



AGENDA

MOLALLA CITY COUNCIL MEETING

September 12, 2018

7:00 PM

Molalla Adult Center

315 Kennel Ave., Molalla, OR 97038

Mayor Jimmy Thompson

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

*Councilor Glen Boreth
Councilor Jody Newland
Councilor Keith Swigart*

CALL TO ORDER

Convene Meeting and Roll Call
Pledge of Allegiance

PUBLIC COMMENT/COMMUNICATIONS AND PRESENTATIONS

- [1.](#) Oath of Office for newly appointed Councilor Jody Newland
- [2.](#) Discussion/Presentation regarding ODOT coordination with Region I Planning Manager.

(Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The City Council does not generically engage in dialog with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the City Council.)

ADOPTION OF AGENDA

CONSENT AGENDA

- [3.](#) Molalla City Council Meeting Minutes August 22, 2018

PUBLIC HEARING

- [4.](#) Wastewater Facility and Collection System Master Plan (WWFCSMP)
- [5.](#) Supplemental Budget Fiscal Year 2018-2019
- [6.](#) Resolution 2018-16 Supplemental Budget

ORDINANCES, RESOLUTIONS, PROCLAMATIONS

NEW BUSINESS

- [7.](#) County Wide Housing Needs Assessment
- [8.](#) Future Topics



AGENDA

MOLALLA CITY COUNCIL MEETING

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OLD BUSINESS

[9.](#) Pal Building/Warming Center

REPORTS AND ANNOUNCEMENTS

ADJOURN

Agenda posted at City Hall, Senior Center, Library and the City Website at <http://www.cityofmolalla.com/meetings>

This meeting location is wheelchair accessible. Disabled individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-829-6855

City of Molalla

City Council Meeting



Agenda Category: Public

Comment/Communication/Presentation

Subject:	Oath of Office for Newly Appointed Councilor Jody Newland
Recommendation:	Take Office
Date of Meeting to be Presented:	9/12/18
Fiscal Impact:	N/A
Submitted By:	Dan Huff
Approved By:	Dan Huff

Background:
At the August 22, 2018 meeting Ms. Newland was appointed to Council to fill the open seat vacated by Cindy Dragowsky.

City of Molalla

City Council Meeting



Agenda Category: Public Comments, Presentation, Communications.

Subject:	Discussion regarding ODOT coordination.
Recommendation:	N/A
Date of Meeting to be Presented:	September 12, 2018
Fiscal Impact:	N/A
Submitted By:	City Manager
Approved By:	City Manager

Background:
Information presented by Region I Planning Manager, John Maklen. Regarding ODOT coordination.



**Minutes of the Molalla City Council Meeting
Molalla Adult Center
315 Kennel Ave., Molalla, OR 97038
Wednesday, August 22, 2018**

CALL TO ORDER OF THE MOLALLA CITY COUNCIL MEETING; the regular meeting of August 22, 2018 was called to order by Mayor Jimmy Thompson at 7:04 P.M.

COUNCIL ATTENDANCE:

Mayor Jimmy Thompson – Present
Councilor Elizabeth Klein – Present
Councilor Leota Childress – Present
Councilor DeLise Palumbo – Present
Councilor Glen Boreth – Present
OPEN POSITION
Councilor Keith Swigart – Present

STAFF IN ATTENDANCE

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

Pledge of Allegiance

PUBLIC COMMENT/COMMUNICATIONS AND PRESENTATIONS

1. Open Council Position

Ms. Newland presented her background to City Council. Newland stated her goal was to get all the various groups communicating and working together better
Councilor Palumbo asked Newland what her area of concerns were. Newland reiterated that she wanted to see all the various groups in and around town have better communication.

Motion made by Councilor Palumbo, to appoint Jody Newland to City Council and fill the vacated seat by Cindy Dragowsky. Seconded by Councilor Childress.

Voting Yea: Mayor Thompson, Councilor Klein, Councilor Boreth, Councilor Childress, Councilor Palumbo, Councilor Swigart.

