



AGENDA
MOLALLA CITY COUNCIL MEETING

March 28, 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 Cindy Dragowsky
Councilor Keith Swigart

1. CALL TO ORDER

- A. Convene Regular Meeting and Roll Call
- B. Pledge of Allegiance

2. PUBLIC COMMENT/COMMUNICATIONS AND PRESENTATIONS

- A.

(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.)

3. ADOPTION OF AGENDA

4. CONSENT AGENDA

- A. City Council Minutes – March 14, 2018
- B. Library Board Minutes – November 16, 2017
- C. Correspondence –

5. ORDINANCES, RESOLUTIONS, PROCLAMATIONS

- A. N/A

6. NEW BUSINESS

- A. Discussion and/or Action on Calendar of Upcoming Events/Meetings Schedule.

7. OLD BUSINESS

- A. Discussion and/or Action on Visioning

8. REPORTS AND ANNOUNCEMENTS

- A. **City Manager and Staff**
- B. **City Councilors**
- C. **Mayor**

9. EXECUTIVE SESSION

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

- (a) To consider the employment of a public officer, employee, staff member or individual agent.
- (b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
- (c) To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.063 and 441.196 including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.
- (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- (f) To consider information or records that are exempt by law from public inspection.
- (g) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
- (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- (i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

10. 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

Minutes of the Molalla City Council Regular Meeting
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Wednesday, March 14, 2018

- 1. CALL TO ORDER OF THE MOLALLA CITY COUNCIL MEETING;** the regular meeting of March 14, 2018 was called to order by Mayor Jimmy Thompson at 7:00 P.M.

COUNCIL ATTENDANCE:

Mayor Jimmy Thompson - Present
Councilor Elizabeth Klein - Present
Councilor Leota Childress – Present
Councilor DeLise Palumbo - Present
Councilor Glen Boreth – Present
Councilor Cindy Dragowsky - Present
Councilor Keith Swigart – Present

STAFF ATTENDANCE:

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

2. COMMUNICATIONS, PRESENTATIONS, and PUBLIC COMMENT

- a) Matt Bell with Kittelson & Associates presented transportation Systems Plan (TSP). There were no questions from Council at this time.
- b) Tonya Moffitt with Merina & Company, LLP, presented audit. Moffitt reports that the June 30, 2017, audit of the City of Molalla and Molalla Urban Renewal Agency both had a clean opinion or unmodified opinion that is the highest level of financial opinion that is given on a financial statement. “Our firm also looks at items that the State of Oregon Legislature requires which consists of ORS 279, public purchasing laws. We are checking to make sure publications and purchasing rules and regulations are in compliance when putting out for bid said Moffitt”. Moffitt reports that the city followed all of the requirements and comply with the law. Moffitt goes on to report that Merina & Company look at FDIC to make sure the city funds are in collateralized bank accounts so the cities funds are not at risk and the city is in compliance of that as well. The only finding is two funds that had over appropriations.
- Bonded Debt Fund for \$3,200
 - CWSRF Debt Retirement Fund \$3,534
 - “These two amounts were the administration fees and they were not budgeted. This is a very small amount in the big picture of things. There are no budget police and usually we see entities with a lot more violations. These are minimal it is very hard when budgeting in advance to capture everything.” There was none in the Urban Renewal agency.
 - Staff were very quick at retrieving data.
 - Estimates that are performed regarding longevity to a building or vehicle.

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- Compensated absences it has never known when employees will take leave and at what rate.
- Collections not knowing when or exactly how many people will not pay their debt.
- “The largest estimation is the net pension liability. Please note as long as the city is making their required estimated payments to PERS there going to cover the pension liability.”

