



**CITY OF MOLALLA  
CITY COUNCIL REGULAR MEETING  
AGENDA**

Civic Center | 315 Kennel Avenue  
Wednesday, October 23, 2024 | 7:00 PM

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*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](mailto:recorder@cityofmolalla.com). Submissions must be received by 12:00 p.m. the day of the meeting.*

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**6:00PM - EXECUTIVE SESSION OF THE CITY COUNCIL:**

*The Executive Session will begin at 6:00 PM and end prior to the City Council Regular Meeting. 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.

- 1. CALL TO ORDER AND FLAG SALUTE**
- 2. ROLL CALL**
- 3. CONSENT AGENDA**
  - A. [City Council Meeting Minutes - October 9, 2024](#)
- 4. PRESENTATIONS, PROCLAMATIONS, CEREMONIES**
  - A. [Library Board Appointment \(Hadley\)](#)
- 5. PUBLIC COMMENT**
- 6. PUBLIC HEARINGS**
- 7. ORDINANCES AND RESOLUTIONS**
- 8. GENERAL BUSINESS**
  - A. [Quarterly Report - Finance Department \(Chauran\)](#)
  - B. [Special Event Permits - Application & Process Update \(Teets\)](#)
- 9. STAFF COMMUNICATION**
  - A. [Library Flyer](#)
- 10. COUNCIL COMMUNICATION**
- 11. ADJOURN**



## CITY OF MOLALLA

### Staff Report

#### Agenda Category: CONSENT AGENDA

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**Agenda Date: Wednesday, October 23, 2024**

**Submitted by: Christie Teets, City Recorder**

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

**SUBJECT:** City Council Meeting Minutes - October 9, 2024

**RECOMMENDATION/RECOMMENDED MOTION:**

Approval.

Recommended Motion: I move to approve the Consent Agenda as presented.

**ATTACHMENTS:**

[10.09.24 CC Meeting Minutes.V2.docx](#)

[10-11-2024 Community Development Report](#)



City of Molalla  
 City Council - Regular Meeting  
 Minutes – October 9, 2024  
 Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

**CALL TO ORDER**

The Molalla City Council Meeting of October 9, 2024 was called to order by Council President Newland at 7:00pm. (Short 5-minute recess due to audio technical difficulties with recording)

**COUNCIL ATTENDANCE**

Present: Council President Jody Newland, Councilor Leota Childress, Councilor Terry Shankle, Councilor Eric Vermillion, Councilor RaeLynn Botsford, and Councilor Darci Lightner  
 Absent: Mayor Scott Keyser.

**STAFF IN ATTENDANCE**

Dan Huff, City Manager; Mac Corthell, Assistant City Manager; Bobby Call, Lieutenant MPD; Christie Teets, City Recorder.

**APPROVAL OF AGENDA**

Approved as presented.

**CONSENT AGENDA**

- A. Work Session Meeting Minutes – September 25, 2024
- B. City Council Meeting Minutes – September 25, 2024

**ACTION:**

Councilor Vermillion moved to approve the Consent Agenda; Councilor Childress seconded. Motion passed 6-0.  
 AYES: Vermillion, Shankle, Childress, Newland, Botsford, Lightner  
 NAYS: None.  
 ABSENTIONS: None.

**EXECUTIVE SESSION ANNOUNCEMENT**

Council President Jody Newland 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 Facility Update (Huff/Dodson)

Joshua Dodson, Owner’s Representative for Otak, provided an update the future site of the Molalla Police Department. He provided an update in reference to the New Police Facility (included in agenda packet) most notably Section 7, and detailed the final building permits obtained from Clackamas County and the City. Mr. Dodson highlighted Section 8, showcasing several project photos. Noteworthy images included the installed oil-water separator, masonry work, and aesthetic sampling of materials. He emphasized that the project is on track, with no significant issues, and praised the council's previous decisions that facilitated a smooth construction process. Overall, he reported a positive status for the project, indicating that the groundwork had been well organized, most importantly organized due to beginning Phase One last summer assisted in a successful construction progression. A positive report, thankful for all included and their diligence.

City Manager Dan Huff encouraged the Council to refer to image Figure 4 on page 14, playfully remarking Lieutenant Call appeared to be deep in thought about something significant. Councilor Botsford expressed appreciation for Mr. Dodson’s outstanding report.

**PUBLIC COMMENT**

**Cristy Gilmer, Molalla, Oregon:** addressed the council introducing herself as the Alternate House District Captain for District 18 in Clackamas County and spouse to City Council 2024 Candidate, Doug Gilmer. She expressed concern regarding the

Clackamas County Voters Pamphlet, noting that it failed to include five significant statewide ballot measures (116, 117, 118, 119) that could greatly affect residents. She shared further concern none of the measures nor details were included in the Voters Pamphlet; sharing her concern for the omission as these measures will have a substantial impact on both the city and the state. Mrs. Gilmer specifically shared concern for Measure 117 and 118, contending the acceptance could undermine the integrity of elections in Oregon. She concluded by thanking council for their time.

*In response to Mrs. Gilmer's Public Comment, City Recorder Teets provided clarification regarding the election pamphlets, noting that the City Recorders of Clackamas County recently confirmed that two separate pamphlets would be provided by the County due to the extensive information about candidates and measures. One pamphlet would focus on candidates, while the second would provide measure information, voters will receive separately. City Recorder Teets confirmed both the State and Clackamas County have acknowledged this.*

## **PUBLIC HEARINGS**

### **A. Ordinance No. 2024-05: Amending and Clarifying the Time Periods Inoperable Motor Vehicles May Be Stored on Private Property in Molalla Municipal Code (Corthell)**

Council President Jody Newland opened Public Hearing for Ordinance 2024-05 Amending and Clarifying the Time Periods Inoperable Motor Vehicles May Be Stored on Private Property in Molalla Municipal Code at 7:29 pm and asked Assistant City Manager, Mac Corthell for a Staff Report.

Assistant City Manager Corthell thanked President Newland and discussed a potential conflict in the City's Code regarding Inoperable Vehicles. Mr. Corthell noted, currently, one section of the Municipal Code allows having an inoperable vehicle on private property for 10-days, while another section permits 90 days. This discrepancy has caused confusion among residents and Code Support Officer Murphey. After a work session with Mr. Murphy, Code Support Officer, it was determined that a 30-day standard would be more appropriate. The recommendation is to amend the current Code to establish a single standard of 30-days for inoperable or junk vehicles to be stored on private property, while completely removing the second conflicting passage. Councilor Childress sought clarification on the statement regarding private property and inoperable vehicles not being parked properly.

