



# Molalla City Council

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

**May 23, 2012**

## **Regular Meeting Agenda**

**Work session:** 6:30 p.m. 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 to 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.

---

### ***995<sup>th</sup> Regular Meeting***

#### **1. CALL TO ORDER**

- A. Flag Salute.
- B. Roll Call.
- C. Approval of Minutes: April 4, 2012; April 11, 2012

#### **2. COMMUNICATIONS**

- A. Review of Minutes: April 19, 2012 Library Advisory Board Meeting; May 14, 2012 Molalla Arts Commission Meeting
- B. Molalla 3D Modeling Project

#### **3. AWARDS & RECOGNITIONS**

- A. Recognition to the Molalla High School Boys Soccer 4A State Champions and Coach Jory Shene
- B. Recognition to the Molalla High School Girls Golf Team for being the 4A State Champions 3 years in a row and Coach Dennis Wise

**4. PUBLIC HEARINGS**

**5. CONTINUING BUSINESS**

- A. Six-month Evaluation of City Manager
- B. Free and Reduced-Rate Water Services

**6. NEW BUSINESS**

- A. Kennel Avenue Reconstruction (Street Section from Toliver Road to Heintz Street)

**7. ORDINANCES**

- A. Ordinance 2012-09 – An Ordinance Extending the Franchise Granted to Portland General Electric Company

**8. RESOLUTIONS**

**9. PROCLAMATIONS**

**10. REPORTS AND ANNOUNCEMENTS**

- A. City Manager Report
- B. Upcoming Council Agenda Items
  - a. Second Supplemental Budget for FY 2011/12
  - b. Formation of Stone Place Reimbursement District
  - c. Annexation of Properties Into City Limits
  - d. Council Goals – Revisit
  - e. PGE Franchise Renewal
  - f. Accessibility of Vulnerable Populations to Safeway
  - g. Telecommunication Franchise Ordinance
  - h. Planning Services Contract

**11. EXECUTIVE SESSION**

**12. ADJOURNMENT**

Minutes of the Molalla City Council – Special Meeting  
Molalla Adult Center  
315 Kennel Ave. Molalla Oregon 97038  
Wednesday, April 4, 2012 7:00 PM

**ATTENDANCE:** Mayor Mike Clarke, Present; Councilor Stephen Clark, Present; Councilor George Pottle, Present; Councilor Jimmy Thompson, Present; Councilor Dennis Wolfe, Absent; Councilor Jim Needham, Present; Council President Debbie Rogge, Present.

**STAFF IN-ATTENDANCE:** City Manager, Ellen Barnes; City Recorder, Sadie Cramer; Finance Director, Heather Penni.

**PUBLIC HEARING**

**SUPPLEMENT BUDGET**

Background was provided by Barnes. The budget for fiscal year 2011-12 was adopted by the Molalla City Council on June 8, 2011. Since that time, adjustments have been identified as being necessary to ensure adequate appropriations are in place and to prevent ending the year with a deficit.

A supplemental budget is required to recognize additional revenues, increase appropriations, create new funds, reallocate appropriations, and appropriate from contingency. A public hearing to receiving comments is required when the supplemental budget will adjust a fund by 10 percent or more of the expenditures of that fund. Notice of the public hearing inviting citizen comments was published in the Pioneer on March 28, 2012.

After the public hearing, staff will make adjustments to the proposed supplemental budget as necessary and prepare resolutions required for adoption. A copy of the proposed supplemental budget was included in the agenda record.

**NOTICE OF SUPPLEMENTAL BUDGET HEARING**

A public hearing on a proposed supplemental budget for the City of Molalla, Clackamas County, State of Oregon, for the fiscal year July 1, 2011 to June 30, 2012, will be held at the Molalla Adult Community Center, 315 Kennel Avenue, Molalla, Oregon 97038. The hearing will take place at 7:00 p.m. on April 4, 2012. 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 March 16, 2012 at the Molalla City Hall, 117 N. Molalla Avenue, Molalla, Oregon 97038, between the hours of 8:30 a.m. and 1:00 p.m. and 2:00 p.m. and 5:00 p.m. A copy of the supplemental budget also is available online at the City’s website at [www.cityofmolalla.com](http://www.cityofmolalla.com).

**SUMMARY OF SUPPLEMENTAL BUDGET**

FUND: **General Fund**

Resource	Amount	Expenditures	Amount
1 Weed & Seed	\$214,163	1 Materials & Services: Weed & Seed Grant	\$214,163
2 Molalla Arts Commission	\$0	2 Materials & Services: Molalla Arts Commission	\$0
3 General Fund Misc	\$108,000	3 Materials & Services: City Hall O & M	\$108,000
4 PD Pass Thru: ODOT Grant	\$10,900	4 PD Capital Outlay	\$60,900
5 PD General Misc	\$13,000	5 PD Materials & Services: O & M	\$30,000
8 Property Taxes Current	\$2,138,711	6 Contingency & Reserve	\$536
8a Cost Allocation: Adult Center	\$55,601	6a Personnel Serv. Insurance (admin)	\$66,500
8b Cost Allocation: Library	\$70,000	6b Planning Personnel	\$44,840

Minutes of the Molalla City Council – Special Meeting  
Molalla Adult Center  
315 Kennel Ave. Molalla Oregon 97038  
Wednesday, April 4, 2012 7:00 PM

8c Cost Allocation: Aquatic Cntr	\$65,971	6c PD Cap Outlay: Emergency Vehicles	\$20,825
8d Cost Allocation: Streets	\$39,582	6d Planning Mat & Serv: Clack CO. Contract Pay	\$34,000
8e Cost Allocation: Water	\$57,568	7 City Hall Capital Outlay: Cap Improvements	\$5,000
8f Cost Allocation: WWTP	\$37,777	7a City Hall Capital Outlay: Cap Improvements	\$1,028
8g Cost Allocation: Storm	\$13,194	7b Municipal Court Personnel: Court Admin	\$22,002
		7c Municipal Court Personnel: Asst Court Clrk	\$8,000
		7d Municipal Court Personnel: Overtime	\$2,000
		7e Planning Professional Services	\$62,500
<b>Revised Total Resources</b>	<b>\$4,188,222</b>	<b>Revised Total Expenditures</b>	<b>\$3,909,994</b>

Comments: 1. Recognize \$214,163 revenue from Weed and Seed Grant not budgeted. Adding same amount to Weed and Seed expenditure line item not budgeted. 2. Move \$23,344 from Administrative Pass Thru revenues and same amount from administrative Materials & Services expenditures to create a Molalla Arts Commission Fund. 3. Move \$32,000 from Admin Charge for Services: General Fund Misc. and same from Materials & Services City Hall O & M to create two funds: \$11,000 for Fox Park Pavilion Fund and \$21,000 for the Logging Mural Fund. 4. Received \$10,900 from ODOT TSP and increased Police Cap Outlay same. 5. Move \$2,000 from PD General Misc. and same amount from PD Materials & Services: O & M to create Molalla Police Department Special Revenue Fund. 6. Move \$113,340 from Contingency & Reserve to prevent over-expending the following appropriations: 6a. \$28,000 to Personnel Services Insurance (admin); 6b. \$44,840 to Planning Personnel; 6c. \$6,500 to Police Capital Outlay Emergency Vehicles; 6d. \$34,000 to Planning Materials & Services for Clackamas County Contract Payoff. 7. Move \$30,000 from City Hall Capital Outlay: Capital Improvements to Planning Materials & Services and \$12,500 from Municipal Court Personnel to Planning Professional Services. 8. Decrease current year property tax revenue by \$339,693 and add cost allocation revenue object classification with the following transfers: \$55,601 from Adult Center; \$70,000 from Library; \$65,971 from Aquatic Center; \$39,582 from Streets; \$57,568 from Water; \$37,777 from WWTP; and \$13,194 from Storm. The Revised Total Resources corrects for a \$278,228 budgeted negative beginning fund balance.

**SUMMARY OF SUPPLEMENTAL BUDGET (cont.)**

FUND: **Molalla Arts Commission (new)**

Resource	Amount	Expenditures	Amount
MAC Donations/Fundraisers	\$18,344	Materials & Services: O & M	\$13,344
Transfer from General Fund	\$5,000	Materials & Services: Professional Services	\$5,000
		Materials & Services: Reimbursements	\$5,000
<b>Revised Total Resources</b>	<b>\$23,344</b>	<b>Revised Total Expenditures</b>	<b>\$23,344</b>

Comments: \$23,344 moved from General Fund Administrative Pass Thru MAC and same from Administrative Materials & Services to create the Molalla Arts Commission Fund.

FUND: **Molalla Logging Mural Fund (new)**

Resource	Amount	Expenditures	Amount
Mural Donations/Fundraisers	\$21,000	Materials & Services: O & M	\$5,000
		Materials & Services: Professional Services	\$15,000
		Materials & Services: Printing & Publication	\$1,000
<b>Revised Total Resources</b>	<b>\$21,000</b>	<b>Revised Total Expenditures</b>	<b>\$21,000</b>

Minutes of the Molalla City Council – Special Meeting  
Molalla Adult Center  
315 Kennel Ave. Molalla Oregon 97038  
Wednesday, April 4, 2012 7:00 PM

Comments: \$21,000 moved from General Fund Admin Charge for Services: General Fund Misc. and same from Materials & Services: City Hall O & M to create the Molalla Logging Mural Fund.

**FUND: Molalla Police Department Special Revenue Fund (new)**

Resource	Amount	Expenditures	Amount
Payroll Deductions	\$1,500	Materials & Services: Scholarships	\$2,000
Surplus & Unclaimed Equip. Sales	\$500	Materials & Services: K-9 Program	\$0
Donations	\$0		
<b>Revised Total Resources</b>	<b>\$2,000</b>	<b>Revised Total Expenditures</b>	<b>\$2,000</b>

Comments: \$2,000 moved out of the General Fund PD General Misc. and same from PD Materials & Services: O & M to create Molalla Police Department Scholarship Fund.

**FUND: Fox Park Pavilion Fund (new)**

Resource	Amount	Expenditures	Amount
Pavilion Donations/Fundraisers	\$18,510	Materials & Services: O & M	\$31,140
Ford Foundation Grant	\$5,000	Materials & Services: Professional Services	\$1,500
Transfer In: Sally Fox Park	\$5,000	Materials & Services: In-Kind Labor	\$7,510
Transfer In: Park SDC	\$11,640		
<b>Revised Total Resources</b>	<b>\$40,150</b>	<b>Revised Total Expenditures</b>	<b>\$40,150</b>

Comments: Create new Fox Park Pavilion Fund with: \$11,000 moved from General Fund moved from General Fund Admin Charge for Services: General Fund Misc. and same from Materials & Services: City Hall O & M to Pavilion Donations/Fundraisers; create \$5,000 Transfer In from Sally Fox Park and \$11,640 Transfer In from Park SDC Fund.

**FUND: Sally Fox Park Fund**

Resource	Amount	Expenditures	Amount
		Park Improvements	\$8,450
		Transfer Out: Fox Park Pavilion Fund	\$5,000
<b>Revised Total Resources</b>	<b>\$103,450</b>	<b>Revised Total Expenditures</b>	<b>\$103,450</b>

Comments: Decrease Sally Fox Materials & Services Park Improvements by \$5,000 and create Transfer Out to Fox Park Pavilion Fund for \$5,000.

**FUND: Park SDC Fund**

Resource	Amount	Expenditures	Amount
		Park SDC Reserve	\$66,860
		Transfer Out: Fox Park Pavilion Fund	\$11,640
<b>Revised Total Resources</b>	<b>\$78,500</b>	<b>Revised Total Expenditures</b>	<b>\$78,500</b>

Comments: Decrease Park SDC Reserve by \$66,860 and create Transfer Out to Fox Park Pavilion Fund for \$11,640.

Minutes of the Molalla City Council – Special Meeting  
Molalla Adult Center  
315 Kennel Ave. Molalla Oregon 97038  
Wednesday, April 4, 2012 7:00 PM

Barnes stated there are revenues that need to be recognized within the budget. These are not new monies they are being separated and recognized as revenue.

- Grant money from the Weed and Seed funding. When the budget was adopted on June 8, 2012 the budget for expenditures/revenues was \$214,163 with the equivalent amount in expenditures.
- ODOT Traffic Safety Program and was not made available at the time of the passage of the June 8, 2011 budget. We need to add this item to the current budget and recognized this item as a revenue in the amount of \$10,900.
- The PGE Franchise will also be recognized in the Street Fund as a revenue in the amount of \$52,300.

Needham asked why the PGE funds in the amount of \$52,300 are being put into the Street Fund instead of the SDC funds. Penni stated that PGE is not a System Development Charge (SDC). Its money that goes towards the maintenance of the streets in Molalla for the poles and other maintenance that is necessary.

Pottle asked if the \$187,000 is a guaranteed amount. Penni stated no we get a percentage of the PGE funds collected. We are guaranteed a percentage but it can fluctuate. This year the franchise revenue received was \$187,000 and is accounted for.

Pottle asked if there is a contingency for these PGE funds should the City not receive that large of an amount next year. Barnes stated we are contracted for a guaranteed amount. Penni stated that we are making an assumption that what we are estimating or seeing may or may not come through. Barnes stated that these revenues are not guaranteed but they are fairly stable. Discussion between Pottle and staff regarding the recognition of the Weed and Seed, Todos Juntos and the PGE briefly took place.

Thompson stated that staff is working on monthly projections for the council to help insure there are checks and balances in place for the city.

Needham asked where these funds go until they are used once discovered. Penni stated that the funds were not discovered and the funds are in the financial report that is given to the council.

Needham asked if the money is sitting in the bank and accruing interest. Penni said the money is in a state investment fund and the interest is received monthly by the City. Penni said the last statement was \$1,200 in interest and that is in the actual numbers or the financials. They are not included in this supplemental budget and there are interest line items for each fund already.

Needham asked if the City receives interest on the pass through funds. Penni stated that the money is not in the account long enough to accrue interest, it's expended.

Barnes stated that there are distinctions between financials/accounting and budgeting. Budget is generally a planning document and the City did budget for expenditures going in and out. Those were not broken down by specific line items which staff is trying to correct.

Barnes addressed the following creation of 4 new proposed funds:

Minutes of the Molalla City Council – Special Meeting  
Molalla Adult Center  
315 Kennel Ave. Molalla Oregon 97038  
Wednesday, April 4, 2012 7:00 PM

(MAC) Molalla Arts Commission - This item had donations being received that went into the General Fund. They have been extracted because those are restricted revenues in the amount of \$23,344.

Fox Park Pavilion Fund – This item had donations being received that went into the General Fund. These have been extracted because those are restricted revenues.

Clark asked about the amount in the Sally Fox Endowment Fund and recalls it being \$100,000. Penni stated the paperwork shows it was a \$90,000 endowment. Brief discussion between Staff and Council took place regarding the in-kind donations and the remaining \$4,000 that is due to the project from the City. Barnes and Rogge confirmed that the use of the SDC's for this project are legitimate for this project and the Ford Family Foundation is aware that they may have to come up with that additional \$4,000 if the City can't.

Mural Fund - This item had donations being received which are restricted revenues. They too, were going into the General Fund. Those funds have been extracted.

Molalla Police Department Special Revenue Funds – This has to be accounted for in a separate fund. It has 2 line items noted as “K-9” and “Scholarship” fund. This is restricted revenue as well.

Pottle asked if there has been a legal review of the items listed within the supplemental budget and if the funds being moved are in compliance with state law. After brief discussion between Staff and Council, legal did review the document and the funds being moved or transferred are all in compliance with state law. No funds are being taken from restricted revenues.

Needham asked about the surplus line items and unclaimed equipment sales for the Molalla PD. Penni explained those items are seized items and sold at an auction. The money is used for scholarships at a local level. Currently, those funds are going into the general fund and those revenues need to be accounted for separately.