Following the presentation, Councilors asked a few questions,

- ❖ Councilor Klein asked about accrued time off since that is a liability and does have to be paid out if an employee leaves the city. Is there an accrual cap or a use it or lose it policy? Cm Huff answers the question “yes there are caps in place.” Klein is satisfied with that answer.
- ❖ Moffitt reiterates that she works for the Council not staff and if the Council has any questions please do not hesitate to initiate contact. CM Huff confirms that the auditors do work for Council and part of the reason the audit looks the way that it does today is because of the Council and the decisions that have been made. The motto of doing things the right way has paid off because the audit did not always look like this. CM Huff thanked the Council for their support and the decisions and hard work that they, as councilors, have all done. CM Huff thinks the community should recognize that. “All of us take criticism at times and really the truth, for the financial stability of Molalla is right there and it is good.”
- ❖ Mayor Thompson confirmed the City has had a clean audit the past 4 years now.
- ❖ Councilor Boreth asked a question in regards to reserves and contingencies how does Molalla compared to other entities. Moffitt stated, “That currently in comparison to some of her **larger** clients over the next five years they will be in a deficit situation.” The current trend in the state of Oregon just to maintain at current service levels it is getting more expensive. Costs of services are increasing and the revenues are not keeping up with the expenses at the same rate. At some point, the expenses will be larger than the revenue and create a negative. Unfortunately, what that means is the need for reserves and contingencies or lower the level of services available to the public and/or find another revenue stream. Other agencies have to go out for bonds to cover their projects. City of Molalla’s financials for reserves and contingencies look very good and are much higher than many other agencies.
- ❖ The audit can be found on the City’s website at cityofmolalla.com on the finance page.
- ❖ Councilor Dragowsky thanked the staff for all of their hard work in making the audit a success.

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- ❖ Mayor Thompson adds one of the things that made this possible was the fact that staff made do with limited resources and a skeleton crew, just to get work done, so thank you.
- c) Rae Botsford, 226 Ridings Ave., Molalla, OR. Miss. Botsford read a statement into the record, which has been made a part of the final packet. The statement was in regards to a previous discussion item related to utility billing & business license late fees that need to be removed from the actual MMC and set by resolution. Miss Botsford concern was not the process but the possibility of the increase of fees related to these items.
Council had no questions or comments regarding this issue.
- d) Zach Botsford, 226 Ridings Ave., Molalla, OR. Mr. Botsford presented a copy of his bill to Council and had concerns regarding the inconsistent wording and dates between the printed mailed bill and the express bill in his opinion.
Council had no questions or comments regarding this issue.

3. ADOPTION OF THE AGENDA

Councilor Boreth made the motion to approve the presented agenda of March 14, 2018 and Councilor Swigart seconds. Motion carries (7-0), all ayes.

4. CONSENT AGENDA

- a) City Council Minutes – February 28, 2018
- b) Correspondence - NA

Motion is made by Councilor Boreth to approve the Consent Agenda and Councilor Childress seconds. Motion carries 7-0, all ayes.

5. ORDINANCES, RESOLUTION AND PROCLAMATIONS

- a) N/A

6. NEW BUSINESS

- a) **Discussion and/or Action on** the Fifth Year Review of the *Total Maximum Daily Loads (TMDL) Plan* and the 2015-2020 TMDL Implementation Plan. PWD Fisher explained to Council that this is our yearly review in regards to storm water. The first section is a 5-year review of the past five years *TMDL Plan*. The second is a look at the next 5 years. This has already been sent to DEQ for their review and the city has received a few minor comments. City will complete and submit to DEQ the final document very soon. DEQ is going to adjust when our yearly reports are due and Fisher believes they are in June or July. This is really a housekeeping item. Council had no questions.

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- b) **Discussion and/or Action on** *Buckeroo Association Parking Agreement* with Molalla Rotary Club and City of Molalla. CM Huff gave a brief overview of the past practice regarding the parking agreement of 2011. CM Huff has recommended that the money generated by various events stay with the Rotary Club for maintenance of Bolander Field; however, council would like to see some type of accounting of revenue versus expense. As long as the Rotary maintains the area, it is a win for the City. Staff will bring the agreement back to council when it is completed.

7. OLD BUSINESS

- a) NA

8. REPORTS AND ANNOUNCEMENTS

- a) **City Manager** Informed Council about a media campaign/public service announcements project staff has started, the first of which is regarding pre-moistened wipes, which state they are flushable however, the wipes are causing problems for the waste water treatment plant. PWD Fisher explained that these wipes cause a lot of expense with late night call outs and down time. This generated a lot of conversation regarding which topics would be valuable to inform the public. Councilors are excited to see these types of items being advertised.

