



Molalla City Council

Meeting located at: Molalla Adult Community Center
315 Kennel Avenue Molalla, OR 97038

July 10, 2013

Regular Meeting Agenda - Revised

Work session: 6:30 pm. The Council will review and discuss agenda items for the business meeting.

Business meeting: The meeting will begin at 7 p.m. The Council has adopted Public Participation Rules. Copies of these rules and public comment cards are available at the entry desk. Public comment cards must be turned into the City Recorder prior to the start of the Council meeting. The City will endeavor to provide a qualified bilingual interpreter, at no cost, if requested at least 48 hours prior to the meeting. To obtain services call the City Recorder at (503) 829-6855.

1. **CALL TO ORDER – 1,019th Regular Meeting**

A. Flag salute and roll call

2. **COMMUNICATIONS AND PUBLIC COMMENT**

A. Minutes: June 26, 2013

B. Library Board Minutes for May 2013. No meeting held in June 2013.

3. **AWARDS & RECOGNITIONS**

4. **PUBLIC HEARINGS**

5. **CONTINUING BUSINESS**

6. **ORDINANCES** - 2013- 04: Finance Committee Ordinance (*Tabled to 07/24/13*)

7. **NEW BUSINESS**

A. Economic Improvement District – Discussion between Council and instruction to staff how/if to proceed with the EID item

8. **RESOLUTIONS**

A. Resolution 2013-14: Decalaring Councilor Dennis Wolfe’s position as vacant.

B. Resolution 2013-10A: Revising resolution 2013-10 adopting the COM budget for **FY 2013-2014**; Making **appropriations**, categorizing and levying ad valorem taxes.

9. **PROCLAMATIONS**

10. **REPORTS AND ANNOUNCEMENTS**

A. City Manager Report – Dan Huff

B. Upcoming Council Agenda Items:

1. Updated FY13/14 Fee Schedule 07/24/13

11. **EXECUTIVE SESSION**

12. ADJOURNMENT

Minutes of the Molalla City Council Regular Meeting
Molalla Adult Center
315 Kennel Ave., Molalla, OR 97038
Wednesday June 26, 2013

ATTENDANCE: Mayor Rogge, Present; Councilor Pottle, Present; Councilor Clark, Absent; Councilor Thompson, Present; Councilor Wise, Present; Councilor Wolfe, Present; Councilor Griswold, Present.

STAFF IN ATTENDANCE: City Manager Huff, Present; Public Works Director Howatt, Present; City Recorder Cramer, Present.

COMMUNICATIONS AND PUBLIC COMMENT:

A. Minutes

Councilor Pottle made a motion to approve the minutes from the May 8 with corrections and June 12 meetings. Councilor Wolfe Seconded. Motion approved (6-0) Mayor Rogge, Aye; Councilor Pottle, Aye; Councilor Wolfe, Aye; Councilor Thompson, Aye; Councilor Wise, Aye; Councilor Griswold, Aye.

AWARDS & RECOGNITION

Police Chief Lucich showed City Council and the citizens the new centennial badges that the Police Department will be wearing from July 1 through June 30. These were purchased by the officers so at the end of the fiscal year they will be retired to the officers.

Mayor Rogge introduced and welcomed Dan Huff as the new City Manager. City Manager Huff stated that he was excited to be here.

Jennifer Hood displayed one of the Rodeo Walk of Fame plaques. She stated that one would be going in the ground tomorrow at the rodeo grounds. Two will go in front of City Hall. These were paid for entirely with grant money.

Jim Taylor 29480 S. Holt Rd, Colton, Or, welcomed Dan Huff to Molalla. He also acknowledged Jennifer Hood for her hard work on the Rodeo Walk of Fame project along with the board members and Public Works department.

After listening to the Urban Renewal report stated the importance of where we need to go as a city and the importance of an EID.

Councilor Thompson made a motion to discuss the EID at the next council meeting. Councilor Wise Seconded.

ORDINANCES

A. 2013-04: Finance Committee Ordinance

Councilor Thompson made a motion to table the ordinance to create a Finance Committee until July 24, 2013. Councilor Wolfe Seconded. Motion approved (6-0) Mayor Rogge, Aye; Councilor Pottle, Aye; Councilor Wolfe, Aye; Councilor Thompson, Aye; Councilor Wise, Aye; Councilor Griswold, Aye.