Barnes addressed the transfers of contingency. Contingency is in place for unexpected costs. In order to use contingency funds the transfer has to go before council. We will have some over expenditures in personnel if we don't transfer the amount. The majority of the transfer from contingency that are going into the general fund are to cover the personnel expense to avoid additional layoffs. There is also an item for Planning Service/Personnel that was not budgeted for in the last budget. That item is being changed to reflect and update the current budget. There were also 2 funds that were under estimated budget amounts that need to be adjusted so the funds are not over expended. The 2 funds listed are the Planning & Materials Services and the Molalla PD Emergency Vehicle Fund.

Barnes reviewed the remaining contingency items listed with Council and all of the funds still have contingency but the transfers will deplete the general fund contingency balance to \$536.

Barnes reviewed the cost allocation plan with Council and reiterated that a cost allocation plan is to recognize a department (such as Finance) that does not bring in revenue (Ex: developing a budget for all departments) to the general fund but has a general fund expense attached to it (administration costs for City Manager, Finance, etc). It helps to offset the costs associated with the city as a whole in order to help those departments run.

Minutes of the Molalla City Council – Special Meeting  
Molalla Adult Center  
315 Kennel Ave. Molalla Oregon 97038  
Wednesday, April 4, 2012 7:00 PM

Mayor Clarke asked about the un-appropriated funds and if the Adult Center and Library will be able to sustain without these funds. Penni stated the Adult Center can cover the transfer amount of the allocation because they have that amount in an un-appropriated ending fund balance that can be used for that expense. The Adult Center will be able to finish off the year but this is not a sustainable plan for that facility and other solutions in the next fiscal cycle will need to be explored. The Library also has an un-appropriated ending fund balance that will cover the cost of the transfer.

Rogge asked if the Library could get by without the administrative costs at this time. Barnes stated the Library would have to secure the services currently being provided such as accounting services, insurance services and legal services. At this time it would not be cost effective.

Rogge asked how the fiscal reporting practices have changed. Penni stated she is now doing monthly fiscal reporting and projecting budgets based on looking at 5 years of actual numbers instead of just 3 years. Barnes stated when you set your budget you have to do your best to project where each of the funds will end by the end of the fiscal year and try to be budget conservative. It's the end amount at the end of the fiscal year that becomes the starting funds in the next fiscal cycle.

The adult center is hardly getting by now and Mayor Clarke wanted to verify if the Adult Center can take \$55,000 from their budget for the cost allocation plan and it won't affect the functioning of the Adult Center. Penni stated it will not affect their current budget but it will affect their starting amounts and year end balances for the next fiscal year.

Angela Patton of North Molalla Avenue and a member of the Friends of the Library Board expressed collective member concerns with the proposed cost allocation.

- The board is very concerned that since the expenditure has gone from \$12,600 to \$70,000 with the proposed cost allocation plan it might set a precedence for future budgets.
- They would like to see a more accurate accounting for each of the services being paid for or transferred with an activity based model. They would like input into that model if possible.
- A more specific accounting of line items should be given for the expenditures that make up the \$70,000 in order to be more accountable to the voters.

Needham asked if the Library knows what \$51,000 being allocated is for. Patton stated that she did not know what the additional \$51,000 was for. This is why they would like to see a breakdown of the \$70,000 (\$17,000 + \$51,000) that includes the drivers. Patton said another item to consider is comparing the charges to outside services to see if the numbers are consistent and competitive with what the library would be charged; if they secured those services on their own.

Barnes agrees with Patton and the City is taking a fundamental approach of using a FTE cost allocation plan heading into the budgeting process. We have considered the costs of city insurance, legal services, auditing services and accounting services. In moving forward we want to develop a more refined approach with the allocation plan. Patton stated they would like to be a part of that process to help determine the pools of money and the drivers.



Minutes of the Molalla City Council – Special Meeting  
Molalla Adult Center  
315 Kennel Ave. Molalla Oregon 97038  
Wednesday, April 4, 2012 7:00 PM

Barnes continued her review of the adjustments listed in the supplemental budget document. The summary sheets shows what adjustments are being made through page 39.

Pottle asked about page 15 regarding property taxes and questioned the amounts listed. He asked if that amount will keep going down. Barnes stated the number budgeted for was hyper inflated and more then what could be collected if 100% of the tax revenue had been received. Secondly, the city can anticipate that property values will continue to decline.

Thompson questioned the distinction between looking at the financial versus looking at the budget. Barnes explained that the document that is before them is not proposing they change the budget to what is actual. Instead we are keeping what is budgeted, monitoring it and will try not to expend up to the amount that is budgeted for each item. Just because there is a budget for it doesn't mean you have to expend it especially if you don't have revenues coming in. It's like a household budget; if your revenue decreases you start looking at ways to cut back and save to live within your means.

Brief discussion between Barnes and Thompson took place about the water and sewer appropriations, over expenditures. You can't over expend but you can under expend. Just because its budgeted for doesn't mean you can spend that full amount. The amounts need to be monitored to make sure we don't deficit spend the fund as a whole.

Needham asked for clarification of what the following funds are or encompass:

- EVF – Emergency Vehicle Fund
- General Miscellaneous – Catch all to put revenues that didn't have its' own fund. Currently we are working on creating line items for specific tendered items. Staff is also trying to eliminate the title of “miscellaneous”.

Needham questioned the \$32,000 shown that are being moved. Penni stated the \$32,000 is revenue donations received for the Logging Mural, Molalla Art Commission and the Pavilion. The funds are restricted and can only be used for those specific projects. They have been separated from the general fund and we are now creating their own funds so the money can be track efficiently.

PD Miscellaneous – Penni said the \$15,000 listed really has 4 major revenue sources. We are giving those revenue sources their own line items. In monitoring those revenue sources and giving them their own fund the goal is to not have “miscellaneous” line items in future budgets, including the next one. Clark stated he has questioned that as well and both Heather and Peggy in Finance have been willing to break down those miscellaneous accounts when asked.

Mayor Clarke called for any public testimony. None was heard.

Needham asked what the Fidelity Bond item is. He asked is those were bonds to insure staff should there be a loss. Barnes stated that they have gone away from the Fidelity Bonds and have moved towards excess crime coverage. Brief discussion between Staff and Council regarding the differences between bonding and excess crime coverage took place.

Minutes of the Molalla City Council – Special Meeting  
Molalla Adult Center  
315 Kennel Ave. Molalla Oregon 97038  
Wednesday, April 4, 2012 7:00 PM

Needham asked what the Chamber of Commerce Item on page 14 was for. Barnes stated this was a pass through account for grant money received from Clackamas County Tourism and event funding. City Recorder, Cramer spoke in regards to the item explaining the amount received was \$20,000 from Clackamas County Tourism. It's used to fund projects that are tourism related within the community. The funds were disbursed by the city on behalf of that tourism program in conjunction with the Chamber. There is separate event grant funding available through the county that can be explored by the Centennial Committee for the upcoming event but no money was awarded to that specific event and a application was not received during the tourism funding cycle.

Needham asked about the (CTC) Communities that Care grant and its line items on page 14 and 15. Penni stated that a grant was received by the University of Washington years ago. This line item has a \$0 balance and its line item name just still exists. When you have a line item and it has had fund assigned to it during the last 5 years, even though it's \$0 we, by law, have to show that fund. Until that fund shows a \$0 balance for 5 years Finance is unable to remove the item from the budget.

Bob Carey of 808 East 6<sup>th</sup> Street in Molalla questioned how many Code Enforcement Officers we have on staff. Penni stated we have 1 and his salary is comprised from 75% water, sewer and street. The remaining 25% is from Code Enforcement. How does the Code Enforcement work. Penni stated it is complaint driven. Carey said if it's complaint driven, he has talked to some of Council and City Staff about the sandwich board issue and he just gets shuffled or dismissed. Barnes asked that Carey speak with her about the issue.

Carey asked about the \$1,600 expense for coffee. Penni explained that each employee has a deduction that is taken from their pay checks that helps to pay for that item that totals \$1,200 per year to offset the cost. He recommended that the City put in a vending machine since most companies don't supply coffee and you have to bring your own if you want it.

Needham asked that they declare a moratorium on all training and conferences that are not contractual for all Staff and Council. Since this is a hearing and not a regular meeting the Council is unable to make decisions. After brief discussion with the Council it was recommended that this item be brought up at the next regular session. No further discussion or decisions took place.

Rogge made the motion to adjourn the public hearing at 8:28PM. Clark seconded. Motion carried 7-0.

---

City Recorder, Sadie Cramer

---

Mayor, Mike Clarke

Minutes of the Molalla City Council Regular Meeting  
Molalla Adult Center  
315 Kennel Avenue, Molalla Oregon 97038  
Wednesday, April 11, 2012 7:00PM

**ATTENDANCE:** Mayor Mike Clarke, Present; Councilor Stephen Clark, Present; Councilor George Pottle, Present; Councilor Jimmy Thompson, Present; Councilor Dennis Wolfe, Absent; Councilor Jim Needham, Present; Council President Debbie Rogge, Present.

**STAFF IN-ATTENDANCE:** City Manager, Ellen Barnes; City Recorder, Sadie Cramer; Finance Director, Heather Penni.

**MINUTES**

Rogge made the motion to approve the minutes of March 14, 2012. Clark seconded. Motion carried 6-0.

**COMMUNICATIONS**

Jude Strader member of the Molalla Arts Commission and the Molalla Wild River BBQ Association updated Council regarding the Logging Mural. The mural is being worked on and installed in late spring. 24 artists applied and David Gordon was the artist chosen for this installation. The mural committee will be doing their last push on fundraising over the next couple of months.

The US Air Force Concert Band contacted MAC to see if we would like to co-sponsor their tour. It's a free concert and it will be held on April 19, 2012 at 7PM at the new Mt. Angel Festival Hall in Mt. Angel, Oregon.

An update on the 8<sup>th</sup> Annual Wild River BBQ was given by Strader. They will be continuing this great event and will be presenting the Mayor's Spirit Award. The event is always in need of Judges and we hope to have the Mayor and a couple of Councilors participate in the judging this year. The WRBA is asking the City for a letter of support to aid their grant and fundraising efforts. The BBQ Event will be held the weekend of August 4<sup>th</sup> and 5<sup>th</sup> at Clark Park.

**AWARDS**

Oregon National Guard and Reserve RET. General, Dan Hitchcock presented a 7 Seals Award to the City of Molalla for being the first city to sign in support of the Military to honor the military and their Veteran's. The plaque was presented to Mayor Clarke on behalf of the City of Molalla and the Oregon Nation Guard.

Minutes of the Molalla City Council Regular Meeting  
Molalla Adult Center  
315 Kennel Avenue, Molalla Oregon 97038  
Wednesday, April 11, 2012 7:00PM

**NEW BUSINESS**

RIDING HIGH LOGO

On March 27, 2012 the City received the attached letter from the owners of TEAM HOT IRON, LLC. The intent of the letter was to clarify the agreed upon use of the “Riding High for America” bucking horse logo. In the letter, the owners of TEAM HOT IRON, LLC request a response from the City Manager as to Councils direction for use of the “Riding High for America” logo.

Charlie Williams of TEAM HOT IRON, LLC on North Molalla Avenue in Molalla addressed the Council regarding the Riding High logo that is copy-righted by him. He gave the Council some background regarding the creation of the logo. Several years ago Jane Wynn helped him design the logo Wynn. Wynn who was serving on the Council at that time asked if the logo can be used for the city. He agreed to Wynn’s request. The issue is that he saw some products recently that had the logo on it and they were not quality items. He’d like to start dialogue with the City of Molalla about agreeing to giving him the first right of refusal for his logo that is copy righted. He wants to give the city the right to use it but would like to be the vendor of choice or the one who monitors the quality of the printing being done.

Rogge asked Williams what he needs from the City of Molalla in order to make him comfortable with the logo usage. Williams stated that a letter from the City Manager on the Council’s behalf would be sufficient stating that at anytime he has the chance to produce it in a high screen graphic or give him the first right of refusal. Otherwise, adding the copy right banner is preferred in order to minimize risk exposure to him and the City of Molalla.

Needham motioned to instruct the City Manger to draft a letter on behalf of Council to Charlie Williams addressing his concerns regarding the Riding High logo that were discussed tonight. Rogge seconded. Motion carried 6-0.

Williams also announced as a member of the Molalla Kiwanis they will be hosting a Ministers’ Breakfast. It is a community prayer breakfast and we now have a spiritual aim committee. We want to give recognition to the Veteran’s and their families. The tickets are \$10.00 and it will be at the Church of the Nazarene on May 19, 2012 during the Spring Fling.

**NEW BUSINESS**

COMMUNITIES THAT CARE

Since 2010, the City of Molalla has served as the fiscal agent for Communities that Care. The intent was for the City to receive funding on behalf of Communities that Care (CTC) and pay for

Minutes of the Molalla City Council Regular Meeting  
Molalla Adult Center  
315 Kennel Avenue, Molalla Oregon 97038  
Wednesday, April 11, 2012 7:00PM

CTC expenses from the revenues it received. According to the Executive Director, CTC has its 501(c) 3 non-profit designation. As a functioning 501(c) 3, there is no need for the City to serve as the organization's fiscal agent. The relationship between the City and CTC has evolved to an extent that it creates a liability risk to the City and potentially a risk to CTC's non-profit status.

Revenues for CTC have not come in at a level to offset expenses. The City has been subsidizing CTC expenses by assisting with utility expenses and providing free water service, which is contrary to the terms of the sublease agreement.

Lynn Blatter, CTC Executive Director stated that she has been in contact with Grace Lutheran Church and they verified with John Atkins did agree to that arrangement verbally because they were concerned about the financial liability against the Church.

Blatter stated that regardless of what happens tonight, she will move forward on bringing back CTC and is working with a county business who would like to help rebuild the program so she can move forward to help the community succeed.

Rogge asked Blatter what the source of the \$20,000 that funded CTC was from. Blatter stated it was from donations of private citizens, churches and businesses. A grant was received from Clackamas County that helped to fund the disc golf course in Clark Park and a garden program.

Rogge asked what the average monthly rate of the water and electric billings are for CTC. Blatter said over the course of 18 months the electric was around \$2,300 and \$1,400 for water since May 2010.

Rogge asked if she knew any point that the CTC 501(C)(3) was in jeopardy. Blatter stated she was not aware of that because of the way the grant received from the University of Washington several years ago was outlined and first formed as a partnership with the city.

Needham reviewed an agenda Item from November 18, 2009 with the recommendation to enter into a lease agreement and assist CTC with obtaining insurance coverage for the building. The fiscal impact stated is \$250.00 but nothing was listed for utilities. He asked if the \$1.00 per month would cover that water if you are leasing the building. Blatter stated the \$1.00 per month was being paid to Grace Lutheran for the building lease.

Blatter stated she assisted the City of Molalla with several projects as a CTC representative including the up keep of the community resource guide, bringing in legal aid; CTC did research on the city's behalf and helped resolve an issue with a local apartment complex that had a water bill in excess of \$10,000 that was paid in full.

Minutes of the Molalla City Council Regular Meeting  
Molalla Adult Center  
315 Kennel Avenue, Molalla Oregon 97038  
Wednesday, April 11, 2012 7:00PM

Needham asked about the improvements made to the building. Blatter said they upgraded the entries to be ADA compliant, painted and did several other improvements to get the building up to code. The building had just been re-wired 2 weeks before the fire happened. Since the fire and relocation to the Chamber office she has had to cut back on services due to the amount of traffic coming in and out of the building. She hopes that in the near future a new community center can be established as planned.

Mayor Clarke asked Blatter what the city can do to help CTC move forward at this time. Blatter stated a compromise on the funds in questions so the situation can resolved this evening is what she is asking for.

Rogge asked about the proposed \$1,400 balance due to CTC from the City. Barnes stated that the amount was \$1,400 but there was a \$500.00 expense for the CTC Halloween event that was miscoded and deducted from the Molalla Arts Commission line item. That has been corrected since the agenda packet was sent out.