Topics of interest:

- Grease disposal
- Food particles disposal
- System Development Charges Distribution how SDCs can be spent and how SDCs are distributed. Councilors like the dollar break out just as the one prepared for the property tax expense break out.
- Pharmaceutical information
- The Dollar bill break down, some of which has been published on the website shows the breakdown of the property taxes in the General Fund. Mayor Thompson questions the break out in regards to the Police Dept. Staff will look at it and bring it back later.
- Dedicated Funds, which are funds that can only be spent on specific items per regulations. SDCs can only be spent on capital improvements/capacity increasing if listed in the *Capitol Improvement Plan*; water funds only on water infrastructure; sewer funds only on sewer infrastructure. Gas tax/revenue sharing is currently the only funding source for street maintenance and it can only be spent on street maintenance.
- The visioning process. Consensus is to keep it on the agenda.

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Overall discussion regarding the topics of the media/public service campaign is positive and Councilors like the project.

b) Staff,

- ❖ FD Seifried commented on the utility billing issue. The one comment that CR Richardson made referenced not charging the \$25.00 dollars on the late notices. This is what increased late bills from 100 to 600, it was not a result of changing the due date.
- ❖ PWD Fisher informed Council the City received the Fenton Ave. plans late that afternoon and the plans have been shipped off to Clackamas County Community Block Grant Administer. Fisher will meet with them tomorrow to review the plans.
 - City received preliminary plans for Clark Parks sidewalks and parking aprons on the south side. Buckeroo Association has requested to continue the improvements in front of their facility at their cost.
 - The manhole-sealing project has brought about a lot of information that is helping the city identify issues, one of which is area drains in yards public works is systematically going through and sealing those up and putting plugs in. These items comprised 75% percent of the deficiencies that were on the list of items discovered during the smoke testing. Once these items are complete, PWD will go back and look at the drop in water flow to the treatment plant and measure from one winter to the next.
 - Mayor Thompson asked the status of the recycled use plan, Fisher explained it has been turned into DEQ and after their review, they will turn it over to Oregon Health. There will be a public comment period of approximately 45 days and then City will meet with DEQ and complete any issues there may be, get it approved, and ready for this year's irrigation season.
 - Childress asked about the scope of the Fenton Avenue project and Fisher explained it would be from Heintz to about 700 feet south towards Main Street.
 - Councilor Klein asked how things are going, PWD Fisher explained there are some very significant Master Plans underway, and with the added staff and the tracking mechanisms, he is moving things out the door better.
- ❖ CR Richardson explained to Council that at the last meeting there were some misunderstandings of the comments made regarding utility and business license late fees. Richardson explained that is was to remove the late fees

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from the MMC and set them by Resolutions. The project has slowed down and Council should not to expect it at the next Council meeting.

c) City Councilors

- Councilor Swigart discussed the utility billing issue regarding the due date in reference to paydays. Council discussed the possibility of moving the date by one day. Councilor Klein asked how this would affect staff. Mayor Thompson stated that the city just went through this big education campaign to the public so let us not make any more changes. Councilor Dragowsky just wanted the public to be aware that council listened and if a compromise could be met then so be it. Councilor Boreth commented, “When is accountability and budgeting taken into consideration people need to be accountable for their bills.”

CM Huff explained to Council that a date change at this point is a major ordeal, not only for staff but also for the public. City just went through an education process and a process of following exactly what our code states. There has only been one billing cycle since the line in the sand has been drawn, so to speak. CM Huff stated there needs to be more time for everyone to get used to the new cycle. One item that Botsford did bring up if there are inconsistencies between the printed bill and the express bill pay statement then staff needs to fix those issue’s. With that said, staff is not ready to discuss it we can look into it. In addition, when looking at the express bill on your phone versus the computer they look different. Mayor Thompson suggested looking at this in six months when staff has more data. Councilors agree to look at it again in six months or so.