REPORTS & ANNOUNCEMENT

Mayor Rogge presented a STIP fund document that had been condensed. She stated that Hwy 211 is on the STIP list for 2014 for improvements. She asked the citizens to let ODOT know why we need Hwy 211 be improved.

She stated that we have an upcoming agenda item which is FY 13/14 fee schedule. City Recorder Cramer stated that these are administrative fees.

Councilor Pottle asked that a Park and Rec discussion be added to next council meeting, Mayor Rogge seconded.

Councilor Wolfe stated that he will be resigning as City Councilor effective immediately. Mayor Rogge thanked him for his years of service to the City.

Councilor Griswold stated that the Centennial is coming up, he also reminded everyone of the VFW breakfast at Long Park. There will be a Centennial religious event at the rodeo grounds.

Mayor Rogge stated that Kurt Shrader will be at the breakfast at 8:15.

Councilor Wise thanked Councilor Wolfe for his time of City Council. Wanted to wish everyone a safe and happy 4th of July.

Councilor Thompson wished Councilor Wolfe the best and stated that he will be missed greatly.

Councilor Pottle stated that he respects Councilor Wolfe and thanked him for his time on City Council.

Mayor Rogge thanked Councilor Wolfe for his time on City Council and the support that he has given her.

Councilor Pottle asked the Boy Scout in the audience to talk to Council. Boy Scout Peter Mueller stated that he was to attend a City Council meeting to earn a merit badge that he is working on. The Mayor and Council thanked him for coming to the meeting. His father, Staff Sgt. John Mueller, serving with the Oregon National Guard, stated that it has been a pleasure living in the community for the past 15 years. Mayor Rogge and City Council thanked him for his service.

Mary Lyn Jacob, Molalla Centennial Committee Member, is hoping that the time capsule that is buried outside City Hall can be dug up. She stated that what they would like to put in the new time capsule is pictures of Molalla citizens forming the number 100 before the rodeo on July 6th.

ADJOURNMENT:

Councilor Pottle made a motion to adjourn, Councilor Griswold seconded, Motion approved (6-0) Mayor Debbie Rogge, Aye; Councilor Pottle, Aye; Councilor Wolfe, Aye; Councilor Thompson, Aye; Councilor Wise, Aye; Councilor Griswold, Aye.

Sadie Cramer, City Recorder

Mayor Debbie Rogge

Molalla Library Advisory Board

Meeting Date: 5/16/2013

Meeting brought to order by Kelly Andrews at 6:00 P.M.

Members Present: Mary Gilson, Kelly Andrews, Paula Beck, Sandy Nelson, Angela Patton.

Staff Present: Glenda Triebwasser

The "Reworded Notes" from the April meeting were approved as read; we did not have a quorum, but met.

The minutes from the March meeting were approved as read.

- Staff Report: (Ask Glenda for a copy of the "Staff Report" if you didn't receive one.)
 - a) The Library Budget for 2014 passed.
 - b) There is a new applicant for the Story Hour at the library; she is a Russian lady and would be a good addition to serve our multi-cultural community.
 - c) There may soon be a new and permanent City Manager.

- Old Business:
 - a) There should be an attendance requirement for Molalla Library Advisory Board members. Some examples are that 2 or 3 consecutive meetings cannot be missed without notice; in other words, just not showing up. As we have learned, if we don't have a quorum, we cannot do business.
 - b) Meeting Norms could be the following:
 - 1) Arrive on time.
 - 2) Respect each other's opinions.
 - 3) Attendance requirement similar to the above.
 - c) Kelly will send us some examples from other Library Advisory Boards for us to start thinking about our expectations of Board members. We will discuss this topic at our June meeting.

- New Business:
 - a) The Ford Foundation has flower baskets for sale. They range from \$20 to \$40.

The next meeting will be on June 20th at 6:00 P.M. at the Public Library in Molalla.

The meeting was adjourned at 6:46 P.M.

Submitted by Mary Gilson, Secretary.