Penni stated the \$1,400 only included basic water service of \$60.00 per month and did not include any usage. Staff stopped calculating when the CTC funds hit \$0 and considered it a wash so CTC did not owe the city money. Rogge made the motion to give CTC \$900.00. No seconded.

Thompson asked Penni if she was able to research the 3 charges from Molalla Communications Company and if those were actual donations to the CTC to pay for the phone bills. Penni confirmed those were removed from the total tally. The original total was \$700 which included 3 separate donations to CTC that were pass through the city so the city could pay the billing for CTC.

Blatter disagreed with the \$700 amount. She stated there was a \$710 check that did not get posted to CTC. There were 3 separate items that CTC was charged for that weren't CTC expenses. That total amount was around \$700 as well.

Clark asked Barnes what the ending fund balance in contingency would be at the end of the fiscal year. Barnes stated if the revenues come in as anticipated and no other unexpected expenses occur we will have approximately \$3,000 in contingency. All of the CTC expenses have been paid and the CTC fund is closed.

Pottle seconded Rogge's motion to give CTC \$900.00. Needham stated he was abstaining because there is not sufficient information at this time for him to make an informed decision. Barnes stated that he could not abstain for that reason. Needham stated he could abstain for any

Minutes of the Molalla City Council Regular Meeting  
Molalla Adult Center  
315 Kennel Avenue, Molalla Oregon 97038  
Wednesday, April 11, 2012 7:00PM

reason he wanted. Barnes stated that as a Council and by State Statute he has an obligation to vote and can abstain for other reasons such as a conflict of interest but not because you don't have enough information. Needham asked if Barnes was challenging his abstention. Barnes stated, yes. Needham requested to view documentation regarding reasons for abstaining. Barnes stated that she can provide him with additional information. Motion carried 5-1 ( Mayor Clarke, Aye; Councilor Rogge, Aye; Councilor Pottle, Aye; Councilor Thompson, Aye; Councilor Clark, Nay; Councilor Needham, Aye)

**WARRANT REGISTER**

Needham asked what the following vendor payments were for. Penni responded to each item.

- Cascade Columbia – Chemicals at the waste water treatment plant.
- Custom Signals Inc in the amount of \$10,844 – This was for the radar equipment through an ODOT grant that will be reimbursed to the city.
- OTET – Oregon Teamsters Employers Trust is for the monthly health insurance premiums.

Mayor Clarke reminded Council if they have multiple questions regarding the warrant register to please contact Finance prior to the meeting.

Thompson made the motion to approve the presented warrant register. Rogge seconded. Motion carried 6-0.

**NEW BUSINESS – NEXT AGENDA**

Discussion between Council and staff took place addressing Needham's concerns about making decisions at a special meeting versus a work session. Barnes stated that Council can make decisions at a special session but not during a work session or public hearing. The hearing must close before Council can make a decision.

Needham asked that Council discuss the issuance of a Council moratorium on all training and stipends due to the budget deficit.

Thompson asked Needham why he was appalled when he asked about the Council retreat for training at a prior work session and the majority of Council knew it wasn't going to happen and was opposed to having it due to the city's financial situation. Thompson stated that Needham openly criticized the lack of training and team building for that item and he is now advocating for this moratorium.

Minutes of the Molalla City Council Regular Meeting  
Molalla Adult Center  
315 Kennel Avenue, Molalla Oregon 97038  
Wednesday, April 11, 2012 7:00PM

Needham responded he didn't feel Thompson's comments are relevant and it was during the initial time the financial crisis was brought before Council. A point of order was made by Rogge and Mayor Clarke called the motion.

No second was received for Needham's motion.

Needham stated in the Council rules, Council is supposed to be notified of questions and meetings. He questioned why only the Mayor and Council President were aware there was no work session. Barnes stated that was a typo on her part and there was no work session prior to the goal setting session on April 4, 2012. The date and time were set and announced at a prior Council meeting and they didn't question the agenda that was sent out. Barnes stated that staff will make a better effort to catch those scribner errors to avoid a situation like this in the future.

## **RESOLUTIONS**

### **RESOLUTION 2012-12: A RESOLUTION APPROVING AN ADMINISTRATIVE COST ALLOCATION PLAN**

The budget for fiscal year 2011-12 was adopted by the Molalla City Council on June 8, 2011. Since that time, adjustments have been identified as being necessary to ensure adequate appropriations are in place and to prevent ending the year with a deficit.

A supplemental budget is required to recognize additional revenues, increase appropriations, create new funds, reallocate appropriations, and appropriate from contingency. A proposed administrative cost allocation plan also is incorporated into the supplemental budget. The administrative cost allocation plan will distribute central administrative services costs throughout all operation funds.

This is a cost accounting concept used to identify and distribute indirect costs (internal city service costs not assignable to a specific department, program or activity). Cost allocation is a method to promote internal efficiencies within the organization. For Molalla, implementation of an administrative cost allocation plan is essential to help prevent the General Fund from ending the fiscal year in deficit. \$339,693 from other operating funds will be transferred to the General Fund for administrative cost allocation.

Thompson made a motion to approve Resolution 2012-12. Rogge seconded. Motion carried 6-0. Pottle wanted to verify that the transfers being made are legal and that the money that was approved by the voters is being spent on Library expenses. Barnes stated the Library stands alone but gets services from the city and are legal transfers. The funds that were allotted by the voters were for operations of the Library. There's a cost associated with the daily functions of the Library such as administrative costs for her services, payroll etc.



Minutes of the Molalla City Council Regular Meeting  
Molalla Adult Center  
315 Kennel Avenue, Molalla Oregon 97038  
Wednesday, April 11, 2012 7:00PM

Pottle asked if the library will get a break down of services being provided so they can review it and make sure they are not paying for services twice. An example would be for janitorial services. Penni stated that the Library is not paying for janitorial twice, it is paying for overhead. There are administrative costs for the 3 position in administration aside for an hourly wage that needs to be accounted for. The cost of electricity, phone service, cleaning of the facility and other necessities in order to function and provide services to the other departments has to be considered.

Pottle asked if the Library is classified as a county or city entity. Barnes stated it's a city department.

Pottle asked about the Library's funding sources. Barnes stated it is funded through a Clackamas County fund that operates as a city department. The city could roll the money from Clackamas County into the general fund similar to the Police Department but she would advise keeping it as a separate fund.

**RESOLUTION 2012-13: A RESOLUTION ESTABLISHING A MOLALLA ARTS COMMISSION FUND**

Currently, revenues for the Molalla Arts Commission are accounted for in the General Fund budget under Administrative Pass Thru and expenditures for the Commission are accounted for in the General Fund in Materials and Services. The Molalla Arts Commission receives donations and other funds that are restricted to Molalla Arts Commission activities. In the current budget, these restricted funds are comingled with other General Fund revenues making them difficult to account for properly. Creating a new special revenue fund specifically for Molalla Arts Commission (MAC) activities will ensure proper accounting of the Commission's financial activity. Clark made the motion to approve Resolution 2012-13. Rogge seconded. Motion carried 6-0.

**RESOLUTION 2012-14: A RESOLUTION ESTABLISHING A FOX PARK PAVILION FUND**

The Ford Foundation leadership program selected construction of a pavilion in Fox Park as their community project. The City agreed to serve as fiscal agent for the project and contribute \$5,000 from the Fox Park Fund and \$15,000 in Park SDCs. However, after applying the Park SDC methodology, the maximum amount of SDCs permitted for the project is \$11,640. The Fox Park pavilion project also receives donations from the community and funds from Ford Family Foundation grant that are restricted to the project. In the current budget, these funds are comingled with other General Fund revenues, making them difficult to account for. Creating a new special revenue fund specifically for the Fox Park Pavilion project will ensure proper

Minutes of the Molalla City Council Regular Meeting  
Molalla Adult Center  
315 Kennel Avenue, Molalla Oregon 97038  
Wednesday, April 11, 2012 7:00PM

accounting of the financial activities associated with the project. Rogge made the motion to approve Resolution 2012-13. Thompson seconded. Motion carried 6-0.

**RESOLUTION 2012-15: A RESOLUTION ESTABLISHING A LOGGING MURAL FUND**

The City of Molalla has engaged a well renowned artist to create a logging mural in Fox Park. The logging mural project receives donations from the community that are restricted to the project. Currently, revenues for the Logging Mural project are comingled with other General Fund revenues, making them difficult to account for. Creating a new special revenue fund specifically for the Logging Mural project will ensure proper accounting of the financial activities associated with the project. Rogge made the motion to approve Resolution 2012-13. Pottle seconded. Motion carried 6-0.

**RESOLUTION 2012-16: A RESOLUTION ESTABLISHING A MOLALLA POLICE DEPARTMENT SPECIAL REVENUE FUND**

The Molalla Police Department funds scholarships for local students through the sale of surplus and unclaimed equipment and through voluntary payroll deductions. The sale of surplus and unclaimed equipment funds are committed funds and *should* be accounted for separately. The voluntary payroll deductions are restricted revenues that *must be* accounted for separately. In the current budget, these funds are comingled with other general miscellaneous police department revenues, making them difficult to account for. Also, a local business has offered to donate funds toward the City's K-9 program. Creating a new special revenue fund specifically will ensure proper accounting of the payroll deductions and equipment sale and allow the City to account for donations to the K-9 program. Rogge made the motion to approve Resolution 2012-13. Clark seconded. Motion carried 6-0.

**RESOLUTION 2012-17: A RESOLUTION DECLARING AN UNFORESEEN OCCURRENCE IN THE ADULT CENTER FUND AND RECOGNIZING AND APPROPRIATING BEGINNING FUND REVENUES**

The budget for fiscal year 2011-12 was adopted by the Molalla City Council on June 8, 2011. Since that time, adjustments have been identified as being necessary to ensure adequate appropriations are in place and to prevent ending the year with a deficit. To prevent ending the fiscal year with a deficit in the General Fund, the City will implement an administrative cost allocation process by which costs for administrative services are allocated to all operations funds. To accommodate the cost allocation in the Adult Center Fund, revenue identified in the actual beginning fund balance but not budgeted will be recognized and appropriated for cost allocation. No beginning fund balance was budgeted in the adopted FY 2011-12 budgets. According to the

Minutes of the Molalla City Council Regular Meeting  
Molalla Adult Center  
315 Kennel Avenue, Molalla Oregon 97038  
Wednesday, April 11, 2012 7:00PM

audited financial statements, the actual beginning fund balance in the Adult Center Fund is \$65,229.75. Appropriating \$55,501 for cost allocation leaves \$9,728.75 as unrecognized beginning fund balance. Rogge made the motion to approve Resolution 2012-13. Thompson seconded. Motion carried 6-0.

Pottle asked if the Adult Center gets funding from the city but can we now take money back from that account to cover administration fees. Barnes stated that normally the cost allocation would not be seen because the cost would have been associated or built into their budgeted amounts. Since we are doing this allocation after the previous budget was passed it is being seen but the council won't see this in the next year. Next years fund balance transfers for the Adult Center will show as because of the allocation being done now if passed.

Pottle asked if the Adult Center's budget increases in the future will the cost allocation amount increase too. Penni stated, no.

Thompson asked if the Adult Center will also get a break down of their expenses. Barnes stated the council will see the cost allocation plan now but during the budget process for the next cycle it will be built into it. A report of where the allocations came from and what they are paying for will also be provided.

Discussion between staff and Needham took place about basic finance and accounting items that included the flow of receivables and payables within the various funds in the Caselle accounting system.

Cleo Roberts of Kennel Avenue in Molalla stated she uses Caselle in her position and reiterated to Needham that it is one big pool of money that is broken down into smaller accounts. Out of the pool of money each department is given a number and then each "department number" has various accounts/fund numbers under it that should total the big pool of money. Each bill is looked at and coded by the administration to come out of one of the department fund numbers that was budgeted for. The Council will be able to see where each transaction took place and how much the city has to work with by doing it this way.

Rogge made the motion to approve Resolution 2012-17. Thompson seconded. The motion carried 6-0.

Minutes of the Molalla City Council Regular Meeting  
Molalla Adult Center  
315 Kennel Avenue, Molalla Oregon 97038  
Wednesday, April 11, 2012 7:00PM

**RESOLUTION 2012-18: A RESOLUTION DECLARING AN UNFORESEEN OCCURRENCE IN THE AQUATIC CENTER FUND AND RECOGNIZING AND APPROPRIATING BEGINNING FUND REVENUES**

The budget for fiscal year 2011-12 was adopted by the Molalla City Council on June 8, 2011. Since that time, adjustments have been identified as being necessary to ensure adequate appropriations are in place and to prevent ending the year with a deficit. To prevent ending the fiscal year with a deficit in the General Fund, the City will implement an administrative cost allocation process by which costs for administrative services are allocated to all operations funds. To accommodate the cost allocation in the Aquatic Center Fund, revenue identified in the actual beginning fund balance but not budgeted will be recognized and appropriated for cost allocation. \$45,000 was budgeted as beginning fund balance in the adopted FY 2011-12 budget. According to the audited financial statements, the actual beginning fund balance in the Aquatic Center Fund is \$117,756.91. On December 21, 2011, Council adopted Resolution 2011-17 recognizing and appropriating \$45,000 for a pool heater repair, leaving \$27,757 unrecognized and unappropriated. Rogge made the motion to approve Resolution 2012-18. Pottle seconded. Motion carried 6-0.

**RESOLUTION 2012-19: A RESOLUTION DECLARING AN UNFORESEEN OCCURRENCE IN THE LIBRARY FUND AND RECOGNIZING AND APPROPRIATING BEGINNING FUND REVENUES**

The budget for fiscal year 2011-12 was adopted by the Molalla City Council on June 8, 2011. Since that time, adjustments have been identified as being necessary to ensure adequate appropriations are in place and to prevent ending the year with a deficit. To prevent ending the fiscal year with a deficit in the General Fund, the City will implement an administrative cost allocation process by which costs for administrative services are allocated to all operations funds. To accommodate the cost allocation in the Library Fund, revenue identified in the actual beginning fund balance but not budgeted will be recognized and appropriated for cost allocation. \$200,000 was budgeted as beginning fund balance in the adopted FY 2011-12 budget. According to the audited financial statements, the actual beginning fund balance in the Library Fund is \$576,435. Recognizing and reallocating \$70,000 to cost allocation leaves \$506,435 in unrecognized beginning fund, \$306,435 greater than what was budgeted. Rogge made the motion to approve Resolution 2012-19. Clark seconded. Motion carried 6-0.

**RESOLUTION 2012-20: A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET AND MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2011-12**

The budget for fiscal year 2011-12 was adopted by the Molalla City Council on June 8, 2011. Since that time, adjustments have been identified as being necessary to ensure adequate appropriations are in place and to prevent ending the year with a deficit.

Minutes of the Molalla City Council Regular Meeting  
Molalla Adult Center  
315 Kennel Avenue, Molalla Oregon 97038  
Wednesday, April 11, 2012 7:00PM

A supplemental budget is required to recognize additional revenues, increase appropriations, create new funds, reallocate appropriations, and appropriate from contingency. A public hearing to receiving comments is required when the supplemental budget will adjust a fund by 10 percent or more of the expenditures of that fund. Notice of the public hearing inviting citizen comments was published in the Pioneer on March 28, 2012.

A public hearing was held on April 4, 2011. Council received public comments and Council recommended staff proceed with resolutions to adopt the Recommended Supplemental Budget for Fiscal Year 2011-12. Rogge made the motion to approve Resolution 2012-20. Pottle seconded. Motion carried 6-0.

**RESOLUTION 2012-21: A RESOLUTION AUTHORIZING INTER-FUND TRANSFERS**

Adoption of a resolution is required to effect transfers between funds. These transfers were approved with adoption of the Supplemental Budget: Resolution 2012-20, adopted on April 11, 2012. Reallocates \$16,640 to a newly-created Fox Park Pavilion Fund to pay for construction of a pavilion in Fox Park and \$339,693 to the General Fund for administrative cost allocation. Detail provided in Attachment A to the resolution. Rogge made the motion to approve Resolution 2012-21. Clark seconded. Motion carried 6-0.