- Councilor Boreth thanked the city staff for the successful clean audit. Staff has done a great job over the past 5 years and you should all be proud.
- Councilor Childress thanks staff for putting the banners back up. Childress announced the Chamber and Council would be having a joint meeting next Wednesday at 6:30 at the Molalla Communications Board Room. Wilda Parks who has 30 years’ experience will be facilitating the meeting.
- Councilor Klein informed council that she would be missing the next two meetings since the acceptance of her new job. CPP Grants with Mount Hood Territory regarding the tourism projects are underway. The art walk that will be focusing on the Native American culture is in process. The visioning project is moving forward and the Ford Family Foundations is excited about the work that has been done.

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d) Mayor Thompson informed Councilors that he will be sending out the City Manager review forms and asked that they be returned by Friday the 23. He would like to meet in executive session next week to discuss with CM Huff.

9. EXECUTIVE SESSION

a) NA

10. ADJOURN

Motion to adjourn made by Councilor Boreth and Councilor Swigart seconds. Motion carried (7-0), all ayes at 8:56 pm.

Mayor, Jimmy Thompson

Date

ATTEST:

Kelly Richardson, CMC
City Recorder

Molalla Library Advisory Board

Meeting Date: November 16, 2017

Meeting brought to order by Angela Patton at 6:51 PM

Members Present: Angela Patton, Kelly Andrews, Valerie Coy

Members Absent: Mary Gilson (excused)

City Council Member: Cindy Dragowsky (absent)

Staff Present: Diana Hadley, Library Director

The July minutes were approved as read.

Old Business: There was no old business to discuss

New Business:

Diana gave the director's report. Many things have happened since July. Several successful programs, new staff, and nearing completion on the RFID project were among the highlights.

The quarterly financials were presented. The library is doing well with its budget.

There was a discussion of the Library District Advisory Committee's request for an annual report. Diana will be working on most of it. She and Angela will meet in early January to complete it and bring it to the January board meeting for input and approval. The due date on it is January 23, 2018.

The meeting was adjourned at 7:46 PM.

There will be no meeting in February (2018) due to lack of quorum. The next meeting is Thursday, January 18, at 6:45 PM.

*****Due to lack of a quorum, the meeting on Thursday, January 18, 2018, was cancelled.**



City of Molalla – Administration Office
117 N Molalla Avenue, PO Box 248, Molalla, Oregon 97038
Phone: (503) 829-6855 Fax: (503) 829-3676

DATE: March 28, 2018
TO: Mayor and Council
FROM: City Manager
SUBJECT: Project/Program Calendar

Included with this memo is a Project/Program Master Calendar for the 2018 calendar year for Council review. Staff would like to discuss each of the items of interest with Council and our viewing public during the meeting.

Items not appearing on the calendar include Native American Art Walk, any sub-committee work that will be undertaken with the Chamber of Commerce, Buckeroo coordination, etc. My expectation is that we will have certain Staff members involved in some of these processes as well as Councilors.

Our revamped website should be launched within a month and we expect to have this calendar or a similar accessible calendar posted.

Dan Huff
City Manager



2018 Master Calendar Addendum
March 28, 2018

Mayor & Council,

We have many events that we participate during the year, shaping our calendar. They are community events that are outside of meetings that the City holds such as Planning Commission, City Council, or special projects. (WWMP and TSP)

These events are listed, but not limited to:

- Chamber & City combined meetings
- Chamber & City subcommittees
- Buckeroo – Parking Agreement
- Native American Art Walk Project
- July 4th Celebration
- Buckeroo
- National Night Out
- Apple Festival
- MHS Homecoming Week
- Halloween Trick or Treating
- Christmas Tree Lighting Ceremony

While many of these are Chamber Community events, they directly affect the City staff.