Library Board Meeting - Staff Report – May 16th, 2013

Library Activities –

- Story time will be ending for the summer on May 31st. Although Michelle is planning on trying a multicultural storytime this summer.
- Poetry contest has ended and the winners are:
 - First place winners – Kayla Appleton, Ashley Goetz, Kaia Schrosk and David Smith
 - Second place winners – Gabe O'Dell, Losgunna June, Julie Ann Larsen
 - Poetry books are available for purchase for \$6.00 each.
- Library will be closed for Memorial Day, Monday May 27th.
- Friday, June 7th @ 6:00 pm Michelle will be hosting "Snuggle Sleepover". This is a special storytime for children and their favorite stuffed animal. The animals will spend the night at the library and the children can pick them up Saturday morning along with pictures of their stuffed animals having fun at the library after hours.
- Summer Reading is fast approaching. Signups beginning on June 16th.

Old Business –

- They will be testing the BTOP fiber project on Friday, May 17th. I still do not have a definite date that we will be switching over to the new system. I have postponed payment for the equipment that the library is responsible for until after July 1st, 2013. At the last estimate the cost will be \$7,000.00.
- The first budget meeting was held on May 9th, 2013. It went very smoothly and the budget committee was able to approve the budget in the one meeting. There were no questions about the library budget from the committee. I did notice in the final document the cost allocation amount decreased \$359.54 from the amount that I had budgeted.
- Heather Penni, Finance Director, withdrew her resignation.
- I have not heard anything about the network budget.

New Business –

- We posted the on call position and interviewed three applicants. We will be hiring only one person as existing staff is interested in working additional hours this summer. Part time staff can work up to 118 ¾ hours per month before we have to pay benefits. I feel that this will be adequate to cover the additional shifts available with Irene's family leave this summer.
- Interviews for a new city manager were held on Wednesday, May 15th, 2013. A candidate was chosen and the position will be offered to that person pending outcome of background checks.

City Of Molalla

City Council Meeting

Agenda Category: New Business

Subject: Economic Improvement District – Discussion Item

Recommendation: Discussion and Council Direction for Staff

Date of Meeting to be Presented: July 10, 2013

Fiscal Impact: Estimated City of Molalla expenses to date: \$8,000 (Staff, legal fees etc)

Future Fiscal Impact: Unknown at this time

Background:

May 22, 2013 Council instructed staff to not process the EID any further and to not send out the mandatory notices to the effected EID business owners. (*Vote passed 4-3*)

June 26, 2013 Council added the topic of EID to new business as a discussion item at the July 10, 2013 meeting.

SUBMITTED BY: Sadie Cramer, City Recorder

APPROVED BY: Dan Huff, City Manager

ALL AGENDA ITEMS MUST BE SUBMITTED BY NOON THE THURSDAY BEFORE THE SCHEDULED COUNCIL MEETING. LATE ITEMS WILL BE SUBMITTED TO THE CITY MANAGER FOR CONSIDERATION.

City Of Molalla

City Council Meeting

Agenda Category: Resolution

Subject: A Resolution 2013-14 Declaring the Council Position
Held by Dennis Wolfe to be Vacant

Recommendation: Adopt Resolution

Date of Meeting to be Presented: July 10, 2013

Fiscal Impact: None

Background:

Section 19 B. 6. of the Molalla City Charter provides that the City Council shall declare a vacancy on the Council in the event of an incumbent's resignation from the office. Councilor Dennis Wolfe has submitted his resignation as a member of the Council at the June 26, 2013 public meeting, effective immediately. A motion to adopt the attached resolution declaring his position to be vacant is therefore now in order so the position can be appointed.

Dennis Wolfe: Elected 11/02/2010
Term Expires: 12/31/2014

SUBMITTED BY: Sadie Cramer, City Recorder

APPROVED BY: Dan Huff, City Manager

ALL AGENDA ITEMS MUST BE SUBMITTED BY NOON THE THURSDAY BEFORE THE SCHEDULED COUNCIL MEETING. LATE ITEMS WILL BE SUBMITTED TO THE CITY MANAGER FOR CONSIDERATION.