**RESOLUTION 2012-22: A RESOLUTION RECOGNIZING MOLALLA CENTENNIAL 2013 AS THE REPRESENTATIVE FOR THE CITY IN CONNECTION WITH THE 2013 CENTENNIAL**

During the March 28, 2012 Council meeting, Council heard a presentation from Molalla Centennial 2013, an unincorporated association, about the upcoming Molalla centennial celebration. The association prepared a resolution for council to consider. The resolution was modified slightly with suggestions from the city attorney. The association presented the modified resolution to Council. Council directed staff to add the resolution to the next council agenda for formal action. Rogge made the motion to approve Resolution 2012-22. Clark seconded. Motion carried 6-0.

Thompson questioned if we should take action on this item since there is an active ordinance in place for the Centennial Commission. Thompson made the motion to table Resolution 2012 until the next meeting. Rogge seconded. No opposition was expressed and the item will be added to the next Council agenda.

Minutes of the Molalla City Council Regular Meeting  
Molalla Adult Center  
315 Kennel Avenue, Molalla Oregon 97038  
Wednesday, April 11, 2012 7:00PM

**CITY MANAGER REPORT**

Barnes reported the following items to Council:

- The Directors are moving forward on their current and future budgets.
- A second supplemental budget will be needed by the end of the fiscal year.
- TEAM has hired Jennifer K. Hood and she started on March 30, 2012.
- Jaime Johnk from Clackamas County Economic Development has offered to do a presentation regarding their available services and to share some economic development strategies with the city.
- Heather and she met with the City Attorney and the Forensic Accountant to explore strategies the budget issues. Those strategies will be brought forward to the council at a later date.
- Working on the formation of the reimbursement district.
- A small claim has been filed against the city for \$10,000 relating to sewer back up damage. CIS is assisting with the claim and we have asked for a hearing.
- Negotiation of the auditing contract with Oster will be taking place.
- Staff is working on the PGE Franchise renewal and they are agreeable to a 3 month extension.
- The next agenda will have 2 Executive Session. 1 for possible upcoming litigation and the City Manager's 6 month evaluation is due from Council.

Clark said he would like to see examples of evaluations from Barnes so a format can be chosen by Council to use as an evaluation tool at the next Council meeting.

Needham said he wants to follow the procedure outlined in the Municipal Code for City Manager Evaluation. Barnes stated we will use that procedure but an evaluating tool (evaluation form) needs to be identified in order to do the evaluation.

Barnes reported that Directors have been busy with various tasks that keep the departments and the city functioning and moving forward.

Needham asked if the Forensic Audit is the topic of the executive session. Barnes stated she can't respond to that question.

Needham asked about the Molalla Forest Road Grant Study and the under levy of the Urban Renewal Agency (URA). Barnes stated the grant for the Molalla Forest Road is still pending and

Minutes of the Molalla City Council Regular Meeting  
Molalla Adult Center  
315 Kennel Avenue, Molalla Oregon 97038  
Wednesday, April 11, 2012 7:00PM

under levying will be dependent upon the development of the next fiscal budget. As staff works through the budget process the under levy might be readdressed.

Needham announced that there will be another meeting regarding the Community Summit on April 19, 2012 meeting that he will be attending. He thanked Barnes for the information regarding the \$80,000 from the League of Oregon Cities (LOC) funds that could possibly be applied to street items. Barnes clarified that those funds will be Surface Transportation Funds which are federal funds that assist with street projects that need to be identified by the city.

Needham thanked Melissa, The Molalla Kiwanis and the press for their wonderful well attended community Easter Egg events they held. He thanked Charlie Williams for his cooperation with the logo issue as well.

Thompson encouraged the community to attend the Molalla Youth Sports U14 Girls Soccer Team and will be playing at Clark Park on April 14<sup>th</sup> and 15<sup>th</sup>. The team is 4-0 with a chance to move into the next bracket of competition.

Rogge attended the C4 meeting and the main focus for the year is transportation. C4 looking at a menu of 5 items to generate funds with representatives from various legislative levels in order to address the shortage of street funds available.

Mayor Clarke thanked Foothills Church for the prayer night they held that was well attended by the community, he enjoyed his trip to Washington DC and announced Dan Leighton will be taking his spot next year. He extended thanks to the press for their wonderful job of covering the Easter events and also encouraged the community to go out and attend the events that are taking place in town.

**ADJOURNMENT**

Rogge made a motion to adjourn the meeting at 9:47pm. Clark seconded. Motion carried 6-0

---

City Recorder, Sadie Cramer

---

Mayor, Mike Clarke

Molalla Library Advisory Board

Meeting Date: 4/19/2012

Meeting brought to order by Sandy Nelson, Chairperson, at 6:00 P.M.

Members Present: Sandy Nelson, Kelly Andrews, Mary Gilson, Angela Patton, Jim Needham

Staff Present: Glenda Triebwasser

The minutes from the March meeting were approved as read.

. Staff Report:

(Ask Glenda for her notes, April 19, 2012, if you haven't read them.)

- a) The Capital Improvement Survey will be out as soon as possible. Angela is taking care of that. It will be available online and on paper for 60 days. It will be e-mailed to all who have signed up to receive the Public Library information.
- b) We discussed the challenged book Oscar and the Very Hungry Dragon and decided it should not be removed from the library shelves.

. Old Business:

-The Proposed Budget:

- a) Glenda would like to increase the wages for circulation staff. The City Council must approve this. This would bring Molalla Public Library in line with other libraries throughout the state that are similar in size.
- c) Glenda pointed out that the more population you can serve, the more hours you need to be open. She is proposing that the library be open on Sunday from noon to 5.
- d) She also is proposing that the library hire a bi-lingual entry level librarian part-time.
- e) Ready-to-Read grant is included in case it can happen.
- f) "Miscellaneous" in the budget will be replaced with a new term.
- g) There are two reserve funds: Capital Improvement - \$100,000, and Technology - \$50,000.
- h) Glenda will look at the "Unappropriated" ending balance.
- i) It was suggested that \$200,000 be added to the Capital Improvement reserves.



The meeting was adjourned at 7:45 P.M.

The next meeting is scheduled for May 17, 2012.

Submitted by Mary Gilson, Secretary.



Heating system –

Last week the fan's motor went out. The cost of a new motor was \$1,200.00. When it was installed it was found that an electrical connection had shorted out and another had to be ordered for \$250.00. It was installed on Friday and the system still wasn't working. Our thermostat had been fried also. With labor the cost of repairs will be over \$2,000.00.

Future maintenance –

Repaint the bathrooms.

Install emergency lights in the conference room for when the power goes out.

Replace carpet in the conference room



## MAC Regular Meeting Minutes

**Molalla Arts Commission**

Regular Meeting Minutes for May 14 @ City Hall

## Commissioners

NAME	TITLE	ATTENDANCE
Mary Lynn Jacob	Chair, Commissioner	<input checked="" type="checkbox"/>
Alicia Cook	Vice Chair, Commissioner	<input checked="" type="checkbox"/>
Dave Jackson	Secretary, Commissioner	<input checked="" type="checkbox"/>
Karla Koch-Johnston	Treasurer, Commissioner	<input type="checkbox"/> excused
Jon Deshler	Commissioner	<input type="checkbox"/> excused
Jude Strader	Commissioner	<input checked="" type="checkbox"/>
Dennis Stafford	Commissioner, Alternate	<input checked="" type="checkbox"/>

## Liaisons

NAME	TITLE	ATTENDANCE
Sadie Cramer	City of Molalla	<input checked="" type="checkbox"/>
Debbie Rogge	Molalla City Council	<input checked="" type="checkbox"/>

## Guests

NAME	TITLE
Jennifer	Team Molalla

- 
- 1. Call to Order – Chair Mary Lynn Jacob – 5:35**
  - 2. Roll Call – Chair Mary Lynn Jacob 5:36**
  - 3. Approval of Minutes - Chair Mary Lynn Jacob – 5:40**

March 12<sup>th</sup> Regular Meeting – AC/DS +All approved with minor editsMarch 26<sup>th</sup> Informal Meeting – AC/DS +All approved with minor edits

- 4. Guest – Jennifer Hood from Team Molalla 5:45**



## MAC Regular Meeting Minutes

---

Representing Team Molalla, Jennifer presented the opportunity to create a “Made in Molalla” store for the time around this year’s Buckeroo Rodeo. Location would be in the vacant store at 4 corners. Needs MAC involvement and artists to participate. Life span would be 1 to 4 weeks.

We liked the idea. As an action for MAC, a letter has been drafted and sent out to our artist email list to see if further interest exists in the community.

More details to come as we get closer to the time we need to commit.

### **5. Financial Report –**

**6:00**

Past reconciliation issues have been resolved in MAC’s favor. We have some \$2035.09 in our account. A full report was handed out at the meeting.

### **6. Continuing Business –**

**6:10**

#### **a. Logging Mural Project**

Commissioner Strader reports: Project slipping to end of June for installation due to permit and coordination complexities. Funding is moving along and getting close to the target goal as planned.

The contract for the mural structure to be built by a contractor was presented for a MAC vote to approve, even though (after some discussion) we agreed that it was not required for us to do so (in as such, the vote would be a sign of support, only). Some time was taken to read it more carefully. Secretary Dave Jackson had a number of concerns and one objection:

- Objection: Section 3A) Giving the full copyright retention to the designer for a public work has known issues. An example of the problems with the Portlandia statue was given, where it cannot be photographed for commercial gains without the expressed consent of the artist (otherwise, lawsuits are possible). It was recommended that the designer gives up copyright claims for public works.
- Concern: Section 6A) The payment schedule appeared to be heavily front-end loaded. This does not leave much room for issue resolution and the end of the project should problems be apparent. It is in the customer’s best interest to have the schedule back-end loaded.
- Concern: Section 8C) Suggested that some notification from the designer to the city be required before removing/obliterate the identification plate.
- Concern: Section 12B) After a vetted installation of the mural into the structure, should the structure be found to be the cause of damage to the



## MAC Regular Meeting Minutes

---

mural, the designer should have some responsibility to any subsequent damage.

- Concern: No mention of coordinating with the city permits and responsible departments in the construction of the structure.
- Concern: There were several places in the document which appeared to give the city financial liability under certain cases. It is not clear that this is going to be acceptable to the city.

After discussing, it was agreed that Commissioner Strader would take these concerns back to the Clackamas Arts Alliance (who is managing this project) for consideration.

A motion was made by AC/DS to approve the document with these noted concerns and objection:

In favor: Chair Mary Lynn Jacob, Vice Chair Cook, Commissioner Strader, Commissioner Stafford

Objection: Secretary Dave Jackson

The vote passed.

### **b. Lake Oswego Arts**

Would like to get the busses rolling by the end of the school year. Funding is available for 8-10 busses. Schools are ramping up to do this, but there are noted competing activities that may influence the success of this art walk experience.

### **c. Spring Fling - May**

Commissioner Stafford reports: The library has been secured for the venue. However, no participants have been identified. One last effort is being made.

### **d. Web/Communications**

Secretary Dave Jackson reports: Nothing to report.

### **e. Air Force Band – April 19th**

Commissioner Strader reports: Big success! Over 600 people turned out for it. A beautiful venue and great performance. We made just a little over \$100 and did not incur any expenses that were not covered by the generosity of others. Chair Mary Lynn Jacob would like to send out thank-you cards to the key principals.

### **f. Centennial Art Show**

Secretary Dave Jackson reports: The Centennial 2013 Committee needs to coordinate with MAC an art show and contest for the theme art. The Chamber of Commerce has agreed to put on their next cover. Target date is in August 2012.



# MAC Regular Meeting Minutes

Email is out, but no response to date. Another effort needs to be made. We can only extend the deadline by a couple of weeks at best due to the printing of the Chamber Directory schedule.

## 7. New Business – 6:55

From Team Molalla, opportunities to get involved with the “Big Foot Migration” in September.

## 8. Member Sharing – 6:55

None noted.

## 9. Adjournment – 7:00

Next Meeting: 5/28/12 5:30 El Charrito  
(The Little Cowboy)

Formal Meeting: 6/11/12 5:30 City Hall

## 10. Calendar

May

2 <sup>nd</sup> Friday	11	All
Spring fling	19..20	Commissioner Stafford
MAC formal meeting	14	All
MAC informal meeting	28	All

June

2 <sup>nd</sup> Friday	8	All
Brew Fest		
Pop-up gallery or Meet and Greet	?	Commissioner Strader
MAC formal meeting	11	All
MAC informal meeting	25	All

July

2 <sup>nd</sup> Friday	10	All
------------------------	----	-----



## MAC Regular Meeting Minutes

Buckeroo Rodeo week	4	All
MAC formal meeting	9	All
MAC informal meeting	23	All

## August

2 <sup>nd</sup> Friday	13	All
Event: Centennial Kickoff	17	Secretary Dave Jackson
MAC formal meeting	13	All
MAC informal meeting	27	All

## September

2 <sup>nd</sup> Friday	14	All
Event: TBD	-	-
MAC formal meeting	10	All
MAC informal meeting	24	All

## October

2 <sup>nd</sup> Friday	12	All
Event: TBD		
MAC formal meeting	8	All
MAC informal meeting	22	All

## November

Event: TBD		
MAC formal meeting	10	All
MAC informal meeting	24	All

## December

Event: TBD		
------------	--	--





2012

## MAC Regular Meeting Minutes

---

MAC formal meeting	9	All
MAC informal meeting	23	All

**MOLALLA DOWNTOWN STUDY**  
W. MAIN ST. & S. MOLALLA AVE., MOLALLA, OREGON

**CLACKAMAS COUNTY  
3D DOWNTOWN PROGRAM**

CONCEPT DESIGN BY:  
**LRS ARCHITECTS, INC.**

MAY 18TH, 2012



## PROJECT SUMMARY

THE 'MOLALLA DOWNTOWN STUDY' PROVIDES A THREE DIMENSIONAL VISUALIZATION CONCEPT FOR:

- A PROPOSED PUBLIC PARKING LOT
- FACADE IMPROVEMENT RECOMMENDATIONS FOR DOWNTOWN BUILDINGS

THE SCOPE OF THIS STUDY IS LIMITED TO FACADE IMPROVEMENTS FOR (3) INDIVIDUAL PROPERTIES ON THE WEST SIDE OF S.MOLALLA AVENUE & SOUTH OF W.MAIN STREET. A NEW PUBLIC PARKING LOT IS ENVISIONED BEHIND THESE PROPERTIES. WHAT FOLLOWS IN THIS REPORT, IS A CONCEPT FOR THE PARKING LOT AND SOME FACADE IMPROVEMENT RECOMMENDATIONS FOR THESE BUILDINGS BASED ON INITIAL FEEDBACK FROM THE OWNERS AND THE CITY MANAGER. A PRELIMINARY HARD COST ESTIMATE IS ALSO PROVIDED FOR EACH IMPROVEMENT PROJECT. THE STUDY BUILDS UPON THE 'MOLALLA DOWNTOWN MASTER PLAN' AND PROVIDES DESIGN IDEAS TO INCORPORATE SOME UNIFYING DESIGN ELEMENTS IN EACH BUILDING FACADE THUS CREATING A SENSE OF PLACE ALONG S. MOLALLA AVE..

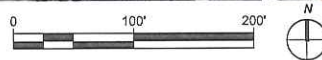
TOTAL PARKING PROVIDED = 52 STALLS (INCL (1) VAN ACCESSIBLE PLUS (2) STANDARD ADA STALLS)  
 DESIGN STANDARDS FOR PARKING LOT LAYOUT:  
 TYPICAL STALL DIMENSIONS FOR 90° PARKING - 18' X 9'-6"  
 TYPICAL ONE WAY DRIVE AISLE - 13' WIDE  
 TYPICAL TWO WAY DRIVE AISLE - 24' WIDE  
 5' WIDE LANDSCAPE BUFFER ALONG PUBLIC R.O.W. PLANTING MATERIAL TO BE MIN. 3' HIGH  
 5' WIDE SIDEWALK/BUFFER WHERE LOT ABUTS A BUILDING

**COST ESTIMATE:** \$264,300 (@ \$8.50/GSF) - INCLUDES HARD COSTS ONLY. DOES NOT INCLUDE DECONTAMINATION COSTS, IF REQUIRED.