Mr. Corthell explained residents have 30-days to address issues with inoperable or junk vehicles parked in their yards, provided the vehicles are not screened from view. If a vehicle isn't causing issues, it wouldn't be a problem; however, if complaints arise, residents will need to resolve the situation within the given timeframe.

Councilor Childress inquired about the stipulation of vehicles "legally in a driveway." Mr. Corthell clarified that, according to the code, inoperable vehicles would not be allowed in driveways either. Councilor Shankle then asked whether working on a vehicle in a driveway would be permissible. City Manager Huff reminded everyone that the enforcement is complaint-driven. He offered an example of a car is being worked on—such as one that isn't considerably damaged or a nuisance, simply parked in a driveway- may not generate any complaints. If the presence of the vehicle doesn't appear problematic, it is unlikely to become an issue.

No public comments received in favor of or in opposition; Council President Jody Newland closed Public Hearing at 7:34pm.

## **ORDINANCES AND RESOLUTIONS**

### **A. Ordinance No. 2024-05: Amending and Clarifying the Time Periods Inoperable Motor Vehicles May Be Stored on Private Property in Molalla Municipal Code**

Council President Jody Newland asked Assistant City Manager, Mac Corthell, if he had anything additional to add, Mr. Corthell did not. Council President Newland entertained a Motion for a First Reading of Ordinance 2024-05.

### **ACTION:**

Councilor Vermillion moved to conduct First Reading of Ordinance 2024-05 by Title Only, Councilor Botsford seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Lightner

NAYS: None.

ABSENTIONS: None.

**ACTION:**

Councilor Vermillion moved to conduct Second Reading and Adoption of Ordinance 2024-05, Councilor Childress seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Lightner

NAYS: None.

ABSENTIONS: None.

- B. Resolution No. 2024-22: Authorizing Sole Source Procurement of Communications Related Goods and Services for the New Molalla Police Facility and Adopting the Findings in the Staff Report. (Corthell/Dodson)

In the staff report by Assistant City Manager, Mac Corthell, he outlined the City Council acts as the local contracting board, particularly in cases of Sole Source Procurement. When a specific set of goods or services is available from only one source, staff must conduct findings and seek Council approval before proceeding. The report specifically addresses the Emergency Responder Radio Communication System (ERRCS) for the New Molalla Police Facility, emphasizing its critical role in ensuring that emergency radio signals are effectively transmitted throughout the building and are compatible with existing emergency response equipment. All Criteria and Findings are met. Approval conditional upon staff publishing as required should Res. No. 2024-22 be approved.

Councilor Botsford asked if the possibility of having Dispatch back in Molalla would ever be an option in accordance with city growth. Lieutenant Bobby Call responded stating dispatching services will continue to be provided by Clackamas County. He highlighted staffing radios around the clock, seven days a week, would be a substantial undertaking, leading to significantly higher financial impacts.

**ACTION:**

Councilor Vermillion moved to adopt Resolution 2024-22 and adopting the Findings in the Staff Report, Councilor Shankle seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Lightner

NAYS: None.

ABSENTIONS: None.

**GENERAL BUSINESS**

- A. Intergovernmental Agreement for Judicial Services (Huff)

City Manager Dan Huff confirmed that the Intergovernmental Agreement is between the City of Molalla and the City of Mt. Angel for judicial services. This agreement does not alter the current arrangements with the Municipal Court Judge and is comparable to the previous IGA for prosecutor services with the City of Gladstone, merely recognizing both cities (Molalla and Mt. Angel) share the same municipal court judge without affecting costs or time.

**ACTION:**

Councilor Botsford moved to approve the IGA for Judicial Services between the City of Molalla and the City of Mt. Angel; Councilor Vermillion seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Lightner

NAYS: None.

ABSENTIONS: None.

- B. Clackamas County Debris Management (Huff/Corthell)

City Manager Huff, provided on the previously approved Debris Removal IGA with Clackamas County. It was noted Clackamas County has identified an error in the agreement, which will be corrected once additional information is received. The document has been shared for council review.

- C. Approval of Board Order Approving Solid Waste Management Fee Increases

Mr. Huff noted for informational purposes and depended on community usage of Solid Waste Services. The decision was made by the Clackamas County Board of Commissioners, shared to keep council informed.

**STAFF COMMUNICATION**

- **Lt. Bobby Call:** shared excitement witnessing the new PD facility take shape and mentioned MPD is currently recruiting for an open position with hopes of closing soon and beginning next steps in the process.
- **City Recorder Christie Teets:** During the meeting, it was noted that individuals should consider their voter registration status since the last general election. If someone has moved or will turn 18 before November 5th, they must register to vote by October 15th. Registration cards are available at City Hall, or individuals can easily register online through the Oregon Secretary of State's website, where they can also change or verify their address. For those without computer access, the Molalla Public Library offers public computers. Additionally, it was reiterated that election pamphlets will be mailed in two separate mailings, and ballots will be sent out on October 16th. If anyone does not receive their ballot, they are encouraged to contact Clackamas County for assistance.
- **Assistant City Manager Mac Corthell:** Beginning with Water Intake, kickoff meeting, discussed the ongoing river mapping and survey related to our water treatment project, which is progressing ahead of schedule. The first call in November will help narrow down the intake options to 4 or 5 logical choices based on our Water Treatment Plant's situation, river conditions, and budget. We have also submitted a pre-application for FEMA Brick Grant to help support a significant construction project. On the wastewater side, a pre-construction meeting scheduled for October 17<sup>th</sup>, with erosion control measures implemented at the treatment plant site to prevent stormwater contamination. Additionally, Urban Growth Boundary process, completed Housing Needs Analysis and Buildable Lands Inventory. The Employment Opportunity Analysis and Buildable Lands Inventory, first rough draft available. This will undergo a review by staff and feedback from the technical advisory committee before returning for further council input, with final finalization expected by December or January. These analyses will inform projected growth trends, necessary housing units, and land requirements for both residential and employment areas.
  - **City Manager's Comment:** emphasize to everyone watching that the long-term projects take considerable time and progress at a slow pace. However, the balancing act managed by the department is impressive. They are effectively making things happen and driving these initiatives forward.
- **City Manager, Dan Huff:** Mr. Huff shared his experience with the recent decoration of his office, noting that he needs to become accustomed to decoration. Christie Teets mentioned that the decorations were in celebration of his birthday.

