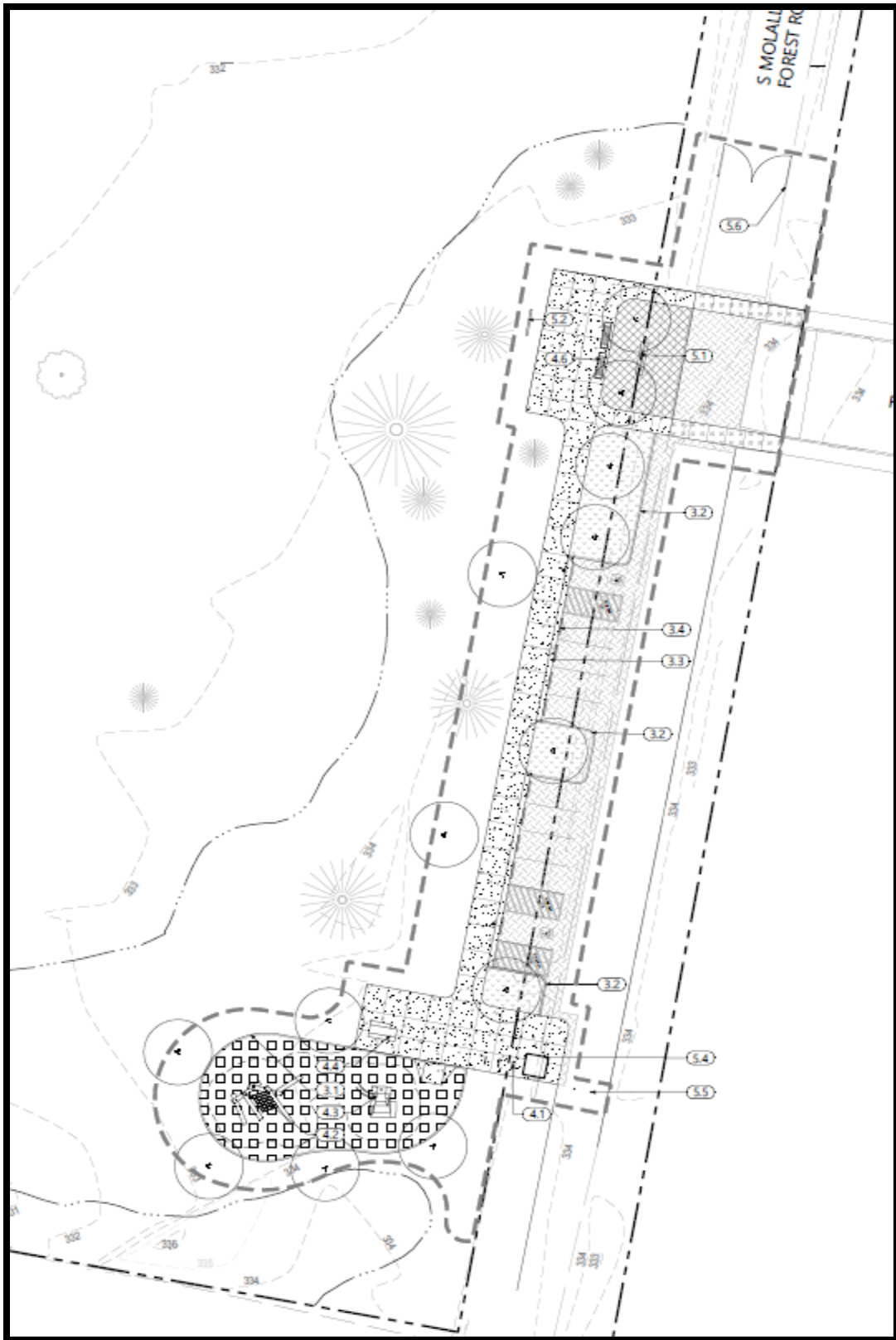
Oregon House Bill 5006 (Representative Rick Lewis) - \$500k received

Project design elements are attached to this report.

Chief Yelkus Park Playground Renderings



Chief Yelkus Park Phase 1 - 60% Civil Design Rendering





CITY OF MOLALLA

117 N. Molalla Avenue
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Staff Report

Agenda Category: General Business

Agenda Date: August 28, 2024

From: Christie Teets, City Recorder
Elections Officer

Approved by: Dan Huff, City Manager

SUBJECT: Notification of Candidates for Council, General Election November 2024 and Public Notice Announcement of Background Check Results

FISCAL IMPACT: N/A

RECOMMENDATION/RECOMMEND MOTION: None required.

BACKGROUND:

It is the duty of the City Recorder/Elections Officer to notify Council and the community of candidates for Elections.

A list of candidates for the November General Election has been provided with this staff report.

All candidates have met City of Molalla requirements and have been verified by Clackamas County Elections Office.

The attached Public Notice will appear in the September 4th edition of the Pioneer Herald.