NOTE: THE PROPOSED DESIGNS AND IMPROVEMENTS ARE BASED OFF PHOTOGRAPHS ONLY AND NO ACTUAL DIMENSIONS OR SURVEY WERE TAKEN OR PROVIDED FOR THIS STUDY. NO SITE SURVEY AVAILABLE AT THIS TIME.

MOLALLA DOWNTOWN SCOPE OF THIS STUDY

ASSUMED PROPERTY LINE, TYP.



EXISTING CONDITIONS

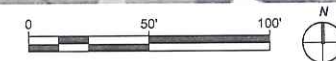
PROPOSED PEDESTRIAN BULB-OUT

POSSIBLE STORMWATER PLANTER

NEW SIDEWALK



PROPOSED SITE PLAN



(E) PARKING

BIKE PARKING

NEW MONUMENT SIGN: 'PUBLIC PARKING'

RETAINING WALL TO BE DESIGNED BY OTHERS

**PUBLIC PARKING LOT**  
S. MOLALLA AVENUE



**AERIAL VIEW**



**VIEW LOOKING EAST**



**VIEW LOOKING WEST**



**VIEW LOOKING NORTH EAST**



**VIEW LOOKING NORTH WEST**

# DEARDROFF 3-D LLC

104-112 WEST MAIN ST.

OWNER: MR. GARY DEARDROFF



REMOVE (E) BRICK AND PATCH WITH STUCCO TO MATCH BASE

REMOVE (E) METAL COPING, TYP.

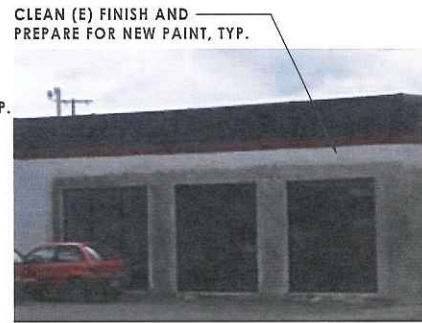
REPAINT (E) AWNING - PAINT P5

REMOVE (E) WINDOWS/DOORS AND ASSOCIATED FRAMES, TYP.



CLEAN (E) FINISH AND PREPARE FOR PAINT, TYP.

REMOVE (E) OVERHEAD DOOR & HARDWARE



CLEAN (E) FINISH AND PREPARE FOR NEW PAINT, TYP.



REMOVE (E) SIGNAGE

CLEAN (E) BRICK, TYP. AND PREPARE FOR PAINT

REMOVE (E) AWNING; REMOVE (E) OVERHEAD DOOR & FRAME; REMOVE (E) DOOR & FRAME

CLEAN (E) FINISH AND PREPARE FOR NEW PAINT, TYP. PATCH & REPAIR AS REQUIRED



NEW 'GOOSE NECK' LIGHTING, TYP.  
NEW PAINTED SIGN, TYP.  
NEW METAL COPING, PAINT P2  
PAINT P1

NEW STANDING SEAM METAL AWNING; PAINT P6, TYP.

NEW STOREFRONT WINDOWS; NEW ALUMINUM STILE DOOR PER OTHER'S DESIGN, TYP.

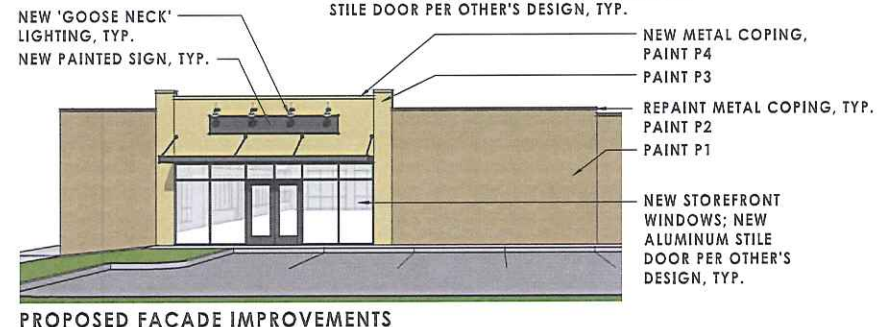


NEW 'GOOSE NECK' LIGHTING, TYP.  
NEW PAINTED SIGN, TYP.  
NEW STANDING SEAM METAL AWNING; PAINT P5, TYP.

NEW PARAPET WALL-BRICK CLAD  
NEW METAL COPING, PAINT P4

NEW METAL CANOPY, TYP DESIGN BY OTHERS  
PAINT P3  
REPAINT (E) METAL COPING, PAINT P2  
PAINT P1

NEW STOREFRONT WINDOWS; NEW ALUMINUM STILE DOOR PER OTHER'S DESIGN, TYP.



NEW 'GOOSE NECK' LIGHTING, TYP.  
NEW PAINTED SIGN, TYP.

NEW METAL COPING, PAINT P4  
PAINT P3  
REPAINT METAL COPING, TYP. PAINT P2  
PAINT P1

NEW STOREFRONT WINDOWS; NEW ALUMINUM STILE DOOR PER OTHER'S DESIGN, TYP.

PROPOSED FACADE IMPROVEMENTS

## EXISTING CONDITIONS

**LRS** ARCHITECTS  
720 NW Davis Suite 300  
Portland OR 97209  
503.221.1121  
www.lrsarchitects.com 503.221.2077



**MOLALLA DOWNTOWN STUDY**  
W. MAIN ST. & MOLALLA AVE., MOLALLA, OREGON  
**CLACKAMAS COUNTY 3D DOWNTOWN PROGRAM**

PROJECT NUMBER: 211201  
MAY 18, 2012

LRS Architects, Inc. © 2011

## MOLALLA DOWNTOWN STUDY

W.MAIN ST. S.MOLALLA AVE.,  
MOLALLA, OREGON

### DEARDROFF 3-D LLC

104-112 WEST MAIN ST.

OWNER: MR. GARY DEARDROFF

IMPROVEMENT	COST PER SF/LF	QUANTITY	TOTAL COST
1 REMOVE (E) BRICK	\$2.00	110 SF	\$220
2 NEW INFILL STUCCO	\$18.00	110 SF	\$1,980
3 REMOVE (E) SIGNAGE	\$200.00	1	\$200
4 DEMOLITION - O.H. DOORS, DOORS AND WINDOWS, METAL AWNINGS			\$2,500
5 CLEAN (E) STUCCO	\$1.00	950 SF	\$950
6 CLEAN (E) CMU	\$1.00	4,300 SF	\$4,300
7 CLEAN (E) BRICK	\$1.00	220 SF	\$220
8 TOUCHUP PAINT (E) METAL AWNING	\$1.50	400 SF	\$600
9 REPAINT (E) METAL COPING	\$15.00	450 LF	\$6,750
10 NEW PARAPET - BRICK FINISH	\$28.00	100 SF	\$2,800
11 NEW PARAPET - STUCCO FINISH	\$22.00	40 SF	\$880
12 NEW PARAPET - CMU	\$25.00	45 SF	\$1,125
13 NEW EXTERIOR PAINT	\$1.50	5,360 SF	\$8,040
14 NEW PAINTED METAL COPING	\$8.00	140 LF	\$1,120
15 NEW PAINTED SIGNAGE	\$2,000.00	8	\$16,000
16 NEW METAL AWNING	\$16.00	275 SF	\$4,400
17 NEW METAL CANOPY	\$25.00	410 SF	\$10,250
18 NEW STOREFRONT DOOR & WINDOWS	\$35.00	775 SF	\$27,125
19 NEW GOOSE NECK LIGHTING	\$500.00	26	\$13,000

**TOTAL ESTIMATED COST OF SUGGESTED IMPROVEMENT**

**\$102,460 ±**

\* NOTE ALL IMPROVEMENTS SHOULD BE VERIFIED BY FURTHER DETAILED INVESTIGATION, THE COSTS PRESENTED ARE ESTIMATES BASED ON A VERY LIMITED STUDY AND DO NOT INCLUDE SOFT COSTS SUCH AS PERMITTING ETC.

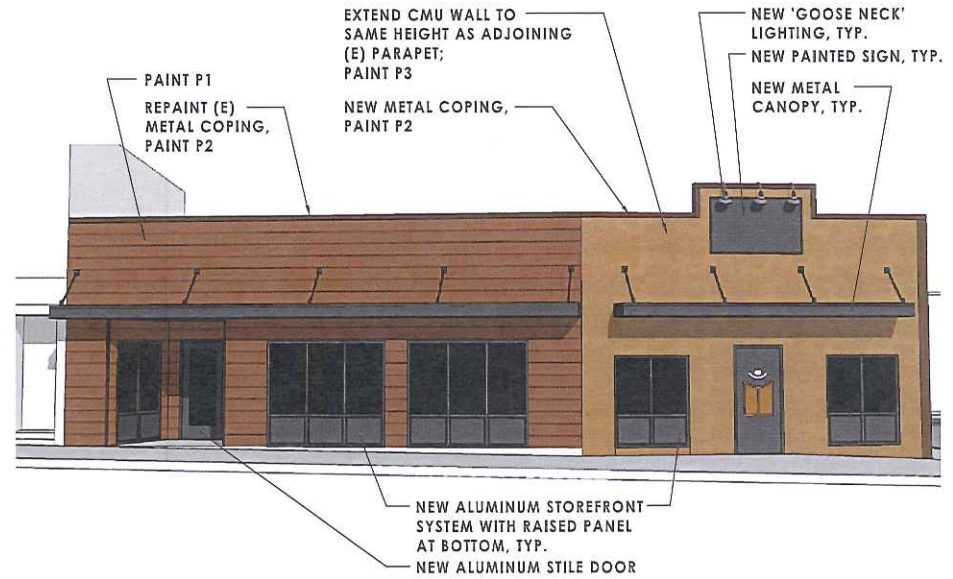


PROJECT NUMBER: 211201  
5/17/2012

# LONG BRANCH TAVERN

110 S. MOLALLA AVENUE

OWNER: MR. LYNN KRAXBERGER



EXISTING CONDITIONS

PROPOSED FACADE IMPROVEMENTS

## MOLALLA DOWNTOWN STUDY

W.MAIN ST. S.MOLALLA AVE.,  
MOLALLA, OREGON

### LONG BRANCH TAVERN

110 S. MOLALLA AVENUE

OWNER: MR. LYNN KRAXBERGER

IMPROVEMENT	COST PER SF/LF	QUANTITY	TOTAL COST
1 REMOVE (E) FIXED WINDOWS			\$2,500
2 REMOVE (E) DOORS			\$250
3 REMOVE (E) AWNINGS			\$1,500
4 REMOVE (E) PLANTER			\$800
5 REMOVE (E) SIGN			\$200
6 REMOVE (E) ASPHALT	\$5.00	900 SF	\$4,500
7 CLEAN EXTERIOR SURFACES	\$1.00	2000 SF	\$2,000
8 REPAINT (E) METAL COPING & TRIM	\$15.00	190 LF	\$2,850
9 REPAINT (E) METAL AWNING	\$1.50	100 SF	\$150
10 NEW PARAPET - CMU	\$25.00	100 SF	\$2,500
11 NEW PAINTED METAL COPING	\$8.00	25 LF	\$200
12 NEW METAL CANOPY	\$25.00	165 SF	\$4,125
13 NEW STOREFRONT DOOR & WINDOWS	\$35.00	300 SF	\$10,500
14 NEW LANDSCAPING	\$4.50	600 SF	\$2,700
15 NEW CONCRETE SIDEWAK	\$18.00	300 SF	\$5,400
16 NEW TRASH ENCLOSURE	\$18.00	45 LF	\$810
17 NEW EXTERIOR PAINT	\$1.50	2000 SF	\$3,000
18 NEW PAINTED SIGNAGE	\$1,200.00	1	\$1,200
19 NEW GOOSE NECK LIGHTING	\$500.00	3	\$1,500

**TOTAL ESTIMATED COST OF SUGGESTED IMPROVEMENT**

\$46,685 ±

\* NOTE ALL IMPROVEMENTS SHOULD BE VERIFIED BY FURTHER DETAILED INVESTIGATION, THE COSTS PRESENTED ARE ESTIMATES BASED ON A VERY LIMITED STUDY AND DO NOT INCLUDE SOFT COSTS SUCH AS PERMITTING ETC.

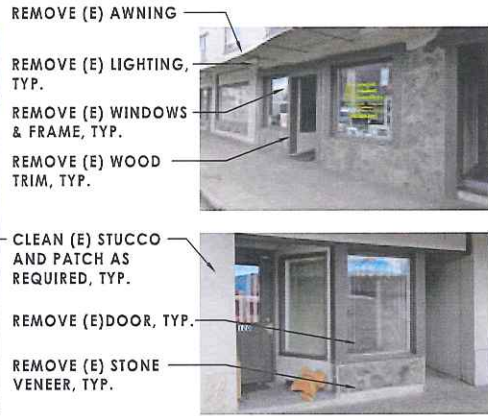


PROJECT NUMBER: 211201  
5/17/2012



# JC AUTO CONNECTION

118 S. MOLALLA AVENUE  
OWNER: MR. JEFF SPITZER



- REMOVE (E) AWNING
- REMOVE (E) LIGHTING, TYP.
- REMOVE (E) WINDOWS & FRAME, TYP.
- REMOVE (E) WOOD TRIM, TYP.
- CLEAN (E) STUCCO AND PATCH AS REQUIRED, TYP.
- REMOVE (E) DOOR, TYP.
- REMOVE (E) STONE VENEER, TYP.



- NEW ACCENT PAINT COLOR
- NEW FABRIC AWNING
- NEW ALUMINUM STOREFRONT SYSTEM WITH RAISED METAL PANEL AT BOTTOM, TYP.
- NEW STUCCO IN PLACE OF STONE VENEER, TYP.; COLOR TO MATCH (E)



- CLEAN (E) FINISH AND PATCH AS REQUIRED, TYP.
- REMOVE (E) SIGN

EXISTING CONDITIONS



- NEW LANDSCAPED AREA WITH PEDESTRIAN ACCESS OFF NEW PARKING LOT
- NEW TRASH ENCLOSURE
- NEW PARAPET WALL, FINISH AND COLOR TO MATCH (E) WALL
- NEW METAL COPING PAINT TO MATCH (E) COPING
- NEW 'GOOSE NECK' LIGHTING, TYP.
- NEW PAINTED SIGN, TYP.
- NEW GUARDRAIL AND HANDRAIL TO MEET ADA STANDARDS

PROPOSED FACADE IMPROVEMENTS

## MOLALLA DOWNTOWN STUDY

W.MAIN ST. S.MOLALLA AVE.,  
MOLALLA, OREGON

### JC AUTO CONNECTION

118 S.MOLALLA AVENUE  
OWNER: MR. JEFF SPITZER

IMPROVEMENT	COST PER SF/LF	QUANTITY	TOTAL COST
1 DEMOLITION			\$3,500
2 REMOVE (E) SIGN			\$200
3 REMOVE (E) ASPHALT	\$5.00	1,300 SF	\$6,500
4 CLEAN AND REPAIR (E) STUCCO	\$2.00	350 SF	\$700
5 CLEAN (E) CMU	\$1.00	1,700 SF	\$1,700
6 NEW STUCCO FINISH	\$18.00	300 SF	\$5,400
7 NEW PAINT ON STUCCO	\$1.50	300 SF	\$450
8 NEW PARAPET - CMU	\$25.00	500 SF	\$12,500
9 NEW PAINTED METAL COPING	\$8.00	130 LF	\$1,040
10 NEW ACCENT PAINT	\$1.50	155 SF	\$233
11 NEW PAINTED SIGNAGE	\$1,200.00	1	\$1,200
12 NEW FABRIC AWNING	\$100.00	56 LF	\$5,600
13 NEW ALUMINUM STILE DOOR	\$1,200.00	4	\$4,800
14 NEW STOREFRONT WINDOWS	\$35.00	215 SF	\$7,525
15 NEW GAURDRAIL	\$30.00	60 LF	\$1,800
16 NEW GOOSE NECK LIGHTING	\$500.00	3	\$1,500
17 NEW LANDSCAPING	\$4.50	900 SF	\$4,050
18 NEW CONCRETE SIDEWAK	\$18.00	400 SF	\$7,200
19 NEW TRASH ENCLOSURE	\$18.00	45 LF	\$810

**TOTAL ESTIMATED COST OF SUGGESTED IMPROVEMENT** \$54,648 ±

\* NOTE ALL IMPROVEMENTS SHOULD BE VERIFIED BY FURTHER DETAILED INVESTIGATION, THE COSTS PRESENTED ARE ESTIMATES BASED ON A VERY LIMITED STUDY AND DO NOT INCLUDE SOFT COSTS SUCH AS PERMITTING ETC.