Councilor Childress pointed out that the open Council position had been open for some time now. Ms. Newland was our only applicant.

2. Applicant Steven Deller for appointment on Molalla Planning Commission.

Mr. Deller presented his resume to Council and felt he was more than qualified based on his background. Deller felt comfortable in working with the Planning Commission because of his background in project management. Deller wanted to serve his community in some way
Councilor Boreth thanked Mr. Deller for his willingness to serve his community.

Councilor Swigart do you see potential for growth here in the City and Deller stated he thought that was a lot of

potential for growth and wanted to see growth in our downtown core area.



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Mayor Thompson asked Deller if he had seen the Comp Plan Update that is being proposed and Deller state he had already begun reading the update. Mayor Thompson informed Deller there would be quite a bit of reading and involved in this position and asked Deller if he still wanted the position. Deller stated he was prepared Councilor Childress thanked him for his willingness to serve.

Motion made by Councilor Boreth, to appoint Steven Deller to the Planning Commission. Seconded by Councilor Swigart.

Voting Yea: Mayor Thompson, Councilor Klein, Councilor Boreth, Councilor Childress, Councilor Palumbo, Councilor Swigart

3. Happy Birthday Molalla August 23rd
4. July 30, 2018 Letter of rate increase from Wave División Holdings.

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ADOPTION OF AGENDA

Motion made by Councilor Swigart, to adopt the agenda as presented. Seconded by Councilor Boreth.

Voting Yea: Mayor Thompson, Councilor Klein, Councilor Boreth, Councilor Childress, Councilor Palumbo, Councilor Swigart

CONSENT AGENDA

Motion made by Councilor Boreth, to approve the consent agenda as presented. Seconded by Councilor Childress.

Voting Yea: Mayor Thompson, Councilor Klein, Councilor Boreth, Councilor Childress, Councilor Palumbo, Councilor Swigart

5. Molalla City Council Minutes August 8, 2018

ORDINANCES, RESOLUTIONS, PROCLAMATIONS

6. Ordinance 2018-12 Molalla Sign Code

City Recorder Richardson presented the sign code and explained the circumstances surrounding the necessity of reinserting the sign code back into the code. Council discussed a few items they felt needed changed however CM Huff reiterated that were not here tonight to make changes there is a process to make those changes through the Planning Commission.

Reporter Carol Rosen addressed the council and informed them she had recently written an article regarding garage sale signs and received at least 50 comments back. Rosen then states she should have informed Council of the feedback she had received.



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Motion made by Councilor Swigart, to approve the first reading of Ordinance 2018-12 Molalla Sign Code by title only. Seconded by Councilor Boreth.

Voting Yea: Mayor Thompson, Councilor Klein, Councilor Boreth, Councilor Childress, Councilor Palumbo, Councilor Swigart

Motion made by Councilor Swigart, to approve the second reading of Ordinance 2018-12 Molalla Sign Code by title only. Seconded by Councilor Boreth.

Voting Yea: Mayor Thompson, Councilor Klein, Councilor Boreth, Councilor Childress, Councilor Palumbo, Councilor Swigart

Councilor Palumbo following the vote invites the public to attend next month's Council meeting where changes will be discussed.

Motion made by Councilor Swigart, to adopt the Molalla Sign Code Ordinance 2018-12. Seconded by Councilor Boreth.

Voting Yea: Mayor Thompson, Councilor Klein, Councilor Boreth, Councilor Childress, Councilor Palumbo, Councilor Swigart

Councilor Childress informed everyone about the necessity to have language regarding signs left by previous tenants. Councilor Boreth thought there was code language but stated he was not sure where at this point.

NEW BUSINESS

7. Future topics Discussion regarding Economic Development

CM Huff informed Council he believes Molalla is not able to have a dedicated employee in regard to Economic Development however our staff works very closely with the Clackamas County Economic Development Department. In doing so we have looked very closely at our downtown area and beyond to identify potential growth/business opportunities.

City Manager, Huff presented Council with eight development goals for discussion; these are a guide for thought and discussion.