PUBLIC NOTICE

CITY OF MOLALLA CANDIDATES RUNNING FOR ELECTED OFFICE 2024 CRIMINAL BACKGROUND CHECK RESULTS

Molalla Municipal Code, Title 2, Administration and Personnel

Chapter 2.02 CITY ELECTIONS, 2.02.045 Criminal background checks for candidates for elected office.

- A. Any individual who files a nomination petition for an elective City position under Section **2.02.040** shall file a form with the City Recorder either consenting or refusing to consent to a criminal history check.
- C. The City Recorder or the City Recorder's designee shall thereafter create a voter information document that shall be available at City Hall and on the City's website. For each candidate, the voter information document shall state: (1) that a misdemeanor or felony was found in the candidate's criminal history and the jurisdiction in which such misdemeanor and/or felony occurred; (2) if no misdemeanor or felony is discovered in a candidate's history, a statement that no misdemeanors or felonies were discovered; or (3) if a candidate refuses to consent to a criminal history check, a statement that the candidate did not consent to a criminal history check. (Ord. 2012-11 §1)

Background check results are as follows:

MAYORAL CANDIDATES

Scott Keyser – Consented, no record found
Jennifer Satter – Consented, no record found
Amy Williams – Consented, no record found

COUNCILOR CANDIDATES

Darci Lightner - Consented, no record found
Eric Vermillion – Consented, no record found
Doug Gilmer - Consented, no record found
Martin Bartholomew - Consented, no record found
Thomas Luttrell – Refused consent

Submitted By: Christie Teets, CMC
City Recorder | Elections Officer



CITY OF MOLALLA

117 N. Molalla Avenue
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Staff Report

Agenda Category: General Discussion

Agenda Date: June 12, 2024

From: Dan Huff, City Manager
Approved by: Dan Huff, City Manager

SUBJECT: C-4 2025 Transportation Values and Outcomes

FISCAL IMPACT: N/A

RECOMMENDATION/RECOMMEND MOTION: Approve logo usage in support

BACKGROUND:

In July of 2024 C-4 (Clackamas County Coordinating Committee) held a Retreat in Welch's to discuss various "Values and Outcomes" on a few different subjects. One of those subjects is Transportation.

The final version is attached to this memo. It includes increased rural representation, clarified language around I-205, and improved plain language. Clackamas County is interested in using city logos to represent countywide acceptance for all county jurisdictions.

Councilor Newland attended the retreat and may be able to provide additional insight.

**Joint Values and Outcomes
for the 2025 State Legislative Transportation Package
by the Communities of Clackamas County**

Approved on 8/1/2024 for Logo Gathering

The jurisdictions named here support a seamless, functional transportation system that prioritizes safety and the reliable movement of people and goods.

We acknowledge that without adequate transportation funding to address maintenance and capital projects in our communities, our collective transportation system will continue to struggle, maintenance projects will become capital projects, and our transportation systems will fail to meet public expectations and uses. As the state legislature considers funding solutions to address state and local needs, the values and outcomes named here will be the foundation of our advocacy.

These values are not an endorsement of any collective or particular funding proposal.

To ensure an equitable, balanced, and seamless system for all, a transportation package should...

- Develop in collaboration with local voices and jurisdictions
- Protect and retain the 50/30/20 revenue formula from the State Highway Fund
- Secure operations and maintenance funding for state and local partners
- Increase safety for all travel modes and reduce diversion from highways onto local roads

To ensure maximum and efficient utilization of public dollars, a transportation package should...

- Provide local jurisdictions with the resources to implement state requirements
- Build trust through budget transparency, implement cost saving measures, and limit administrative costs
- Maximize our opportunity to leverage federal funds for local and state projects of significance
- Secure varied revenue sources to diversify funding tools for local and state agencies

To advance projects that build public trust and accountability, a transportation package should...

- Finish what was promised in HB 2017 and HB 3055, including the I-205 widening and bridge improvements between Stafford Rd and Abernethy Bridge.
- Formulate a list of additional, high-priority projects for future funding, such as Sunrise Corridor and other investments addressing growth in urban, suburban, and rural communities

To provide accessibility and funding to multimodal facilities and services, a transportation package should...

- Complete gaps in transit service, sidewalks, and bike lanes
- Improve transit operations, including regional coordination and equitable access to transit
- Invest in transit and paratransit so that it is a convenient, reliable, and safe travel option
- Provide sustainable long-term funding for first- and last-mile transit solutions
- Consider investments that improve safety for commuters reliant on bicycles, scooters, and other non-traditional transportation options

To support housing production and economic opportunities, a transportation package should...

- Accelerate transportation networks supporting developing areas
- Improve the operations of regional freight routes, bridges and arterials
- Improve safety and reduce congestion on roads that connect urban and rural communities

Supporting Logos for the Clackamas Joint Values and Outcomes