PROJECT NUMBER: 211201  
5/17/2012

# City Of Molalla

## City Council Meeting

### Agenda Category: Continuing Business

**Subject:** Six-month Evaluation of City Manager

**Staff Recommendation:** Discussion Item

**Date of Meeting to be Presented:** May 23, 2012

**Fiscal Impact:** NA

**Background:**

During the April 25<sup>th</sup> Council meeting, Council approved the process and criteria for conducting the six-month evaluation of the City Manager. The evaluation form and instructions were emailed to all Councilors on April 27<sup>th</sup>. Evaluation ratings and comments from each councilor were compiled and distributed during the May 9<sup>th</sup> Council work session. Council requested more time to review the comments and ratings and asked that the topic be added to the May 23 Council agenda.

SUBMITTED BY: Ellen Barnes, City Manager

APPROVED BY:

ADMIN USE ONLY

**Agenda Item**

**5.A**

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

# City Of Molalla

## City Council Meeting

### Agenda Category: Continuing Business

**Subject:** Free and Reduced-Rate Water Services

**Staff Recommendation:** Discussion with direction to staff

**Date of Meeting to be Presented:** May 23, 2012

**Fiscal Impact:** Providing free and reduced water rates impacts revenues to the Water Utility and water franchise fee to the General Fund. Normally, fee reduction and/or waiver programs are considered in calculating utility fees to ensure the utility is receiving adequate revenues to offset operational expenses.

**Background:**

Staff has encountered several situations whereby the City has been providing free or reduced water service to organizations. In addition to Communities that Care, the City also has provided free water service to the Dibble House and reduced rates to Coleman and the Molalla Fire District. The reasons for the arrangements differ (Dibble House part of a landscaping grant from 2004; Molalla Fire District an agreement to offset expenses for operating the reader-board, Coleman in exchange for land application of city wastewater). The city has no adopted policies or fee structures to guide this practice.

This practice of providing reduced water rates outside of the adopted water rate schedules and providing free water service is in violation of the City water bond covenants.

SUBMITTED BY: Ellen Barnes, City Manager

ADMIN USE ONLY

**Agenda Item**

**5.B**

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

**RESOLUTION NO. 2010-04**

**A RESOLUTION AUTHORIZING REFUNDING BONDS FOR THE WATER SYSTEM AND A WATER SYSTEM REVENUE BOND DECLARATION**

**WHEREAS**, the City is authorized by ORS Section 287A.360 to issue refunding bonds to refund outstanding bonds; and,

**WHEREAS**, it may benefit the City and its ratepayers to refund all or any portion of the City's outstanding General Obligation Installment Water Bond No. 1 that is dated July 20, 1977 and its General Obligation Installment Water Bond No. 2 that is dated November 1, 1978 (collectively, the "Refundable General Obligation Bonds"), and the City's Water Revenue Bonds, Series 1992 and Water Revenue Bonds, Series 1997 (collectively, the "Refundable Revenue Bonds"); and,

**WHEREAS**, no other obligations are outstanding that have a lien on the City's water system revenues; and,

**WHEREAS**, the Refundable General Obligation Bonds are secured by a first lien on water system revenues and prohibit the City from issuing additional bonds without the consent of the owners of the Refundable General Obligation Bonds; and,

**WHEREAS**, the City adopts this Resolution to provide the terms under which bonds may be issued to refund the Refundable General Obligation Bonds and the Refundable Revenue Bonds;

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MOLALLA, OREGON, as follows:**

**Section 1. Request for Consent Authorized**

The City is authorized to request consent from the owners of the Refundable General Obligation Bonds to issue revenue bonds to refund the Refundable Revenue Bonds.

**Section 2. Refunding Revenue Bonds Authorized**

2.1 The City hereby authorizes the sale and delivery of its Water Revenue Refunding Bonds, Series 2010 (the "Series 2010 Water Revenue Bonds") in accordance with this Resolution and the Master Declaration authorized by Section 2.3 of this Resolution (the "Master Declaration") to refund all or any portion of the City's Refundable Revenue Bonds. The aggregate principal amount of the Series 2010 Water Revenue Bonds shall not exceed the amount that the City Administrator or Finance Officer or the person designated by either of those officials to act on behalf of the City under this resolution (the "City Official") reasonably estimates will be required to refund the Refundable Revenue Bonds and to pay costs related to the Series 2010 Water Revenue Bonds.

- 2.2 The Series 2010 Water Revenue Bonds shall be special obligations of the City that are payable solely from the revenues of the City's water system and related amounts that are pledged as provided in the Master Declaration. The pledge of the water system revenues to the payment of principal, premium, if any, and interest on the Series 2010 Water Revenue Bonds and any obligations issued on a parity with the Series 2010 Water Revenue Bonds may be subordinate to the pledge of the revenues of the water system to the payment of the Refundable General Obligation Bonds.
- 2.3 The City Official is hereby authorized to finalize the terms of, execute and deliver the Master Declaration, which pledges the revenues of the City's water system, contains covenants regarding the levels of water system fees and charges that the City must impose, and describes the terms of the Series 2010 Water Revenue Bonds and the terms under which future obligations may be issued on a parity with the Series 2010 Water Revenue Bonds. The Master Declaration shall be in substantially the form attached to this Resolution as Exhibit A, but with such changes as the City Official may approve.

### **Section 3. Refunding General Obligation Bonds Authorized**

- 3.1 The City hereby authorizes the sale and delivery of its General Obligation Water Refunding Bonds, Series 2010 (the "Series 2010 General Obligation Water Bonds") in accordance with this Resolution and the Master Declaration authorized by Section 2.3 of this Resolution (the "Master Declaration") to refund all or any portion of the City's Refundable General Obligation Bonds. The aggregate principal amount of the Series 2010 General Obligation Water Bonds shall not exceed the amount that the City Administrator or Finance Officer or the person designated by either of those officials to act on behalf of the City under this resolution (the "City Official") reasonably estimates will be required to refund the Refundable General Obligation Bonds and to pay costs related to the Series 2010 General Obligation Water Bonds.
- 3.2 The Series 2010 General Obligation Water Bonds shall be general obligations of the City. The City hereby pledges its full faith and credit to pay the principal and interest due on the Series 2010 General Obligation Water Bonds, and the City covenants for the benefit of the owners of the Series 2010 General Obligation Water Bonds that the City shall levy annually, as provided by law, in addition to its other ad valorem property taxes and outside the limitations of Sections 11 and 11b of Article IX of the Oregon Constitution, a direct ad valorem tax upon all of the taxable property within the City in sufficient amount, after considering discounts taken and delinquencies that may occur in the payment of such taxes, to pay the principal and interest on the Series 2010 General Obligation Water Bonds when due.

### **Section 4. Delegation**

Each City Official is hereby authorized, on behalf of the City and without further action by the Council, to:

- (A) Participate in the preparation of, authorize the distribution of, and deem final the preliminary and final official statements and any other disclosure documents for the

Series 2010 Water Revenue Bonds and the Series 2010 General Obligation Water Bonds (collectively, the Series 2010 Water Refunding Bonds).

- (B) Issue the Series 2010 Water Refunding Bonds in multiple series;
- (C) Establish the principal and interest payment dates, principal amounts, interest rates, denominations and all other terms for each series of the Series 2010 Water Refunding Bonds.
- (D) Negotiate the terms with D.A. Davidson & Co. under which each series of the Series 2010 Water Refunding Bonds shall be sold; enter into a bond purchase agreement for the sale of each series of the Series 2010 Water Refunding Bonds which incorporates those terms; and execute and deliver those bond purchase agreements.
- (E) Undertake to provide continuing disclosure for each series of the Series 2010 Water Refunding Bonds in accordance with Rule 15c2-12 of the United States Securities and Exchange Commission.
- (F) Apply for and purchase municipal bond insurance, reserve sureties or other forms of credit enhancements for any series of the Series 2010 Water Refunding Bonds, and enter into related agreements.
- (G) Obtain one or more ratings on each series of the Series 2010 Water Refunding Bonds and expend Series 2010 Water Refunding Bond proceeds to pay the costs of obtaining such ratings.
- (H) Appoint one or more escrow agents for the refunding of the Refundable Revenue Bonds or the Refundable General Obligation Bonds (collectively, the "Refundable Bonds") and enter into one or more escrow deposit agreements.
- (I) Appoint registrars and paying agents for the Series 2010 Water Refunding Bonds.
- (J) Appoint certified public accounting firms to act as verification agents to produce reports demonstrating the ability of the escrow accounts to pay the Refundable Bonds.
- (K) Subscribe for and obtain eligible securities to be deposited in an escrow fund for the Refundable Bonds.
- (L) Take such actions as are necessary to qualify the Series 2010 Water Refunding Bonds for the book-entry only system of The Depository Trust Company.
- (M) Take any action desirable to defease, call, redeem and pay any of the Refundable Bonds.
- (N) Enter into covenants to maintain the excludability of Series 2010 Water Refunding Bond interest from gross income under the Internal Revenue Code of 1986, as amended (the "Code").
- (O) Designate the Series 2010 Water Refunding Bonds as qualified tax-exempt obligations

pursuant to Section 265(b)(3) of the Code.


- (P) Execute any documents and take any other action in connection with the Series 2010 Water Refunding Bonds which the City Official finds will be advantageous to the City.

**Section 5. Effective Date**


This resolution shall take effect immediately.

ADOPTED by the City Council this 27<sup>th</sup> day of January, 2010.

APPROVED by the Mayor this 27th day of January, 2010.

  
\_\_\_\_\_  
Mayor

ATTEST

  
\_\_\_\_\_  
City Recorder



be based on the operating experience and records of the City and any available financial records relating to the Water System utility properties which will be acquired;

- B. To reflect any changes in rates and charges which the Qualified Consultant determines are reasonable;
  - C. To reflect any customers added to the Water System after the beginning of the Base Period and prior to the date of the Qualified Consultant's certificate; and
  - D. If extensions of or additions to the Water System are in the process of construction on the date of the Qualified Consultant's certificate, or if the proceeds of the Bonds being issued are to be used to acquire or construct extensions of or additions to the Water System, to reflect any additional Net Revenues not included in the preceding paragraphs that will be derived from such additions and extensions (after deducting the estimated increase in operating and maintenance expenses resulting from such additions and extensions).
- 7.4. The City may issue Parity Bonds to refund Outstanding Bonds without complying with Section 7.1 if the refunded Bonds are defeased on the date of delivery of the refunding Parity Bonds and if the Annual Bond Debt Service on the refunding Parity Bonds does not exceed the Annual Bond Debt Service on the refunded Bonds in any Fiscal Year in which the refunding Bonds are Outstanding by more than \$5,000.
- 7.5. All Parity Bonds issued in accordance with this Section 7 shall have a lien on the Net Revenues which is equal to the lien of all other Outstanding Bonds.

#### Section 8. Subordinate Obligations

The City may issue Subordinate Obligations only if:

- 8.1. The Subordinate Obligations are payable solely from amounts permitted to be deposited in the Subordinate Obligations Account pursuant to Section 4.1.F;
- 8.2. The Subordinate Obligations state clearly that they are secured by a lien on or pledge of the Net Revenues which is subordinate to the lien on, and pledge of, the Net Revenues for the Bonds.

#### Section 9. Separate Utility System

The City may declare property which the City owns and is part of the Water System (but has a value of less than five percent of the Water System at the time of the declaration), and property which the City has not yet acquired but would otherwise become part of the Water System, to be part of a Separate Utility System. The City may pay costs of acquiring, operating and maintaining Separate Utility Systems from Net Revenues, but only if there is no deficit in the Bond Account or the Bond Reserve Account. The City may issue obligations which are secured by the revenues produced by the Separate Utility System, and may pledge the Separate Utility System revenues to pay those obligations. In addition, the City may issue Subordinate

Obligations to pay for costs of a Separate Utility System, and may pledge the revenues of the Separate Utility System to pay the Subordinate Obligations.

#### Section 10. General Covenants

The City hereby covenants and agrees with the Owners of all Outstanding Bonds as follows:

- 10.1. The City shall promptly cause the principal, premium, if any, and interest on the Bonds to be paid as they become due in accordance with the provisions of this Master Declaration and any Supplemental Declaration.
- 10.2. The City shall maintain complete books and records relating to the operation of the Water System and all City funds and accounts in accordance with generally accepted accounting principles, shall cause such books and records to be audited annually at the end of each Fiscal Year, and shall have an audit report prepared by the Auditor and made available for the inspection of Owners.
- 10.3. The City shall not issue obligations which have a lien on the Net Revenues that is superior to the lien of the Bonds except for obligations to pay Operating Expenses.
- 10.4. The City shall promptly deposit the Gross Revenues and other amounts described in this Master Declaration into the funds and accounts specified in this Master Declaration.
- 10.5. The City shall work in good faith to cause the Water System to be operated at all times in a safe, sound, efficient and economic manner in compliance with all health, safety and environmental laws, regulatory body rules, regulatory body orders and court orders applicable to the City's operation and ownership of the Water System.
- 10.6. The City shall maintain the Water System in good repair, working order and condition.
- 10.7. The City shall not enter into any agreement to provide Water System products or services at a discount from published rate schedules, and that it will not provide free Water System products or services except in the case of emergencies.
- 10.8. The City shall at all times maintain with responsible insurers all such insurance on the Water System as is customarily maintained with respect to works and properties of like character against accident to, loss of or damage to such works or properties.
  - A. The net proceeds of insurance against material accident to or material destruction of the Water System shall be used to repair or rebuild the damaged or destroyed Water System, and to the extent not so applied, will be applied to the payment or redemption of the Bonds.
  - B. The insurance described in Section 10.8 shall be in the form of policies or contracts for insurance with insurers of good standing and shall be payable to the City, or in the form of self-insurance by the City. The City shall establish such fund or funds or reserves which it deems are necessary to provide for its share of any such self-insurance.

# City Of Molalla

## City Council Meeting

### Agenda Category: New Business

**Subject:** Kennel Avenue Reconstruction (Street Section from Toliver Road to Heintz Street)

**Staff Recommendation:** Council approve project expenditure of \$33,613 (Water Fund)

**Date of Meeting to be presented:** May 23, 2012

**Fiscal Impact:** \$305,313 estimated total project cost. Funding for the project is as follows:

- \$190,000 original CDBG funding
- \$50,000 additional CDBG funding
- \$33,613 Water Capital funding (from Water Fund)
- \$31,700 Surface Transportation Program (STP) funding

**Background:**

This project involves reconstruction of Kennel Avenue between Heintz Street and Toliver Road.

The construction contract will be awarded to Eagle Elsner, Inc., the low bidder on this project. The bid opening for the project was held on April 10, 2012. The contract will be awarded through Clackamas County and will be on the county's board of commissioner's agenda at the end of May for consideration. Pending the decision to approve the project at the county level, the City of Molalla needs to be ready to release our portion of dollars to aid in completing this project. Project start date for construction is mid-July of 2012.