## COUNCIL COMMUNICATION

- **Councilor Lightner:** No report.
- **Councilor Botsford:** Mentioned Chamber Networking event will be held, Thursday at the Fire Station at 8 a.m., snacks provided. Downtown trick-or-treating, local businesses interested in participating should call Jill at the chamber. Businesses not in downtown area but would like to be involved, contact the chamber for accommodations. Happy Birthday, Dan!
- **Councilor Vermillion:** Asked for Prayers for those affected by Hurricane in Florida.
- **Councilor Shankle:** Provided an update on the swimming pool, swimming lessons will be starting October 15<sup>th</sup> and second session beginning November 12<sup>th</sup>.
- **Councilor Childress:** No report.
- **Council President Newland:** Council President Newland expressed she missed Mayor Keyser and hopes he feels better soon. She announced a Parks committee meeting Thursday at 5:30 PM at City Hall. Donut Day will be on Saturday October 12<sup>th</sup> from 9 AM to 12 PM at Rotary Park, selling Krispy Kreme donuts, with proceeds going to Molalla Parks. She mentioned a candidate forum at Cowboy Coffee on Saturday afternoon and emphasized the importance of voting and being informed about candidates.

## ADJOURN

Council President Newland adjourned the City Council meeting at 8:07pm.

[For the complete video account of the City Council Meeting, please go to YouTube "Molalla City Council Meetings – October 09, 2024"](#)

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Scott Keyser, Mayor

PREPARED BY:

ATTEST:

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Crystal Robles, Records Specialist

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Christie Teets, CMC, City Recorder



**Community Development Department**  
315 Kennel Avenue, PO Box 248, Molalla, Oregon 97038  
Phone: (503) 759-0205

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## COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is made up of the Planning Division, Public Works Division, Economic Development Section, and Code Compliance Section. Below is a summary of the activities of each Division and/or Section over the past Fiscal Year (2023-2024), as well as a list of accomplishments and goals for Fiscal Year 2024-2025.

### FY 24/25 Department-Wide Goals Update

Department-wide goals are those that involve multiple divisions or sections, or don't fall squarely within one of the disciplines in the Community Development Department.

- iWorQ Work & Asset Management Platform Development and Implementation
  - **Community Development Platform is Complete and Active on City Website.**
  - **Public Works Platform is in Development, projected to go fully live by January 2025.**
- Granicus website overhaul & implementation
  - **Design is approximately 60% complete.**

- Module orientation complete for administrators, user training forthcoming.
- Module implementation is ongoing.
- Projected to go live in 1<sup>st</sup> quarter of 2025.

## PLANNING – LAND USE & PERMITTING

The Planning Division manages all development and permitting processes required to develop in Molalla and is supported by Clackamas County Building Codes, Molalla Fire District, and several state agencies as applicable for a given development.

### Land Use & Permitting Statistics

<b>Application Statistics: July 1, 2024-September 30, 2024</b>			
	<b>New</b>	<b>Approved</b>	<b>Open</b>
<b>Pre-Application</b>	<b>3</b>	<b>1</b>	<b>2</b>
<b>Zoning Letter</b>	<b>0</b>	<b>3</b>	<b>0</b>
<b>Building - Residential</b>	<b>4</b>	<b>4</b>	<b>1</b>
<b>Building - Comm/Ind/Pub</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Type I - Other</b>	<b>21</b>	<b>21</b>	<b>3</b>
<b>Type II</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Type III</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Type IV</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Final Plat</b>	<b>1</b>	<b>0</b>	<b>6</b>
<b>Council Appeals</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>LUBA Appeals</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>*Note – withdrawn or migrated applications are not accounted for in this table</i>			

## PLANNING – LONG RANGE PLANNING

The Planning Division is currently engaged in multiple long-term planning processes to ensure the City’s historic growth is managed in the best way possible under the law. Through these processes, city staff endeavors to preserve the small town feel of Molalla while simultaneously ensuring the people of Molalla reap the maximum benefits of managed growth.

### House Bill 2003 - Housing Production Strategies (HPS)

**What is the HPS?** The HPS is adoption of a set of housing production strategies to amend to the Comprehensive Plan for implementation over a 10-year period.

**Why are we completing the HPS?** The HPS is a requirement of House Bill 2003 for City’s over 10,000 in population.

**How is this project funded?** This project is funded by 2 grants obtained by City Staff plus a \$10,000 cash and in-kind match.

**Who is involved in the HPS?** The project is spearheaded by the Planning Division with support from consultant 3J Planning. Significant public outreach has taken place including a town hall, community survey, planning commission review, and City Council review. Additional public outreach will be completed in conjunction with finalization of a draft HPS document.



**Project Status:** The City and consultant have met with the Project Advisory Committee, a group of community stakeholders, to review a contextualized housing memorandum. The final product is projected for City Council review and adoption in December of 2024

## **21-16 Urban Growth Boundary (UGB) Amendment**

**Molalla Current Page:** <https://current.cityofmolalla.com/urban-growth-boundary>

### **The Sequential UGB Process**

**Approved by City Council, County Board of Commissioners and DLCD**

Department of Land Conservation and Development (DLCD) formally approved Molalla to use the Sequential UGB Process on March 28, 2023. Molalla is the first in the state to use the sequential process. The Sequential process mitigates risk by considering each portion of the UGB studies and expansion separately, thus limiting challenges to the task at hand without delegitimizing the entire process.

### **Housing Needs Analysis and Buildable Lands Inventory (HNA/BLI)**

**Approved by City Council as an amendment to the Comprehensive Plan on 7/26/23 (Ord. 2023-07)**

This work was funded by a grant obtained by City Staff with a \$5k cash and in-kind city match.

The HNA/BLI is the first step in the Sequential UGB Workplan. This study analyzes existing conditions, undeveloped land, underdeveloped land, and infill opportunities for the residential zones, then reconciles it against the 20-year projected growth line to determine how much additional acreage will likely be needed to facilitate residential growth and all of the public accoutrements that come with it (e.g. roads, schools, parks, etc.).

### **Employment Opportunities Analysis and Buildable Lands Inventory (EOA/BLI)**

**This analysis and inventory are currently in-work with projected completion by 12/31/24**

This work is funded by a grant obtained by City Staff with a \$5k cash match.

The EOA/BLI is the second step in the Sequential UGB Workplan. This study analyzes existing conditions, undeveloped land, underdeveloped land, and target industries for the Commercial and Industrial Zones, then reconciles it against the 20-year projected growth line to determine how much additional acreage will likely be needed for employers to provide job opportunities to the growing population of Molalla, and all of the necessary accoutrements to that (e.g. roads, etc.).

The public engagement process for this initiative is still ongoing. Currently a project advisory committee composed of local stakeholders is meeting on a regular basis. Additionally, direct stakeholder meetings are planned to take place over the next few months along with Planning Commission review and input, and City Council review, input, and adoption.