1. Increase Community Assessed Value
2. Increase diversification of business and industry
3. Increase number of quality jobs
4. Promote/develop business with staying power
5. Enhance appeal and attractiveness of community
6. Create/provide environment for business and industrial growth
7. Maximize URD dollars
8. Public investment should follow with private investment

Vision For:

Physical

Financial

Regulatory/Policy

Marketing



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Surrounding Area
Community Development
Partnerships

Following a brief discussion of potential various sites a few of the Council members had some questions; Councilor Swigart asked if the old mill site on Molalla Ave., had active DEQ issues. CM Huff explained that is known as the old Floragon site and it used to have DEQ remediation, I believe its been completed. Swigart and Mayor Thompson agreed that moving forward it would be great to involve members of the Chamber. Councilor Palumbo commented on number 5 and felt this would help draw new business.

OLD BUSINESS

REPORTS AND ANNOUNCEMENTS

- PWD Fisher Handed out some updates, if anyone has questions to contact him or it can be discussed at a future council meeting. PWD Fisher reminds everyone of the up and coming school year and to drive safe.
- City Recorder Richardson informed Council that the Clackamas Association Dinners will begin again in September and to keep in mind Molalla's turn to host is May of 2019.
- CM Huff presented a few items to Council;

Clackamas County Water Tourism Study, in the Spring of 2017 Clackamas County Tourism initiated a comprehensive study to determine if its water recreation assets are being used to their potential. The study included over 3 months of site visits to the County's water bodies. The full report can be viewed online on Clackamas County's website. At least one chamber member felt the Molalla report was missing some information.

Clackamas Community College will be hosting the *Business & Workforce Solutions Roundtable* again this year supporting the effort is Clackamas Community College, City of Molalla, Molalla Chamber of Commerce and Clackamas County Business and Economic Development. This was a great success and very interesting last year. It will be held at Legend's at Arrowhead Golf Course.

- Councilor Palumbo Historical Society meeting went well, and they are preparing for apple festival. The Society is asking for volunteers to help make apple pie. Louise Brewer has created some very impressive cards to go out to residents.
- Councilor Newland had nothing but thanked everyone for this evening.
- Councilor Swigart informed the group about a car show he was participating in this next weekend.
- Councilor Boreth, welcome Councilor Newland. Boreth found the sign remove regulations 18.32.060 for staff to review. Boreth also informed the group he had a successful jump and Skye Dive Oregon.
- Councilor Childress gave Council an update on the Celebrate Molalla event in September 22. Most of the vendor spaces have been filled in front of the park. Everything is coming together.



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- Councilor Klein informed Council that she had met with the facilitator for the Art Walk and everything is going well.
- Mayor Thompson informed Council he had an opportunity to throw out a baseball at the Volcanoes game which was a great honor. Thompson welcomed Newland aboard.

ADJOURN

Motion made by Councilor Swigart, to adjourn the August 22, 2018 Council meeting at 8:05pm. Seconded by Councilor Boreth.

Voting Yea: Mayor Thompson, Councilor Klein, Councilor Boreth, Councilor Childress, Councilor Palumbo, Councilor Swigart.

Mayor, Jimmy Thompson

Date

ATTEST: _____

Kelly Richardson, CMC
City Recorder

City of Molalla

City Council Meeting



Agenda Category: Public Hearing

Subject:	Wastewater Facility and Collection System Master Plan (WWFCSMP)
Recommendation:	Postpone the Public Hearing to October 10, 2018
Date of Meeting to be Presented:	September 12, 2018
Fiscal Impact:	
Submitted By:	Public Works Director, Gerald Fisher
Approved By:	Dan Huff

Background:
Staff intended for all of the work with DEQ on the Recycled Water Use Plan and Permit Modification to be completed in time for the scheduled public hearing. However, that process has not been completed and staff requests the hearing be postponed until the October 10 th City Council meeting.