SUBMITTED BY: Marc Howatt, Public Works Director  
APPROVED BY : Ellen Barnes, City Manager

ADMIN USE ONLY

**Agenda Item**

**6.A.**

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

# KENNEL AVENUE ROAD IMPROVEMENTS

## BETWEEN WEST HEINTZ STREET AND TOLIVER ROAD, MOLALLA, OREGON

### GENERAL NOTES:

- ALL WORK AND MATERIALS SHALL CONFORM TO THE 2008 EDITION OF THE OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION AND ALL APPLICABLE LOCAL, STATE AND FEDERAL CODES AND REGULATIONS (THE CITY OF MOLALLA'S PUBLIC WORKS STANDARDS).
- THE CITY OF MOLALLA WILL PROVIDE INSPECTION ON ALL PHASES OF WORK. NOTIFY INSPECTION DEPARTMENT FIVE (5) DAYS PRIOR TO COMMENCING WORK AND PROVIDE 48 HOURS NOTIFICATION TO OBSERVE AND INSPECT ALL NECESSARY WORK. CONTRACTOR WILL UNCOVER AT HIS/HER EXPENSE ALL WORK COVERED UP FOR WHICH THE CITY INSPECTOR WAS NOT NOTIFIED TO CONDUCT OBSERVATIONS
- ALL UTILITIES SHOWN HAVE BEEN LOCATED FROM THE BEST AVAILABLE INFORMATION. PRIOR TO ANY CONSTRUCTION THE CONTRACTOR SHALL VERIFY THE EXISTING UTILITIES AND WHEN ACTUAL CONDITIONS DIFFER FROM THOSE SHOWN ON THE PLANS, THE CONTRACTOR SHALL NOTIFY THE ENGINEER PRIOR TO PROCEEDING WITH CONSTRUCTION. ANY CHANGES IN PUBLIC FACILITIES MUST BE REVIEWED AND APPROVED BY THE CITY OF MOLALLA.
- CONTRACTOR SHALL OBTAIN ALL REQUIRED PERMITS AND LICENSES PRIOR TO CONSTRUCTION.
- AREAS OF CONSTRUCTION SHALL BE STRIPPED BY REMOVING TOPSOIL, HUMUS, ROOTS AND SOILS NOT SUITABLE FOR COMPACTION. STRIPPED MATERIALS SHALL NOT BE USED FOR ROADWAY EMBANKMENT OF STRUCTURAL FILL. ALL FILL SHALL BE CONSIDERED STRUCTURAL FILL; HOWEVER, TOPSOIL MAY BE PLACED AND SPREAD WHERE APPROPRIATE FOR LAWN AREAS.
- CONTRACTOR AND/OR SUBCONTRACTOR(S) SHALL KEEP AN APPROVED SET OF PLANS ON THE PROJECT SITE AT ALL TIMES.
- TRAFFIC CONTROL SHALL BE PERFORMED IN ACCORDANCE WITH THE LATEST EDITION OF THE "MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES" (MUTCD).
- ALL EXCAVATORS SHALL COMPLY WITH ALL PROVISIONS OF ORS 757.542 TO 757.562 AND 757.993 INCLUDING NOTIFICATION OF ALL OWNERS OF UNDERGROUND FACILITIES AT LEAST 48 BUSINESS DAY HOURS, BUT NOT MORE THAN 10 BUSINESS DAYS BEFORE COMMENCING ANY EXCAVATION. "ONE CALL" LOCATE NUMBER IS (503) 246-6699
- THE CONTRACTOR SHALL TAKE NO ADVANTAGE OF ANY ERRORS, OMISSIONS, OR DISCREPANCIES IN THE PLANS. WHEN ERRORS, OMISSIONS OR DISCREPANCIES ARE FOUND, THE ENGINEER SHALL BE NOTIFIED. WORK PERFORMED BY THE CONTRACTOR AS A RESULT OF AN ERROR, OMISSION OR DISCREPANCY IN THE PLANS SHALL BE AT THE CONTRACTOR'S RISK AND EXPENSE WHEN SUCH ERROR, OMISSION, OR DISCREPANCY HAS NOT BEEN BROUGHT TO THE ATTENTION OF THE ENGINEER.
- PROTECT ALL EXISTING MONUMENTS, BENCHMARKS, PROPERTY CORNERS, AND GOVERNMENT CORNERS.
- IMMEDIATE COLD PATCH REQUIRED FOR ALL TRENCH CUTS IN EXISTING STREETS. MAINTAIN UNTIL PERMANENT PATCHING IS COMPLETE.
- THE CONTRACTOR SHALL PERFORM ALL WORK NECESSARY TO COMPLETE THIS PROJECT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS INCLUDING SUCH INCIDENTALS AS MAY BE NECESSARY TO MEET THE INTENT OF THE PROJECT CONTRACT DOCUMENTS, APPLICABLE AGENCY REQUIREMENTS, AND OTHER WORK AS NECESSARY TO PROVIDE A COMPLETE PROJECT.
- THE CONTRACTOR SHALL MAINTAIN AND COORDINATE ACCESS TO ALL PROPERTIES AFFECTED BY CONSTRUCTION ACTIVITIES.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO VISIT THE SITE AND VERIFY ALL EXISTING CONDITIONS BEFORE THE START OF WORK. THE CONTRACTOR SHALL TAKE ALL NECESSARY FIELD MEASUREMENTS AND OTHERWISE VERIFY ALL DIMENSIONS AND EXISTING CONSTRUCTION CONDITIONS INDICATED AND / OR SHOWN ON THE PLANS. SHOULD ANY ERROR OR INCONSISTENCY EXIST, THE CONTRACTOR SHALL NOT PROCEED WITH THE WORK AFFECTED UNTIL REPORTED TO THE PROJECT ENGINEER FOR CLARIFICATION OR CORRECTION.
- ANY INSPECTION BY THE CITY, COUNTY, STATE, FEDERAL AGENCY OR PROJECT ENGINEER SHALL NOT, IN ANY WAY, RELIEVE THE CONTRACTOR FROM ANY OBLIGATION TO PERFORM THE WORK IN COMPLIANCE WITH THE APPLICABLE CODES, REGULATIONS, CITY STANDARDS AND PROJECT CONTRACT DOCUMENTS.
- CONTRACTOR TO VERIFY SAWCUT AND TOP OF CURB ELEVATIONS PRIOR TO CONSTRUCTION TO ENSURE COMPLIANCE WITH THE CONSTRUCTION DRAWINGS AND REPORT ANY DISCREPANCIES IMMEDIATELY TO THE ENGINEER.
- THE CONTRACTOR SHALL PROVIDE TO THE CITY PROJECT MANAGER AND PROJECT ENGINEER A 24 HOUR CONTACT PERSON AND NUMBER.
- THIS IS NOT A BOUNDARY SURVEY. BOUNDARY AND RIGHT OF WAY LINES SHOWN ARE FOR GRAPHICAL PURPOSES ONLY.
- UTILITY LINE LOCATIONS ARE BASED ON PAINT MARKINGS BY UTILITY COMPANIES AND AS-BUILT DRAWINGS FROM THE CITY OF MOLALLA.
- THE CONTRACTOR SHALL COORDINATE A PRECONSTRUCTION MEETING WITH THE CITY AND THE PROJECT ENGINEER 48 HOURS PRIOR TO THE START OF CONSTRUCTION.

### EROSION CONTROL

- EROSION/SEDIMENTATION CONTROL (ESC) IS REQUIRED ON THIS PROJECT. IMPLEMENTATION OF THE ESC AND THE CONSTRUCTION, MAINTENANCE, REPLACEMENT, AND UPGRADING OF THESE ESC FACILITIES IS THE RESPONSIBILITY OF THE PERMITTEE OR ITS AGENT UNTIL ALL CONSTRUCTION IS COMPLETED AND APPROVED. THE PERMITTEE OR ITS AGENT SHALL PROVIDE INLET PROTECTION TO UP TO 500 LF DOWNSTREAM OF INLETS FROM THE SITE. CATCH BASIN AND STORM DRAIN INLET PROTECTION SHALL BE INSTALLED PER DETAIL DRAWING 4-25 ON SHEET 3. THESE ARE THE MINIMUM MEASURES; ADDITIONAL ESC MEASURES MAY BE NEEDED.

### STREET AND STORM DRAINAGE NOTES:

- STREET AND STORM DRAIN IMPROVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF MOLALLA STANDARDS AND REQUIREMENTS.
- ALL TRENCH EXCAVATION (STORM, WATER, SEWER, AND ALL UTILITY CONSTRUCTION) SHALL CONFORM TO THE APPROPRIATE SPECIFICATIONS AND SHALL BE UNCLASSIFIED.
- PIPE BEDDING AND PIPE ZONE SHALL CONFORM TO THE EXCAVATION AND BACKFILL DETAILS, AND SHALL BE 3/4"-0" CRUSHED ROCK.
- THE CITY REQUIRES COMPACTION WITHIN THE RIGHT-OF-WAY TO BE 95 % OF MAXIMUM DENSITY AS DETERMINED BY AASHTO T-99. CONTRACTOR TO DETERMINE TYPE OF EQUIPMENT AND METHOD USED TO ACHIEVE REQUIRED COMPACTION.
- TRENCH BACKFILL OUTSIDE OF RIGHTS OF WAY OR PAVED AREAS MAY BE EXCAVATED TRENCH MATERIAL. TRENCH BACKFILL IN PAVED AREAS SHALL BE 3/4" - 0" GRANULAR MATERIAL.
- MATERIAL IN SOFT SPOTS WITHIN THE ROADWAY SHALL BE REMOVED TO THE DEPTH REQUIRED TO PROVIDE A FIRM FOUNDATION AND SHALL BE REPLACED WITH 1-1/2"-0" CRUSHED ROCK. THE ENTIRE SUBGRADE SHALL BE THOROUGHLY COMPACTED TO 95 % AASHTO T-99.
- CONTRACTOR SHALL NOTIFY THE ENGINEER AND CITY OF MOLALLA WHEN SUBGRADE IS COMPLETE AND 24 HOURS PRIOR TO PLACEMENT OF ROCK BASE MATERIAL AND 24 HOURS PRIOR TO FINAL PAVING FOR AN INSPECTION OF THE WORK. FAILURE TO DO SO WILL MAKE ANY SUBGRADE FAILURE PROBLEMS THE RESPONSIBILITY OF THE CONTRACTOR. A PROOF ROLL WITH A FULLY LOADED 10-YARD DUMP TRUCK IS REQUIRED TO CHECK SUBGRADE COMPACTION PRIOR TO PLACEMENT OF ROCK SUBBASE AND AGAIN AT THE COMPLETION OF THE PLACEMENT OF THE BASE ROCK PRIOR TO PAVING THE FIRST LIFT OF ASPHALT.
- ALL SAWCUT JOINTS SHALL BE STRAIGHT, TACKED AND SAND SEALED UPON PAVING.
- THE CITY REQUIRES A SUCCESSFUL MANDREL PULL FOR ALL NEW STORM LINES.

### PAVING NOTES FOR DENSE MIX HMAC AREAS:

- SUBGRADE OF NEW PAVED AREAS TO ACHIEVE AT LEAST 95% OF THE MAXIMUM DRY DENSITY FOR A 12" DEPTH PER AASHTO T-99. EMBANKMENTS OR FILLS ARE TO BE CONSTRUCTED IN 6" MAXIMUM LIFTS, WITH EACH LIFT BEING COMPACTED TO 95% OF MAXIMUM DENSITY PRIOR TO PROCEEDING WITH THE NEXT LIFT. IN-PLACE DENSITY TESTS SHALL BE DONE USING AASHTO T310. SEE OSSC 00330.43. AREAS RECEIVING STRUCTURAL FILL ARE TO BE TESTED BY A QUALIFIED TESTING LAB.
- AGGREGATE BASE ROCK SHALL BE 3/4"-0 CRUSHED ROCK. AGGREGATE BASE IS TO BE COMPACTED IN 6" MAXIMUM LIFTS TO 95% OF THE MAXIMUM DRY DENSITY PER AASHTO T-99. IN-PLACE DENSITY TESTS SHALL BE DONE USING AASHTO T310. SEE OSSC 00641.44.
- CONTRACTOR TO PROVIDE INSPECTION OF SUBGRADE, BASE ROCK, AND A.C. BY A QUALIFIED INDEPENDENT TESTING LAB. THE FINDINGS SHALL BE REPORTED TO THE OWNER.
- ALL MATERIALS, INSTALLATION, TEST, AND INSPECTIONS ARE TO BE IN STRICT ACCORDANCE WITH THE CITY OF MOLALLA'S STANDARDS.

### EROSION CONTROL

- EROSION/SEDIMENTATION CONTROL (ESC) IS REQUIRED ON THIS PROJECT. IMPLEMENTATION OF THE ESC AND THE CONSTRUCTION, MAINTENANCE, REPLACEMENT, AND UPGRADING OF THESE ESC FACILITIES IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ALL CONSTRUCTION IS COMPLETED AND APPROVED. THE CONTRACTOR SHALL PROVIDE INLET PROTECTION TO UP TO 500 LF DOWNSTREAM OF INLETS FROM THE SITE. CATCH BASIN AND STORM DRAIN INLET PROTECTION SHALL BE INSTALLED PER DETAIL DRAWING 4-25 ON SHEET 17. THESE ARE THE MINIMUM MEASURES; ADDITIONAL ESC MEASURES MAY BE NEEDED.

### WATERLINE NOTES:

- CRUSHED ROCK BACKFILL TO BE PLACED IN 6" LIFTS AND COMPACTION SHALL BE 95% OF MAXIMUM DENSITY AT OPTIMUM MOISTURE CONTENT PER ASTM D-698, SEE DETAIL SHEET FOR TRENCH CROSS SECTION, ALL TRENCH BACKFILL TO BE 3/4" - 0 CRUSHED ROCK
- THE CONTRACTOR SHALL AT ALL TIMES ABIDE BY APPLICABLE SAFETY RULES OF OSHA AND IN PARTICULAR THOSE PERTAINING TO ADEQUATE SHORING AND TRENCH PROTECTION
- CONTRACTOR TO FIELD VERIFY LOCATION AND DEPTH OF ALL EXISTING UTILITIES WHERE NEW WATERLINES CROSS. CONTACT ENGINEER IF CONFLICT EXISTS PRIOR TO CONSTRUCTION
- CONTRACTOR TO COORDINATE WITH ALL UTILITY COMPANIES AS NECESSARY TO COMPLETE THE PROJECT
- NO PUBLIC WATER VALVES SHALL BE OPENED OR CLOSED (OPERATED) BY ANYONE BUT THE CITY OF MOLALLA
- ALL PUBLIC WATERLINES PIPE SHALL HAVE A MINIMUM OF 36" OF COVER IN STREET RIGHT OF WAYS TO FINISH GRADE UNLESS OTHERWISE SHOWN OR NOTED
- NEW WATERLINES TO BE PRESSURE TESTED IN ACCORDANCE WITH THE CITY OF MOLALLA'S STANDARDS, AFTER PRESSURE TESTING, NEW WATERLINES TO BE FLUSHED AND DISINFECTED PER THE CITY OF MOLALLA'S STANDARDS
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING THE PROPER SEPARATION BETWEEN SANITARY SEWER LINES AND WATERLINES AS REQUIRED BY THE DEPARTMENT OF ENVIRONMENTAL QUALITY AND STATE DEPARTMENT OF HEALTH OAR CHAPTER 333
- ALL FILLING, FLUSHING, AND TESTING OF NEW WATERLINE FACILITIES SHALL BE DONE THROUGH A 6" DOUBLE-CHECK DEVICE AND TEMPORARY BLOW-OFFS
- ALL WATER MAINS TO BE PVC CONFORMING TO AWWA C900
- ALL MAINLINE FITTINGS TO BE DUCTILE IRON, MINIMUM PRESSURE RATING 250 PSI CONFORMING TO AWWA C110, C111, AND C104. COMPACT FITTINGS TO BE PER AWWA C153 AND C104 WITH A MINIMUM PRESSURE RATING OF 350 PSI
- RESILIENT SEATED GATE VALVES ARE TO BE USED FOR WATER MAIN VALVE INSTALLATIONS 8" AND UNDER AND SHALL CONFORM TO AWWA C509
- BUTTERFLY VALVES ARE TO BE USED FOR WATER MAIN VALVE INSTALLATIONS LARGER THAN 8" AND SHALL CONFORM TO AWWA C504 CLASS 150B
- WATER MAIN FITTINGS VALVES AND MECHANICAL JOINTS TO BE RESTRAINED WITH MEGALUG BRAND OR APPROVED EQUAL AND TO BE INSTALLED PER MANUFACTURERS INSTRUCTIONS. RESTRAINING GASKETS SHALL BE US FIELD LOK OR APPROVED EQUAL AND INSTALLED AS PER MANUFACTURER'S INSTRUCTIONS