### **Efficiency Measures, Sufficiency Assessment, Study Area Identification & Evaluation**

**This work has been contracted and will be performed in the following timeframe: 10/1/24-6/1/25**

This work is funded by a grant obtained by City Staff with a \$5k cash and in-kind match.

In a nutshell, this work includes ensuring all efficiencies that can reasonably be taken to minimize the quantity of land needed to meet demand over the 20-year planning horizon, have been planned – then

discounts the total land need accordingly. Next, the study area is identified (typically 1 mile from the city limits in all directions), and evaluated for a set of criteria such as soil quality, serviceability, and the like.

Once the evaluation is complete, the land that best fits the criteria and meets the 20-year land need is identified and the final expansion procedures begin (e.g. Council Approval, County Approval, State Approval, potential challenges and referendums, and so on).

## **22-32 Parks Master Plan**

**Molalla Current Page:** <https://current.cityofmolalla.com/parks-trails-master-plan-update>

**What is the Parks Master Plan?** The Parks Master Plan is the document that provides City Staff direction for policies, improvements, and capital projects related to the City’s parks and trails systems.

**Why are we updating the Parks Master Plan?** The Parks Plan, like all Master Planning Documents, provides for a planning horizon (10-year for parks), but as the plan is executed and conditions within the City change, the plan must be updated to reassess the situation given all of the changes that occur. Molalla’s plan is now 10-year old and in desperate need of updating!

**How is this project funded?** The project is funded by a combination of Parks Capital Funds and Parks System Development Charges.

**Who is involved in the Parks Master Plan?** The project is spearheaded by the Planning Division with support from consultant Cameron McCarthy Landscape Architecture and Planning. Significant public outreach has taken, and will take place including a community survey with approximately 400 responses, direct outreach at several community events, regular meetings with the Project Advisory Committee, a townhall meeting, Parks CPC review, Planning Commission review, City Council review and adoption. Additional public outreach will be completed

**Project Status:** This project is currently underway with completion project by January of 2025.

## **PLANNING – ACHIEVEMENTS & GOALS**

### **FY 24/25 Planning Goals Update**

- 21-16 Complete Employment Opportunities Analysis & BLI
  - Currently at 75% completion.
  - Draft EOA/BLI is being circulated to TAC members for comment.
- 21-16 Maintain Schedule for UGB Studies
  - HNA/BLI – Complete and Adopted.
  - EOA/BLI – In work, 75% complete.
  - Next Step – Efficiency Measures.
- 22-32 Complete Parks Master Plan Update
  - Council & PC Joint Meeting on 11/20/24 to review draft Master Plan document.
  - Final updates and adoption projected for January, 2024.
- Develop & Implement In-House Occupancy Tracker

- No action yet this FY.
- Develop Master Planning Document Workplan
  - No action yet this FY.
- Complete Island Annexations
  - Consulted with veteran Planner, islands not possible.
  - Consultant working on Annexation plan.
- Complete Electronic Permitting Implementation
  - Complete and live on website.
- Complete Park Dedication & Fee in Lieu Ordinance
  - Part of Parks Master Plan implementation.
- Complete Mural Ordinance
  - No action yet this FY.
- Assist in Development & Implementation of PW Work & Asset Management Platform
  - In work, 60% complete.
- Assist in Development & Implementation of New City Website
  - In work, 60% complete.

## CODE COMPLIANCE

### **Code Case Statistics July 1, 2024 – September 30, 2024**

- CADs opened – 274
- New cases opened – 134
- Cases closed- 123
- Current open cases – 17

## CODE COMPLIANCE ACHIEVEMENTS & GOALS

### **FY 24/25 Code Compliance Goals Update**

- Public parking lot ordinance
  - Complete and adopted.
  - Working on policy, procedure, and forms to implement program.
- Noise ordinance
  - No action taken yet this Fiscal Year.
- Chicken ordinance
  - No action taken this Fiscal Year.
- Emergency Management Training

- All pre-requisites complete for National Emergency Management Course.
  - Attended Emergency Communications Training with Portland EM.
- Finalize Hazard & Code Outreach Program
  - Complete and implemented. Development of materials will be ongoing.
- Code Compliance Webpage
  - To be implemented with new website.
- Emergency Management & Hazard Mitigation webpage
  - To be implemented with new website.

## ECONOMIC DEVELOPMENT

The Economic Development Section is focused on business retention, business recruitment, and business assistance. This section was unmanned until April of 2024 when the Community Development Technician role was created and filled. This provided 0.35 FTE's to the Economic Development Section.

The work of this section will initially consist largely of bolstering Molalla events and other tourism to help draw consumers to the area. As the section continues to develop, employment land marketing, business recruitment, and relationship building will be added to the primary duties. Finally, other economic development programs will be explored by city staff and the City Council to determine what programs would be most effective and desirable in Molalla.

Despite being largely unmanned over Fiscal Year 2023-2024, the Economic Development Section was able to accomplish some exciting and impactful initiatives, with even more planned for this coming year!

## ECONOMIC DEVELOPMENT ACHIEVEMENTS & GOALS

### FY 24/25 Economic Development Goals Update

- Continue training Community Development Technician
  - Ongoing.
- Economic Development Webpage
  - To be implemented with new website.
- Industrial & Commercial Land Marketing Strategy
  - Put multiple commercial/industrial sites on Oregon Prospector.
  - More comprehensive marketing campaign to come after UGB Zone swaps.
- Live/Work/Play Video
  - No action taken yet this fiscal year.
- Sidewalk Improvement Program Buildout
  - Complete and implemented!
- Social Services Webpage

- To be implemented with new website.
- Begin Business Outreach and Engagement
  - Some businesses engaged re: 4<sup>th</sup> Friday Event assistance.
  - Some businesses engaged via monthly Chamber of Commerce meetings.
- Identify Target Industries for Molalla
  - In work, 75% complete.
- Complete Employment Opportunities Analysis
  - In work, 75% complete.

## PUBLIC WORKS

The Public Works Division is comprised of the Engineering Section, Public Works Maintenance Section, Water Treatment Plant Section, and Wastewater Treatment Plant Section. Together, these sections are responsible for capital improvement, maintenance, and operations of the City’s Water System, Wastewater System, Stormwater System, Transportation System, and Parks System.

### Engineering Section

The Engineering Section is involved in every capital project that occurs in the City, and several of the maintenance projects on capital systems. Additionally, they manage the City’s new Building Maintenance Program.

In addition to managing most of the projects below, the Engineering Section is integrally involved in the Master Planning processes, and the development and implementation of the public permitting platform.