City of Molalla

City Council Meeting



Agenda Category: PUBLIC HEARING

Subject:	Supplemental Budget Fiscal Year 2018-2019
Recommendation:	Approve as presented
Date of Meeting to be Presented:	9/12/2018
Fiscal Impact:	2,000,000.00
Submitted By:	Finance Director, Chaunee Seifried
Approved By:	City Manager, Dan Huff

Background: Attached in Hearing Notice

NOTICE OF SUPPLEMENTAL BUDGET HEARING

For supplemental budgets proposing a change in any fund's expenditures by **more than 10 percent**.

A public hearing on a proposed Supplemental Budget for the City of Molalla for the current fiscal year will be held at 315 Kennel Avenue, Molalla, Oregon 97038. The hearing will take place on September 12th, at 6:30 P.M. The purpose of the hearing is to discuss the supplemental budget with interested persons. A copy of the supplemental budget document may be inspected or obtained on or after September 5th at 117 N. Molalla Ave., Molalla Oregon.

Between the hours of 8:30 a.m. - 1:00 p.m. and 2:00 p.m. - 4:00 p.m. This will be posted at www.cityofmolalla.com as well as in the Molalla Pioneer on Sept. 5, 2018.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: Street Fund

Resource	Amount	Expenditure - indicate Org. Unit / Prog. & Activity, and Object Class.	Amount
1 BFB	688,299	1 Streets	836,250
2 Revenues	783,500	2 Transfers	513,800
		3 Contingency	121,749
Revised Total Fund Resources	1,471,799	Revised Total Fund Requirements	1,471,799
<i>Explanation of change(s):</i> Street Utility fee was voted down by the citizens so revenue of \$467,940 is removed and we received an additional \$198,863 in beginning fund balance. Had to reduce coorelating expenditures and transfers for projects.			

FUND: SEWER

Resource	Amount	Expenditure - indicate Org. Unit / Prog. & Activity, and Object Class.	Amount
1 BFB	703,247	1 Sewer	720,600
2 Revenues	2,686,000	2 Sewer Operations	807,662
		3 Transfers	740,540
		4 Contingency	402,900
Revised Total Fund Resources	3,389,247	Revised Total Fund Requirements	3,389,247

Explanation of change(s):

Additional beginning fund balance of \$274,565.and increase in monthly user fees estimates.

FUND: CAPITAL PROJECTS

Resource	Amount	Expenditure - indicate Org. Unit / Prog. & Activity, and Object Class.	Amount
1 <u>Transfer In</u>	2,048,657	1 <u>Capital Projects</u>	2,048,657
Revised Total Fund Resources	<input type="text" value="7,410,287"/>	Revised Total Fund Requirements	<input type="text" value="7,410,287"/>

Explanation of change(s): Additional BFB. Applied for USDA Loan for Capital Projects and transfer in from other funds.

FUND: USDA DEBT SERVICE

Resource	Amount	Expenditure - indicate Org. Unit / Prog. & Activity, and Object Class.	Amount
1 <u>Revenues</u>	2,000,000	1 <u>Transfers</u>	2,000,000
Revised Total Fund Resources	<input type="text" value="2,000,000"/>	Revised Total Fund Requirements	<input type="text" value="2,000,000"/>

Explanation of change(s): Additional BFB. NEW FUND - Applied for USDA Loan

150-504-073-8 (Rev. 12-16)

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City of Molalla

City Council Meeting



Agenda Category: Resolution, Ordinance, Proclamations

Subject:	Resolution 2018-16 Supplemental Budget
Recommendation:	Adopt
Date of Meeting to be Presented:	September 12, 2018
Fiscal Impact:	In attached Resolution 2018-16
Submitted By:	Finance Director, Chaunee Seifried
Approved By:	Dan Huff

Background:

Reduction in revenues due to voter overturned street maintenance fee; and, unanticipated grant revenues and expenditures; and, unanticipated revenues and expenditures are expected to exceed the original adopted budget in some of the City's funds and budgetary changes are necessary within these funds to provide increased appropriation levels to expend the unforeseen revenues; and,

ORS 294.480 provides that a city may amend the current year adopted budget through the supplemental budget process.