City of Molalla

Master Calendar 2018

2018			
Date	Commission/Committee	Type - *All Meeting Held at the Molalla Adult Community Center Unless Otherwise Noted	Time
January			
24	City Council	Regular Meeting	7:00pm
24	City Council	Special Meeting	
24	Molalla Urban Renewal	Regular Meeting #1	
24	Budget Committee	Regular Meeting with Supplemental Budget	6:30pm
February			
7	Planning Commission	Regular Meeting	6:30pm
8	TSP PAC	Meeting #3	6:00pm
14	City Council	Regular Meeting	7:00pm
19	<i>City Hall Closed - Presidents Day Holiday</i>		
22	WWMP PAC	Meeting #2	6:00pm
28	City Council	Regular Meeting	7:00pm
March			
7	Planning Commission	Regular and TSP Meeting #1	6:30pm
14	City Council	Regular and TSP Meeting #1	7:00pm
28	City Council	Regular Meeting	7:00pm
April			
4	Planning Commission	Regular Meeting	6:30pm
5	WWMP PAC	Meeting #3	6:00pm
11	City Council	Regular Meeting	7:00pm
18	WWMP PAC	Tentative - Joint WWMP & Planning Commission Meeting	6:00pm
25	City Council	Regular Meeting	7:00pm
May			
2	Planning Commission	Regular Meeting	6:30pm
3	TSP PAC	Meeting #4	6:00pm
9	City Council	Regular Meeting	7:00pm
10	TSP Meeting	Community Meeting #2	6:00pm
16	City Coun. & Plan. Comm.	Joint TSP Meeting #1	6:00pm
23	City Council	Regular Meeting	7:00pm
28	<i>City Hall Closed - Memorial Day Holiday</i>		
June			
6	Planning Commission	Regular Meeting	6:30pm
13	City Council	Regular Meeting	7:00pm
27	City Council	Regular Meeting	7:00pm
July			
4	<i>City Hall Closed - Independence Day Holiday</i>		
4	Planning Commission	Regular Meeting - Cancelled Due to Holiday	
11	City Council	Regular Meeting	7:00pm
18	TSP PAC	TSP PAC, City Council, and Planning Commission Meeting #2	6:00pm
25	City Council	Regular Meeting	7:00pm
26-28	<i>OMA Summer Conference (City Managers)</i>		<i>Florence</i>

Continued on Other Side -->

2018 Master Calendar - continued			
Date	Commission/Committee	Type - *All Meetings Held at the Molalla Adult Community Center Unless Otherwise Noted	Time
August			
1	Planning Commission	TSP Adoption Hearing & Regular Meeting	6:30pm
7	City Council	Regular Meeting	7:00pm
22	City Council	Tenative TSP Adoption Hearing & Regular Meeting	7:00pm
September			
3	<i>City Hall Closed - Labor Day Holiday</i>		
5	Planning Commission	Regular Meeting	6:30pm
12	City Council	Regular Meeting	7:00pm
26	City Council	Regular Meeting	7:00pm
19-21	<i>OAMR Annual Conference (City Records/Clerks)</i>		<i>Portland</i>
24-29	<i>LOC Annual Conference</i>		<i>Eugene</i>
October			
3	Planning Commission	Regular Meeting	6:30pm
10	City Council	Regular Meeting	7:00pm
24	City Council	Regular Meeting	7:00pm
TBD	<i>OCCMA Board Retreat (City Managers)</i>		
November			
7	Planning Commission	Regular Meeting	6:30pm
11	<i>City Hall Closed - Veteran's Day Holiday</i>		
14	City Council	Regular Meeting	7:00pm
22-23	<i>City Hall Closed - Thanksgiving Holiday</i>		
28	City Council	Regular Meeting	7:00pm
December			
5	Planning Commission	Regular Meeting	6:30pm
12	City Council	Regular Meeting	7:00pm
25	<i>City Hall Closed - Christmas Holiday</i>		
Master Calendar 2019 - January			
1	<i>City Hall Closed - New Years Day</i>		
9	City Council	Regular Meeting	7:00pm

Key:	City Council	Planning Commission
	Budget & MURA	Transportation System Plan (TSP) Project Advisory Committee (PAC)
	Office Closed	Wastewater Master Plan (WWMP) Project Advisory Committee(PAC)

*Molalla Urban Renewal Agency Board typically meets on an as needed bases before a City Council Meeting.