### **Public Infrastructure Projects - Active**

<b>Number</b>	<b>Name</b>	<b>Notes</b>
<b>18-04</b>	Biosolid Dewatering/Hauling	This project is at substantial completion. All remaining biosolids to be removed with project 19-10
<b>19-10</b>	WWTP Upgrade	Pre-Construction Meeting on 10/17/24.
<b>21-02</b>	Molalla Forest Road at Chief Yelkus Park	On-hold. City Attorney’s Office working on ROW encroachment.
<b>21-09</b>	Chief Yelkus Park	90% design reached, construction documents in-work. Complete design and construction bidding projected in Dec ’24 – Jan ’25. Playground equipment on order.
<b>21-13</b>	Water Leak Survey and Repairs	On-hold until completion of lead/copper service inventory and potential replacement plan.
<b>21-15</b>	S Molalla Ave 12” Water Main	Project Complete!
<b>22-04</b>	New 2.0mg Water Reservoir	Land use process underway. Finalize purchase via option prior to July 2025.
<b>22-12</b>	RWUP Update	Upon completion of 19-10 WWTP upgrade.
<b>22-19</b>	MFR Resurface/Reopen	Request for survey services proposal has been published and is out for bidding.

22-21	Section St.	Resurfacing complete, striping to be completed when weather allows.
22-24	Water System PRV's	In design. Property acquisition to begin next Fiscal Year when design has been finalized.
22-27	WWTP On-Site Irrigation	Upon completion of 19-10.
22-28	ASR Feasibility	Working on an OWRD grant application.
22-29	Water Intake Structure	Project kickoff meeting held on 10/9/24.
22-31	Stormwater Master Plan Update	Mostly GIS backflushing and updating for modeling purposes at present. Mode to begin imminently.
22-36	Lead and Copper Service Inventory	Inventory complete, working on notice and mailers to complete the process.
23-12	Long Park Swing Set	Complete. Swing Set installed, surfacing refilled, ADA path access complete.
24-05	Lola Sewer/Water/Surfacing	Design in-work. Final I/I project from consent decree.
24-07	Park Cameras	Pre-design studies and estimating in-work.
24-08	Clark Park Pavilion	Working with Eagle Scouts on repair/replacement. In preliminary studies phase.
24-10	Fox Park Tot Park	Play structure on order, expect delivery and install in mid-November.

### Developer Infrastructure Projects - Active

Number	Name	Notes
17-20	Sawyer's (Frontage on Toliver)	City Attorney managing legal issue.
22-09/23-06	Bear Crk Apt's Phase I & II (Frontage on OR-211 and Ona)	In-Work, Ona way at substantial completion. OR-211 improvements in work, 40% complete.
22-11	River Meadows Subdivision (Rachel Ln)	Infrastructure substantially complete. Building permit applications beginning.
23-03	Molalla Petroleum	Awaiting Civil Submittals.
23-07	Stone Place Partition (S Leroy Ave Ext)	Substantial completion reached.
23-08	Burger King	Awaiting Civil Submittals.
23-09	Embold Credit Union	Awaiting Civil Submittals.
23-10	609 E Heintz Partition (Frontage on Heintz)	Civil review complete, awaiting start of construction.
24-01	Leza Estates Subdivision (Toliver & Hezzie)	In Civil Review, 3 <sup>rd</sup> review.
24-03	370 Metzler Multi-Family	In Civil Review, 3 <sup>rd</sup> review.
24-04	1400 Fountain Way Expansion	In Civil Review, 2 <sup>nd</sup> review.

### Completed Project List

23-04 Sewer Rate Model Update	22-05 WTP Tracer Study
22-35 WTP Auto-Shutdown Upgrade	22-30 WWTP Aeration Basin Bypass
22-25 PD HVAC Repair/Replace	22-20 Toliver at Trinity Waterline

22-15 Mercury TMDL Plan	22-10 WWTP Interim Capacity Study
22-03 Shaver at OR-211 Repair	22-01 City Hall Sewer Main Replace
21-11 Fox Park Playground Equipment	21-06 525 W Main Waterline
21-04 City Hall Upstairs Remodel	19-09 Signal at OR-211/Molalla Ave
17-12 Shirley Curb Extensions Repair	22-26 Temp Allocation in TMDL
20-07 Strawberry Park	18-14 City Shops Decant Facility
23-11 TMDL 5 Year Plan Update	23-05 Long Park Pickleball Courts
20-03 Eckerd, Lola, 2 <sup>nd</sup> Water/Sewer/Surfacing	18-08 Toliver & OR213 Roundabout
21-10 Civic Center CDBG Project	22-02 Center Market
22-07 Cascade Place Apartments	22-13 Goodwill
22-16 Starbucks	22-23 5 <sup>th</sup> St Duplex
23-02 EOP & NHMP	23-01 Ivor Davies Disk Golf

## PUBLIC WORKS - MAINTENANCE

### Work Orders Completed by Utility Crew 7/1/24-10/1/24

Water	260
Sewer	39
Storm	23
Street	110
Fleet	5
General__parks_facilities_ect	249
SplitFund__locates_etc	23
Capital	0
Other	65

## PUBLIC WORKS - OPERATIONS

### Water Treatment Plant

Monthly Water Production (gallons)		
Monthly	2023 Total Treated	2024 Total Treated
<b>August</b>	50,369,000	46,459,000
<b>September</b>	34,049,000	35,522,000

### **Ant Farm**

The WTP benefited from the support of Ant Farm's summer youth program. Volunteers from the program generously gave their time to assist with projects around the plant, helping with landscaping and general upkeep. Before and after photos of the work they did.



We hired a new Water Treatment Operator Level 2, Charles Linch.





## Wastewater Treatment Plant

In the 3<sup>rd</sup> Quarter the wastewater treatment plant received 56.462 MG in raw wastewater. We applied 84.486 MG of cleaned effluent water on to the recycled water fields. We had no violations. The wastewater project was bid and awarded. We also completed our annual biosolids removal. Those total numbers have not come in yet, but I will report them with the next quarters numbers.



The crew did a great job to keep the irrigation fleet going through this season with some of the equipment getting to a place that replacement items are needed, they kept the needed irrigation application going while getting equipment back up and operational again. Going into this next quarter we are getting the maintenance items taken care of going into the winter season. Lots of positives to see around the wastewater treatment plant.

We began receiving checks for our participation in the peak event reduction program in June. Although in the grand scheme of the total energy bills this is a small amount anything we get back from this helps combat the rising costs of the energy bills we are facing in today's environment.