RESOLUTION NUMBER 2018-16

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON, A
RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 208-
2019 AND APPROPRIATING FUNDS.**

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2018-2019 by Resolution 2018-08; and,

WHEREAS, reduction in revenues due to voter overturned street maintenance fee; and, unanticipated grant revenues and expenditures; and, unanticipated revenues and expenditures are expected to exceed the original adopted budget in some of the City's funds and budgetary changes are necessary within these funds to provide increased appropriation levels to expend the unforeseen revenues; and,

WHEREAS, ORS 294.480 provides that a city may amend the current year adopted budget through the supplemental budget process; and,

NOW THEREFORE, THE CITY OF MOLALLA RESOLVES AS FOLLOWS:

The City amends the budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019 to include increases in revenues and appropriations within the following funds:

	Reso 2018-08 Current <u>Appropriations</u>	Reso 2018-16 Change in <u>Appropriations</u>	<u>Amended Appropriations</u>
General Fund			
Parks Department	217,002	33,155	250,157
Transfers	0	0	0
Total Appropriated to Gen Fund	4,719,578	33,155	4,752,733
Street Fund			
Streets	786,750	49,500	836,250
Transfers	816,740	(302,940)	513,800
Contingency	137,386	(15,637)	121,749
Total Appropriated to PD Restricted Fund	1,740,876	49,500	1,790,376
Sewer Fund			
Sewer	692,600	28,000	720,600
Sewer Operations	641,700	165,962	807,662

Transfers	513,290	227,250	740,540
Contingency	233,547	169,353	402,900
Total Appropriated to Sewer Fund	2,798,682	590,565	3,389,247
Water Fund			
Water	679,600	22,000	701,600
Transfers	1,185,545	37,355	1,222,900
Contingency	283,600	(10,400)	273,200
Total Appropriated to Water Fund	2,829,945	48,955	2,878,900
Reserve	534,206	97,875	632,081
Storm Water Fund			
Storm Water	230,400	23,257	253,657
Transfers	122,900	(15,000)	107,900
Contingency	26,873	7,709	34,582
Total Appropriated to Storm Water	380,173	15,966	396,139
Sewer SDC Fund			
Reserve	68,626	216,208	284,834
Water SDC Fund			
Transfers	1,150,155	70,992	1,221,147
Total Appropriated to Water SDC Fund	1,150,155	70,992	1,221,147
Reserve	768,928	165,822	934,750
Storm Water SDC Fund			
Reserves	22,949	47,029	69,978
Transportation SDC Fund			
Reserves	97,766	310,257	408,023
Park SDC			
Reserves	301,390	630,855	932,245
Capital Projects Fund			
Capital Projects	5,361,630	2,048,657	7,410,287
Total Appropriated to Capital Projects Fund	5,361,630	2,048,657	7,410,287
USDA Debt Service			
Transfers	0	2,000,000	2,000,000
Total Appropriated USDA Debt	0	2,000,000	2,000,000
TOTAL ALL REQUIREMENTS			
	25,224,185	4,857,790	30,081,975
Reserves	2,403,615	1,468,046	3,871,661

Section 1. This resolution shall become effective immediately upon its passage by Council.

Section 2. Adopted by the City Council of the City of Molalla at a regular meeting thereof this 12th day of September, 2018.

Jimmy Thompson, Mayor

ATTEST:

Kelly Richardson, CMC, City Recorder

Date

City of Molalla

City Council Meeting



Agenda Category: New Business

Subject:	County Wide Housing Needs Assessment
Recommendation:	Direction
Date of Meeting to be Presented:	September 12, 2018
Fiscal Impact:	N/A
Submitted By:	City Manager, Dan Huff
Approved By:	CM, Huff

Background:
Clackamas County is in the process of contracting with ECONorthwest to conduct a Countywide Housing Needs Assessment. The attached memorandum summarizes the scope of work and time commitment that will be required of city staff. See attached.