City of Molalla

RESOLUTION NO. 2013-14
A RESOLUTION DECLARING THE COUNCIL POSITION
HELD BY DENNIS WOLFE TO BE VACANT

WHEREAS, Section 19 B. 6. Of the Molalla City Charter provides that the City Council shall declare a vacancy on the Council in the event of an incumbent's resignation from the office, and

WHEREAS, Councilor Dennis Wolfe has submitted his resignation as a member of the Council, effective immediately,

NOW, THEREFORE, the City Council of the City of Molalla resolves that:

1. The Council position held by Dennis Wolfe is declared vacant.
2. This resolution shall take effect immediately.

Adopted by the City Council, governing body of the City of Molalla, Clackamas County, Oregon this _____ day of _____, 2013.

Attest:

Sadie Cramer, City Recorder

City of Molalla

By _____
Debbie Rogge, Mayor

City of Molalla

City Council Meeting

Agenda Category: Resolution

Subject: Resolution 2013-10A: A Resolution revising Adopting the City of Molalla Budget for the Fiscal Year 2013-2014; Making Appropriations; and Categorizing and Levying Ad Valorem Taxes resolution 2013-10

Recommendation: Adopt Resolution

Date of Meeting to be Presented: July 10, 2013

Fiscal Impact: None

Only one revision is needed in the attached document under section 2 stating “*and in the amount of \$64,994 for bonds*” should read as “*and in the amount of \$67,250 for bonds*” which is the number approved by the budget committee and council.

The Molalla Budget Committee approved a fiscal year 2013-2014 budget for the City of Molalla on May 9, 2013. Changes recommended by the Budget Committee have been incorporated into the document presented for Council approval.

SUBMITTED BY: City Recorder and Finance

APPROVED BY: Dan Huff, City Manager

ALL AGENDA ITEMS MUST BE SUBMITTED BY NOON THE THURSDAY BEFORE THE SCHEDULED COUNCIL MEETING. LATE SUBMISSIONS OR REQUEST WILL BE SUBMITTED TO THE CITY MANAGER FOR CONSIDERATION.

RESOLUTION NO. 2013-10A
CITY OF MOLALLA

A RESOLUTION ADOPTING THE CITY OF MOLALLA BUDGET FOR THE FISCAL
YEAR 2013-2014; MAKING APPROPRIATIONS; AND CATEGORIZING AND LEVYING
AD VALOREM TAXES

The City Council of the City of Molalla, Oregon, on the 12th day of June, 2013 sat in regular session for the transaction of City business.

NOW, THEREFORE, THE CITY OF MOLALLA RESOLVES and hereby adopts the FY 2013-2014 Budget approved by the Budget Committee on May 9, 2013, in the amount of \$17,074,574, of which \$1,904,054 is in Unappropriated Ending Fund Balances and \$4,024,877 is in Reserves. Copies of said budget are on file at the Molalla City Hall, 117 N. Molalla Avenue, Molalla, Oregon 97038.

THE CITY OF MOLALLA FURTHER RESOLVES as follows:

1. **THAT** the amounts for the purpose of operating the City of Molalla for the fiscal year 2013-2014 budget year be appropriated as follows, beginning July 1, 2013.

GENERAL FUND

Personnel Services	
Office of Governance & Management	421,650
Police	1,611,305
Municipal Court	101,150
Planning	12,000
Materials & Services	
Office of Governance & Management	302,600
Police	436,200
Municipal Court	97,750
Planning	48,700
Capital Outlay	
Office of Governance & Management	15,000
Police	20,000
Transfers	
Office of Governance & Management	140,000
Planning	
Contingency	
Office of Governance & Management	100,000
TOTAL APPROPRIATED	<u>3,306,355</u>

Unappropriated Ending Fund Balance	341,788
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LIBRARY

Personnel Services	481,572
Materials & Services	144,085
Capital Outlay	124,000
Transfers	
Contingency	200,000
Reserves	475,000

TOTAL APPROPRIATED	1,424,657
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Unappropriated Ending Fund Balance	134,820
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STREET FUND

Materials & Services	570,684
Capital Outlay	118,000
Transfers	
Contingency	100,000

TOTAL APPROPRIATED	788,684
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Unappropriated Ending Fund Balance	86,299
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SEWER FUND