	June	July	August
Water	\$401.45	\$461.02	\$443.59
Wastewater	\$361.30	\$413.02	\$391.20

## PUBLIC WORKS ACHIEVEMENTS & GOALS

### FY 24/25 PW Goals Update

- Contract CIPP program for 5-year on-call contractor
  - Bid and Contract Documents in-work.
- Continue progress on Wastewater Treatment Plant per Schedule
  - Pre-construction meeting scheduled for 10/17/24
- Begin preliminary work for Recycled Water Use Plan Update
  - Held Preliminary Meeting
- Continue progress toward WWTP on-site irrigation
- Complete biosolids removal for 2024
  - Complete
- Water Internship Program
- Water Intake Pump #1 Rebuild
- Water Reservoir Ladder Repair
- Complete 2mg Tank Property Acquisition and Pre-design Work
  - In-Work on land use
- Begin Water Intake Pre-Design and Begin BRIC Grant Application
  - In-work
- Complete Lead/Copper Service Line Inventory

- Inventory Complete, follow-up requirements in-work.
- Complete Water Service Line Repairs
- Improved Water conservation program
- Complete Stormwater Master Plan
  - In-Work
- Develop and Implement Stormwater Maintenance/Management Program
- Complete Section St. Overlay
  - Complete
- Complete S Molalla Ave Overlay
  - Complete
- Complete Molalla Forest Road Survey
  - RFP out for bids
- Continue development of Chief Yelkus Park per Schedule
  - 90% design achieved
- Replace Long Park Swing set
  - Complete
- Install Verkada Camera System at all Parks
  - In-Work
- Grub Cemetery Property off of S Lowe Rd.
- Replace Clark Park Pavilion
  - In-Work
- Complete Project Open/Close Checklist
- Complete managed maintenance agreements for building maintenance
- Complete Sawyer's Frontage Improvements
- Water, Sewer, Street Project on Lola Ln.
  - In-Work
- Complete S Molalla Ave Waterline
  - Complete
- Complete PRV Design and Begin Property Acquisition
  - In-work
- Complete OR-211 Jurisdictional Transfer Funding Request
  - Offered funding fell short, pursuing legislative support



## CITY OF MOLALLA

### Staff Report

**Agenda Category: PRESENTATIONS, PROCLAMATIONS, CEREMONIES**

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**Agenda Date: Wednesday, October 23, 2024**

**Submitted by: Diana Hadley, Library Director**

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

**SUBJECT:** Library Board Appointment (Hadley)

**FISCAL IMPACT:** N/A

**RECOMMENDATION/RECOMMENDED MOTION:**

Approval.

Recommended Motion: I move to appoint Judy Loucks to the Molalla Public Library Board of Directors.

**BACKGROUND:**

Judy Loucks lives in Colton and is active in the community there. She has assisted the library in arranging a time and place for the bookmobile to park in conjunction with other services to the community. She is a library user and enjoys our book boxes. She is willing to serve on the Library Board as a representative of the unincorporated area we serve. It has been some time since the board had representation from the Colton area.



## CITY OF MOLALLA

### Staff Report

#### Agenda Category: GENERAL BUSINESS

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**Agenda Date: Wednesday, October 23, 2024**

**Submitted by: Cindy Chauran, Finance Director**

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

**SUBJECT:** Quarterly Report - Finance Department (Chauran)

**FISCAL IMPACT:** Impact provided in report.

**RECOMMENDATION/RECOMMENDED MOTION:**

No action required. For information only.

**BACKGROUND:**

The first quarter Financial Report shows budgeted vs. actual revenues for the General Fund by department. The first page shows actual expenses at 25%, indicating overall spending for the General Fund is on target.

The second page shows performance statistics for Utility, Court, and Accounts Payable. As workloads increase, staff stay focused on the tasks at hand and the statistics reflect all their hard work.

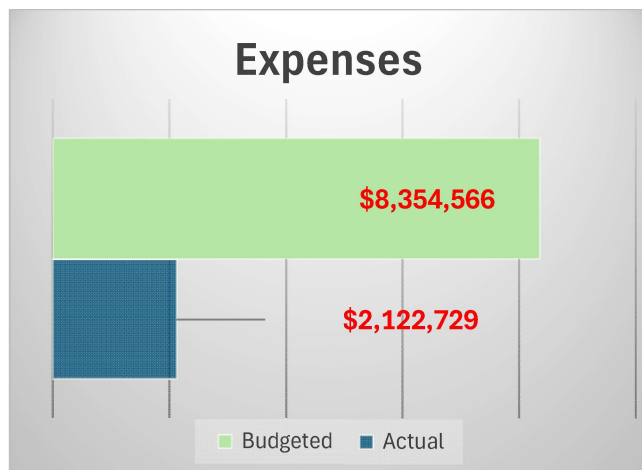
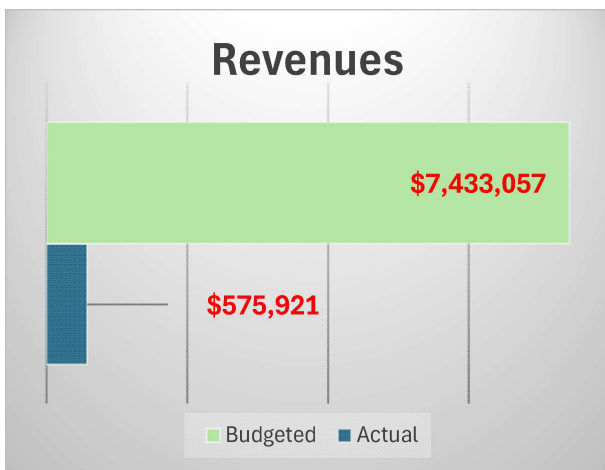
**ATTACHMENTS:**

[Quarterly Report - Finance](#)

# City of Molalla General Fund

## 1st Qtr Report July / August / September

	Actual	Budgeted	
<b>Revenues</b>			
General	\$181,763	\$5,919,794	
Administrative	\$155,017	\$887,843	
Park	\$14,610	\$12,600	
Court	\$45,512	\$170,100	
Police	\$102,416	\$149,300	
City Council	\$9,620	\$13,420	
Planning	\$66,983	\$280,000	
	<u>Actual</u>	<u>Budgeted</u>	
<b>Total General Fund Revenue</b>	<b><u>\$575,921</u></b>	<b><u>\$7,433,057</u></b>	
<b>Expenses</b>			
Admin	\$ 418,045	\$ 1,552,798	
Police	\$ 1,356,972	\$ 4,668,026	
Court	\$ 78,435	\$ 294,535	
Council	\$ 21,856	\$ 68,540	
Parks	\$ 156,599	\$ 1,371,764	
Planning	\$ 90,823	\$ 398,903	
	<u>Actual</u>	<u>Budgeted</u>	
<b>Total General Fund Expenses</b>	<b><u>\$ 2,122,729</u></b>	<b><u>\$ 8,354,566</u></b>	25%



➡ Revenues the first quarter are always slow due to property taxes.