DATE: April 24, 2018
TO: Dan Chandler
FROM: Beth Goodman
SUBJECT: CLACKAMAS COUNTY HNA: SUMMARY OF PRODUCTS

Clackamas County is in the process of contracting with ECONorthwest to conduct a Countywide Housing Needs Assessment. This memorandum summarizes the scope of work detailing what cities will receive from the Countywide Housing Needs Assessment, and what time commitments will be required of city staff. The full scope of work and costs are presented in the project contract.

The products of the project will be:

1. A county-wide housing needs analysis, including an appendix that will present the data typically in a housing needs analysis for the county and each city, including: housing market trends, demographic trends affecting housing need, and trends in housing cost and affordability. This report will include recommendations for addressing County housing needs.
2. A memorandum for each city summarizing the buildable lands inventory and the preliminary housing needs of each city.
3. Four TAC meetings with staff from the cities and counties.
4. Three meetings with the Clackamas County Housing Task Force.

What participating cities will receive:

1. Buildable Lands Inventory: A comprehensive buildable lands inventory will be provided for each city in a technical memo. This analysis will include a preliminary estimate of the capacity of vacant land for new housing.
2. Preliminary Housing Needs Assessment: A preliminary housing needs assessment for each city will be provided in a technical memo, including a forecast of population and housing growth, preliminary forecast of housing growth by housing type, and a comparison of demand for new housing with the capacity of vacant land.

What participating cities will need to do to get to a Goal 10 compliant housing needs analysis:

This project will result in much (but not all) of the technical analysis necessary to produce an HNA compliant with Goal 10. This project does not include specific discussions with individual cities about the findings of the housing needs analysis, including discussions about the city's housing policies or future mix of housing and density. Cities will need to do the following work to complete a full housing needs analysis:

-
1. Review the demographic and housing market trends from the County housing needs analysis appendix to identify trends and factors most relevant to the individual city's determination of housing need.
 2. Review the preliminary forecast of housing needs by housing type and housing density to "ground truth" and revise the forecast if necessary. Cities larger than 25,000 that are outside of Metro will have more work to do on identifying the needed housing density and mix than smaller cities because these larger cities must comply with ORS 197.296.
 3. Revise the analysis of land capacity, based on changes to housing density, and the comparison of housing need and housing supply. This step is in response to changes from Step 2, above.

The review in steps 1 and 2 are typically completed by an advisory committee with input from the Planning Commission and City Council.

4. Develop key findings from the housing needs analysis for the individual city.
5. Review city housing policies, such as Comprehensive Plan policies or zoning policies, to identify changes necessary to help the city meet its identified housing need.
6. Summarize the changes in steps 1 through 5 in a housing needs analysis document.
7. Adopt the housing needs analysis through a public process.

Staff time commitment from cities:

- Providing information such as building permits or development in the pipeline, will vary depending on the availability of data. If the data is readily available, it may take as little as 5 hours. If the data is difficult to obtain, it may take 15 or more hours.
- Providing the data and assumptions necessary for a BLI and reviewing the results of the BLI typically takes a city 5-15 hours.
- Attendance at each of the four TAC meetings, assuming 2 hours plus travel time per jurisdiction per meeting. Totaling 8-12 hours.
- Review, provide input on, and discuss draft results of the individual city's housing needs analysis with ECONorthwest staff. Approximately 3 to 6 hours.

City of Molalla

City Council Meeting



Agenda Category: New Business

Subject:	Future Topics
Recommendation:	N/A
Date of Meeting to be Presented:	September 12, 2018
Fiscal Impact:	N/A
Submitted By:	CR Richardson
Approved By:	CM Huff

Background: As requested by Mayor,

City of Molalla City Council Meeting



Agenda Category: Old Business

Subject:	Pal Building/Warming Center
Recommendation:	Staff Direction
Date of Meeting to be Presented:	September 12, 2018
Fiscal Impact:	N/A
Submitted By:	City Manager
Approved By:	City Manager

Background:
Resume discussion regarding the use of the Pal Building for a warming center.