Materials & Services	1,066,158
Capital Outlay	65,000
Transfers	425,500
Contingency	100,000

TOTAL APPROPRIATED	1,656,658
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Unappropriated Ending Fund Balance	472,971
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WATER FUND

Materials & Services	925,398
Capital Outlay	118,000
Transfers	300,000
Contingency	100,000

TOTAL APPROPRIATED	1,443,398
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Unappropriated Ending Fund Balance	830,956
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PUBLIC WORKS PERSONNEL SERVICES FUND

Personnel Services	1,402,100
Contingency	4,238

TOTAL APPROPRIATED	1,406,338
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STORM FUND

Materials & Services	75,896
Capital Outlay	5,000
Contingency	25,000
TOTAL APPROPRIATED	105,896
Unappropriated Ending Fund Balance	12,928

AQUATIC CENTER FUND

Personnel Services	213,650
Materials & Services	170,707
Capital Outlay	15,000
Contingency	8,399
TOTAL APPROPRIATED	407,756
Unappropriated Ending Fund Balance	24,293

PD RESTRICTED CONTRIBUTION FUND

Materials & Services	27,322
TOTAL APPROPRIATED	27,322

MOLALLA MURAL FUND

Materials & Services	1,474
TOTAL APPROPRIATED	1,474

MOLALLA ARTS COMMISSION FUND

Materials & Services	2,173
TOTAL APPROPRIATED	2,173

UTILITY DEPOSITS FUND

Materials & Services	19,750
TOTAL APPROPRIATED	19,750

FEE IN LIEU OF PARK FUND

Materials & Services	3,845
TOTAL APPROPRIATED	3,845

BONDED DEBT FUND

Debt Service	67,250
Reserve	67,250
TOTAL APPROPRIATED	134,500

SEWER DEBT RETIREMENT FUND

Debt Service	310,450
Reserve	459,572
TOTAL APPROPRIATED	770,022

WATER DEBT RETIREMENT FUND

Debt Service	336,950
Reserve	565,420
TOTAL APPROPRIATED	902,370

CWSRF FUND

Debt Service	183,906
Reserve	193,160
TOTAL APPROPRIATED	377,066

SEWER SDC FUND

Materials & Service	25,000
Reserve	63,847
TOTAL APPROPRIATED	88,847

WATER SDC FUND

Materials & Service	25,000
Reserve	1,251,757
TOTAL APPROPRIATED	1,276,757

STREET SDC FUND

Materials & Service	25,000
Reserve	222,916
TOTAL APPROPRIATED	247,916

PARK SDC FUND

Materials & Service	25,000
Reserve	497,674
TOTAL APPROPRIATED	522,674

STORM SDC FUND

Materials & Service	25,000
Reserve	131,978
TOTAL APPROPRIATED	156,978

SALLY FOX PARK FUND

Materials & Service	2,781
Reserve	96,303
TOTAL APPROPRIATED	99,084
TOTAL APPROPRIATIONS FOR ALL FUNDS FOR FY 2013-2014	11,145,643
UNAPPROPRIATED FUNDS	1,904,054
RESERVES	4,024,877
TOTAL FY 2013-2014 BUDGET FOR CITY OF MOLALLA	17,074,575

2. **THAT** the Molalla City Council hereby imposes taxes provided for in the adopted budget at the rate of \$5.3058 per \$1,000 of assessed value for general operations; and in the amount of ~~\$64,994~~ **\$67,250** for bonds; and that these taxes are hereby imposed and categorized for tax year 2013-2014 upon the assessed value of all taxable property within the City of Molalla.

	<u>General Government</u>	<u>Excluded from Limitations</u>
Permanent Rate	\$5.3058/\$1,000	
General Obligation Bonded Debt Service		\$67,250

3. **THAT** the City Manager is authorized to prepare and submit any certifications of the taxes levied that may be deemed necessary by the Oregon Department of Revenue and Clackamas County.

Adopted by the Molalla City Council this _____ day of June, 2013

ATTEST:

City of Molalla, Oregon

By: _____
Sadie Cramer, CMC
City Recorder

By: _____
Debbie Rogge, Mayor