➡ Expenses are on target showing 25% as spent.



Utility Performance by Month	July-24	August-24	September-24
Total Number of Utility Customers	3280	3271	3230
Number of Bills Sent - Mail	2239	2224	2223
Number of Bills Emailed / Texted	2273 / 349	2276 / 379	2276 / 381
Delinquent Notices Sent Out	396	448	338
Courtesy Delinquent Notices Sent out to Landlords			37
Shut Offs	4	2	1
New Accounts - Opened	21	10	16
Accounts - Closed	22	14	30
End Point User Replacements (Malfunctioned Meters)	71	104	37

Court Performance by Month	July-24	August-24	September-24
Case Docketing	238	217	207
New Cases Filed	138	97	109
Guilty by Default Letters Sent	38	42	14
Sentenced - Fines	61	75	33
Fix It Tickets	14	8	7
Seat Belt Diversion Class	0	0	2
First Time Offender Traffic Diversion	10	10	2
Distracted Driver Awareness Class (cell phone)	5	2	3
Charges Dismissed (due to fix-its or plea deals)	33	25	24
DUII Diversions	1	4	2
DUII Convictions	0	0	0
Contract Payment Plans	15	15	8
Order to Show Cause Letters Issued	36	4	1
Bench Warrants Issued	28	52	18
Cases Sent to Collections	0	46	34
Criminal Cases Resolved	11	13	19
Court Fines Collected	\$15,299.24	\$14,791.27	\$6,575.22
Court Costs Collected	\$6,462.82	\$8,662.62	\$3,811.18

Accounts Payable	July-24	August-24	September-24
Number of Invoices	192	233	210
Number of Invoice Transactions	345	527	541
Number of Checks Issued	117	128	125
Number of ACH Payments	14	32	30
Combined Total of All Payments Issued	\$ 1,347,017.50	\$ 1,039,923.98	\$ 473,658.24



## CITY OF MOLALLA

### Staff Report

#### Agenda Category: GENERAL BUSINESS

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**Agenda Date: Wednesday, October 23, 2024**

**Submitted by: Christie Teets, City Recorder**

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

**SUBJECT:** Special Event Permits - Application & Process Update (Teets)

**FISCAL IMPACT:** N/A

**RECOMMENDATION/RECOMMENDED MOTION:**

No action required. For information only.

**BACKGROUND:**

To promote success and ensure safety at local events, the City of Molalla requires event organizers to complete a Special Event Permit. A Special Event Permit must be completed if the event involves a large group of people (compared to the usual occupancy of the site). Also, if the events are advertised to the public and do not occur regularly on the site or impacts the use of City streets (including curb and parking lane), sidewalks, or other public rights of way.

During a recent insurance audit, it was brought to City staff's attention that a Certificate of Insurance is not necessary/required for events held on private property.

The City will continue to require a Special Event Permit for events held on private property, in effort to provide public safety, however insurance will no longer be required.

Once the permit has been received and routed, it will be placed on the City's community calendar. This is free advertising to the public and is part of the City's Vision and Action Plan 2030:

***Focus Area #2 Enhance City website to add event information and cross promote with Chamber and other entities.***

Events will be differentiated as follows:

- Events that impact City, County, State areas will remain the same; once processed will receive an APPROVAL.
- Events that are held on private property and reviewed by Police and Fire will receive an ACKNOWLEDGEMENT.

All Special Event Permits will be forwarded to the City's Community Calendar for advertisement.

**ATTACHMENTS:**

[Special Event Form](#)



City of Molalla

# SPECIAL EVENT PERMIT

*Permit must be submitted at least 45 days prior to the event*

## SUBMISSION OF APPLICATION

*Per Molalla Municipal Code, Chapter 5.20, Special Event Licenses*

A Special Event Permit must be completed if the event involves a large group of people (compared to the usual occupancy of the site), and includes one or more of the following:

- (1) gatherings/events that involve large groups of people impacting the right-of-way or City Park;
- (2) gatherings/events advertised to the public;
- (3) gatherings/events that cause impact to City streets or a State Highway (including curb or parking lane), sidewalks, and or public rights-of-way; or
- (4) gatherings/events that impact to a Public Parking Lot.

Examples of Special Events include but are not limited to; a carnival, fair or festival, concert, rodeo, sporting event, parade, public demonstration, and/or other events desiring to be located within the City.

## EVENT DATE, TIME & LOCATION

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_  Single Day  Multi-Day Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Location: \_\_\_\_\_

## CONTACT INFORMATION (all fields required)

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## ORGANIZATION INFORMATION (all fields required)

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_





### DAY OF EVENT CONTACT INFORMATION

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

### EVENT ATTENDANCE

Participant types and numbers (estimated)

Participants: \_\_\_\_\_ Vendors: \_\_\_\_\_ Staff/Volunteers: \_\_\_\_\_ Bikes: \_\_\_\_\_  
 Vehicles: \_\_\_\_\_ Bands: \_\_\_\_\_ Animals (including horses): \_\_\_\_\_ Floats: \_\_\_\_\_

### EVENT PARKING

Locations: a. \_\_\_\_\_ Number of Cars: \_\_\_\_\_  
 b. \_\_\_\_\_ Number of Cars: \_\_\_\_\_  
 c. \_\_\_\_\_ Number of Cars: \_\_\_\_\_  
 d. \_\_\_\_\_ Number of Cars: \_\_\_\_\_

### AGENCY APPROVALS

(if required, attach a copy or explain status of obtaining approval)

Yes \_\_\_ No \_\_\_ Sponsor is site Owner *(If Sponsor is not owner of event site, attach Site Owner Approval Form)*  
 Yes \_\_\_ No \_\_\_ Does Event also occur outside city limits? Does Event cross or take place on a State Highway system ie: Hwy  
 211, Hwy 213, etc.? *(ODOT PERMIT REQUIRED)*  
 Yes \_\_\_ No \_\_\_ Restrooms on Site? Number: \_\_\_\_\_  Yes  No Portable Restrooms? Number: \_\_\_\_\_  
 Yes \_\_\_ No \_\_\_ Park Use Application *(required if City Park is used for the Event)*  
 Yes \_\_\_ No \_\_\_ Traffic Control Plan *(required if alters public streets, sidewalks, curb-lane parking, or uses traffic/parking signs)*  
 Yes \_\_\_ No \_\_\_ City Property Used (Other than right-of-way)? Describe:  
 Yes \_\_\_ No \_\_\_ Is Food being served and/or prepared at your event? *Food handler's license from Clackamas County required by Applicant*  
 Yes \_\_\_ No \_\_\_ Is alcohol being served? *OLCC Permit Required – Copy must be furnished to the City*

### POLICE DEPARTMENT ASSISTANCE

Yes  No Requested? *If yes, what type of assistance is requested (fees may apply):* \_\_\_\_\_

### STREET MAINTENANCE ASSISTANCE

Yes  No Requested? *If yes, what type of assistance is requested (fees may apply):* \_\_\_\_\_



## APPLICANT RESPONSIBILITY

Applicant is responsible for obtaining all additional permits, licenses, and insurance certificates required upon the issuance of this Event Permit. Please fulfill all the obligations listed below before submitting this application. *Once all obligations are complete you must place your initials in all of the designated areas marked with parentheses*

( ) **CLEAN UP:**

Applicant agrees to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such cleanup is not promptly undertaken the City reserves the right to do the cleaning itself and to charge the applicant for the actual time and expense incurred.

( ) **CITY CODES/PERMITS:**

Applicant agrees to obtain all City permits and licenses that may be required, and shall comply with all other City laws and other conditions that the City Manager deems necessary.

- Food Handler's License – Clackamas County (503) 742-5300 or [online here](#)
- Oregon Liquor Control Commission (OLCC) (503) 872-5000 or [online here](#)
- Oregon Department of Transportation (ODOT) (503) 653-3086 or [online here](#)
- Clackamas County Department of Transportation (503) 742-4400 or [online here](#)

( ) **CONDUCT/NUISANCES:**

Applicant understands that if the outdoor activity is conducted in such a way as to create a nuisance for any business or resident of the area, future permits may be denied for that reason alone. Applicant will be notified as soon as practical that the activity engaged in created a nuisance and may ask for a review of such determination.

( ) **SITE MAP:**

**This application will not be processed unless a site map is included.** Site map must indicate location of tents, stages, portable restrooms, fencing, food booths, alcoholic and non-alcoholic beverage booths, etc.

( ) **TRAFFIC CONTROL PLAN MAP:**

**If applicable, this application will not be processed unless a traffic control plan map is included.** Indicate where streets will be blocked and how they will be blocked including fencing, barricades, stages, tents, etc.

( ) **CERTIFICATE OF INSURANCE - REQUIRED**

Applicant agrees to provide a policy of liability insurance. This insurance shall provide coverage for not less than \$2,000,000 covering all claims per occurrence; \$1,000,000 for personal injury to each person, \$1,000,000 for each occurrence involving property damage. The limits of the insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the State of Oregon. This insurance shall be without prejudice to coverage otherwise existing and shall name as additional insured the City of Molalla and its officers, agents, and employees. The sponsor agrees to maintain continuous coverage for the duration of the permit. City to receive 30 days' notice of cancelation or material modification. If alcohol is to be sold, liquor liability coverage is also required. (The City reserves the right to increase coverage minimum if event presents extraordinary risk).

## SPECIAL EVENT FEES

**Road Barriers** - \$50 fee for drop-off/pick-up and \$50 deposit per barrier

*\*If all barriers are returned in proper working order and without damage, deposit will be refunded.*

**Event Fee** - \$1,000 per day for events over 1,000 people

## OFFICE USE

Number of Barriers Rented: \_\_\_\_\_ Deposit Received On: \_\_\_\_\_

Total Deposit Returned: \_\_\_\_\_ Date: \_\_\_\_\_ Number of Barriers Damaged: \_\_\_\_\_

Special Event Fee – Date Received: \_\_\_\_\_ Staff Initial: \_\_\_\_\_



## RELEASE & INDEMNITY AGREEMENT

The undersigned Sponsor, by signature below, shall defend, indemnify, and hold the City, its officers, agents and employees, harmless against all liability, loss, or expenses, including attorney's fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property caused by any act or omission of an act sustained in any way in connections with the performance of this event or by conditions created thereby, or based upon violation of any statute, ordinance, or regulation. This contractual indemnity provision does not abrogate common law or statutory liability and indemnification to the City, but is in addition to such common law or statutory provisions.

## APPLICANT'S/SPONSOR'S SIGNATURE

I do affirm that the foregoing statements and representations are binding upon me, or if executed on behalf of a Sponsoring Entity are binding upon the Sponsor and are executed pursuant to authority. The information submitted is true to the best knowledge of the undersigned, and the undersigned shall notify City in writing at any time as additional information is known or the plans for the event are revised which would alter the information and statements given.

Signature of Person Signing: \_\_\_\_\_

Name of Person Signing (PRINTED): \_\_\_\_\_

Title of Office: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE SUBMIT THIS PERMIT TO THE  
 CITY OF MOLALLA - EXECUTIVE ADMINISTRATIVE ASSISTANT  
 NO LATER THAN 45 DAYS PRIOR TO THE EVENT**

**All information must be provided to process the Permit. An incomplete permit will slow approval time.**

A copy of this permit will be sent to the applicant upon approval.

### For Office Use Only

**Police Department:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied Conditions of approval: \_\_\_\_\_

**Public Works/ Street Department:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied Conditions of approval: \_\_\_\_\_

**Fire Department/ Emergency Management:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied Conditions of approval: \_\_\_\_\_

**City Administration Approval:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied Conditions of approval: \_\_\_\_\_



## CITY OF MOLALLA

### Staff Report

**Agenda Category: STAFF COMMUNICATION**

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**Agenda Date: Wednesday, October 23, 2024**

**Submitted by: Diana Hadley, Library Director**

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

**SUBJECT:** Library Flyer

**RECOMMENDATION/RECOMMENDED MOTION:**

No action required. For information only.

**ATTACHMENTS:**

[Library Flyer](#)



# MOLALLA PUBLIC LIBRARY

## 2023 - 2024

TOTAL VISITORS



# 41,528



ITEMS BORROWED

### In-House Items Borrowed

1st Checkout	Renewals
93,577	50,252

### Digital Checkouts



# 26,260



PROGRAMS

**221** Programs for Everyone  
**7,919** People in Attendance

AGE GROUPS

### > Adults

35 Programs  
 588 People

### > Teens

21 Programs  
 833 People

### > Children

146 Programs  
 5,416 People

### > Outreach

19 Programs  
 1082 People

READING PROGRAMS



## 551 Winter and Summer Participants