### ENGINEER:

FIRWOOD DESIGN GROUP, LLC  
39065 PIONEER BLVD., SUITE 104  
SANDY, OR 97055  
(503) 668-3737

### OWNER:

PUBLIC WORKS DEPARTMENT  
CITY OF MOLALLA  
117 NORTH MOLALLA AVENUE  
MOLALLA, OREGON 97038



VICINITY MAP  
SCALE: 1"=50'

### WATER SERVICES

- WATER SERVICE PIPE SHALL BE COPPER TUBING CONFORMING TO ASTM B88, TYPE K, ANNEALED, THE TUBING SHALL BE COUPLED USING FLARE TYPE COMPRESSION FITTINGS CONFORMING TO THE REQUIREMENTS OF AWWA C800 WITH MINIMUM 150 PSI WORKING PRESSURE.
- SADDLES SHALL BE STAINLESS STEEL, DOUBLE STRAPS OR BAND TYPE WITH STANDARD TAPPING TO MATCH SERVICE REQUIREMENTS
- CORPORATION STOPS SHALL CONFORM TO AWWA C800 AND SHALL BE OF BRONZE ALLOY WITH INLET I.P. STANDARD THREAD AND OUTLET THREAD COMPATIBLE CORPORATION STOPS FOR DIRECT TAPPING AND SHALL BE BRONZE ALLOY WITH AWWA TAPERED THREAD INLET AND OUTLET THREAD COMPATIBLE WITH CONNECTING PIPE WITHOUT SPECIAL ADAPTERS
- METER STOPS SHALL BE ANGLE PATTERN WITH LOCK WINGS
- PRESSURE REDUCING VALVES SHALL BE "LEGEND VALVE" MODEL NO. T-6801

### SHEET INDEX

- SHEET 1: COVER SHEET AND NOTES
- SHEET 2: EXISTING CONDITIONS AND PROPOSED CENTERLINE
- SHEET 3: GRADING, DEMO, EROSION CONTROL, SIGNS, AND UTILITY RELOCATION PLAN
- SHEET 4: WEST CURBLINE PLAN AND PROFILE
- SHEET 5: EAST CURBLINE PLAN AND PROFILE
- SHEET 6: KENNEL STREET AND STORM
- SHEET 7: PROPOSED WATERLINE PLAN AND PROFILE
- SHEET 8: PROFILES AND DETAILS
- SHEET 9: PROFILES AND DETAILS
- SHEET 10: DETAILS
- SHEET 11: DETAILS
- SHEET 12: DETAILS
- SHEET 13: DETAILS
- SHEET 14: DETAILS
- SHEET 15: DETAILS
- SHEET 16: CROSS SECTIONS
- SHEET 17: EROSION CONTROL NOTES AND DETAILS

### UTILITY NOTES:

THE CONTRACTOR IS REQUIRED TO OBTAIN ALL NECESSARY PERMITS FROM THE CITY OF MOLALLA PRIOR TO BEGINNING CONSTRUCTION.

### NOTIFICATION:

GENERAL - THE CONTRACTOR SHALL, AS A MINIMUM, COORDINATE THE PROPOSED CONSTRUCTION ACTIVITIES WITH THE CITY OF MOLALLA, UTILITIES, AND COMPANIES DURING CONSTRUCTION TO AVOID DAMAGE AND TO PREVENT THE INTERRUPTION OF SERVICES AND UTILITIES TO RESIDENTS AND BUSINESSES:

### NOTICE TO EXCAVATORS:

ATTENTION: OREGON LAW REQUIRES YOU TO FOLLOW RULES ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OAR 952-001-0010 THROUGH OAR 952-001-0090. YOU MAY OBTAIN COPIES OF THE RULES BY CALLING THE CENTER. (NOTE: THE TELEPHONE NUMBER FOR THE OREGON UTILITY NOTIFICATION CENTER IS (503)-232-1987).

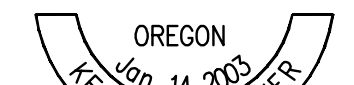
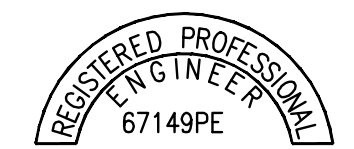
POTENTIAL UNDERGROUND FACILITY OWNERS

**Dig Safely.**

CALL THE OREGON ONE-CALL CENTER  
1-800-332-2344 OR 811

### EMERGENCY TELEPHONE NUMBERS

PGE	503-464-7777
NW NATURAL GAS	800-882-3377
CITY OF MOLALLA	503-829-6855
MOLALLA COMMUNICATIONS	503-829-1155



EXPIRES: 06/30/13  
SIGNATURE DATE: \_\_\_\_\_

E11-013 C1.dwg 14:01 02/16/2012

DATE:	NO.	REVISION

DRAWN:	DESIGNED:	CHECKED:
SCALE: AS SHOWN	DATE: JUNE 2011	
PROJECT NO. E11-013		



Firwood Design Group, LLC  
SURVEYING • ENGINEERING • PLANNING

39065 PIONEER BLVD., SUITE 104  
SANDY, OREGON 97055

BUS: (503) 668-3737 • FAX: (503) 668-3788

CITY OF MOLALLA  
117 NORTH MOLALLA AVENUE  
MOLALLA, OREGON 97038

COVER SHEET AND NOTES  
KENNEL AVENUE ROAD IMPROVEMENTS  
MOLALLA, OREGON

1  
17

**EROSION AND SEDIMENT CONTROL NOTES**

**GENERAL :**

- ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IN ACCORDANCE WITH THE MOST CURRENT CITY OF MOLALLA'S EROSION AND SEDIMENT CONTROL STANDARDS, ORDINANCES & REFERENCED DOCUMENTS.
- THE ESC FACILITIES SHOWN ON THIS PLAN MUST BE CONSTRUCTED PRIOR TO ALL CLEARING AND GRADING ACTIVITIES, AND IN SUCH A MANNER AS TO ENSURE THAT SEDIMENT AND SEDIMENT LADEN WATER DO NOT ENTER THE DRAINAGE SYSTEM, ROADWAYS, OR VIOLATE APPLICABLE WATER STANDARDS.
  - THE ESC FACILITIES SHOWN ON THIS PLAN ARE THE MINIMUM REQUIREMENT FOR ANTICIPATED SITE CONDITIONS. DURING THE CONSTRUCTION PERIOD, THESE ESC FACILITIES SHALL BE UPGRADED AS NEEDED FOR EXPECTED STORM EVENTS AND TO ENSURE THE SEDIMENT LADEN WATER DOES NOT LEAVE THE SITE.
  - NO VISIBLE AND MEASURABLE SEDIMENT OR POLLUTANT SHALL EXIT THE SITE, ENTER THE PUBLIC RIGHT-OF-WAY, OR BE DEPOSITED INTO ANY WATER BODY OR STORM DRAINAGE SYSTEM.
  - ANY SOIL THAT ENTERS THE PUBLIC RIGHT-OF-WAY SHALL BE REMOVED WITHIN 24 HOURS.
  - CONTRACTOR SHALL PROVIDE ANY ADDITIONAL EROSION CONTROL MEASURES AS MAY BE REQUIRED TO MEET DEQ AND CITY OF CITY OF MOLALLA'S STANDARDS AS NECESSARY TO PREVENT SEDIMENT DISCHARGE FROM THE SITE.
  - ESC FACILITIES SHALL BE INSPECTED EVERY 24 HOURS DURING STORM OR RAIN EVENTS TO ENSURE THE MEASURES ARE FUNCTIONING PROPERLY.
  - PERMANENT OR TEMPORARY SOIL STABILIZATION MEASURES SHALL BE APPLIED TO DENUDED DEVELOPMENT SITES IN CONFORMANCE WITH THE FOLLOWING SCHEDULE:
    - BETWEEN OCTOBER 1 AND APRIL 30, ALL DENUDED SITES SHALL IMMEDIATELY BE PROVIDED WITH EITHER TEMPORARY OR PERMANENT SOIL STABILIZATION.
    - BETWEEN MAY 1 AND SEPTEMBER 30, TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES TO REDUCE DUST AND SEDIMENT TRANSPORT SHALL BE APPLIED AS SOON AS PRACTICABLE, BUT IN NO CASE MORE THAN SEVEN DAYS AFTER GROUND DISTURBING ACTIVITY OCCURS.
    - GROUND COVER SHALL BE INSTALLED ON ANY PORTION OF A SITE THAT IS DENUDED FOR MORE THAN 6 MONTHS.
    - TEMPORARY MEASURES SHALL BE MAINTAINED UNTIL PERMANENT MEASURES ARE ESTABLISHED.
    - STOCKPILES SHALL BE SECURED OR PROTECTED THROUGHOUT THE PROJECT WITH TEMPORARY OR PERMANENT SOIL STABILIZATION MEASURES.
    - EROSION CONTROL MEASURES SHALL BE MAINTAINED DURING CONSTRUCTION AND FOR 1 YEAR AFTER DEVELOPMENT IS COMPLETED (MAY BE REDUCED BY THE BUILDING OFFICIAL UPON FINDING THAT SOILS ARE COMPLETELY STABILIZED).
  - THE ESC FACILITIES SHALL BE INSPECTED DAILY BY THE CONTRACTOR AND MAINTAINED AS NECESSARY TO ENSURE THEIR CONTINUED FUNCTIONING.
  - THE ESC FACILITIES ON INACTIVE SITES SHALL BE INSPECTED AND MAINTAINED A MINIMUM OF ONCE EVERY TWO WEEKS, OR WITHIN 24 HOURS FOLLOWING A STORM EVENT. DAILY INSPECTIONS SHALL BE PERFORMED DURING PROLONGED RAINFALL. LOG OF INSPECTIONS TO BE KEPT AVAILABLE AT THE SITE.

**RESEEDING/ESTABLISHMENT OF VEGETATIVE COVER :**

- RECOMMENDED EROSION CONTROL GRASS SEED MIXES ARE AS SPECIFIED AS BELOW. SIMILAR MIXES DESIGNED TO ACHIEVE EROSION CONTROL MAY BE SUBSTITUTED WITH APPROVAL.
 

IN GENERAL, USE OF QUICK GROWING, STERILE GRASSES AND GRAINS IN MIXTURE WITH PERMANENT VEGETATIVE COVER IS RECOMMENDED TO ACHIEVE QUICK COVER OF EXPOSED SOILS.

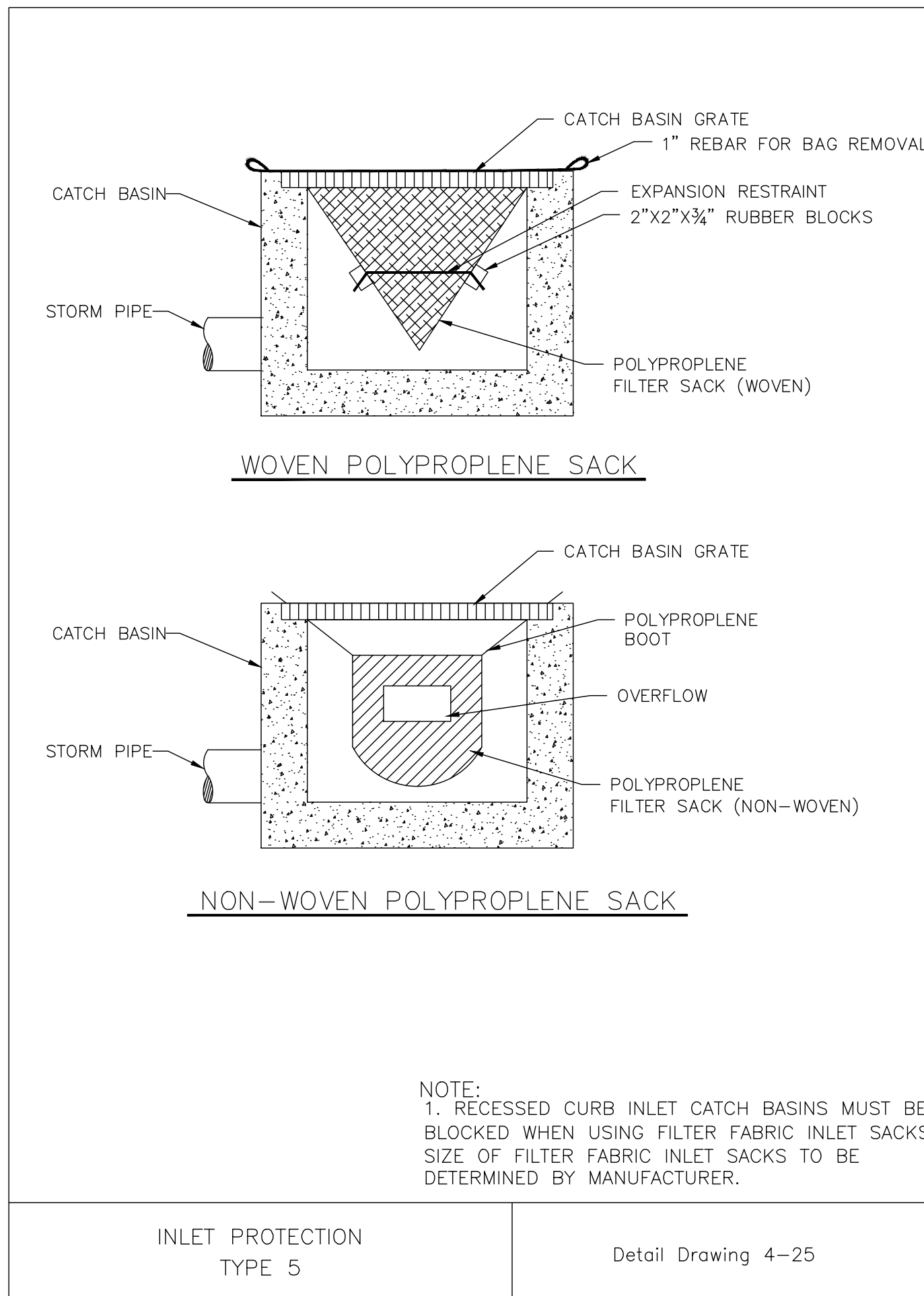
  - DWARF GRASS MIX (LOW HEIGHT, LOW MAINTENANCE), 100 POUNDS PER ACRE SEED RATE
 

(MINIMUM):

    - DWARF PERENNIAL RYEGRASS, 80% BY SEED COUNT.
    - CREeping RED FESCUE, 20% BY SEED COUNT.
  - STANDARD HEIGHT GRASS MIX, 100 POUNDS PER ACRE SEED RATE, MINIMUM.
    - ANNUAL RYEGRASS, 40% BY SEED COUNT.
    - TURF-TYPE FESCUE, 60% BY SEED COUNT.
- IT IS RECOMMENDED THAT TOP SOIL ON SLOPES BE PREPARED BY ROUGHENING THE SLOPES BEFORE SEEDING.
- AREAS THAT FAIL TO ESTABLISH GRASS COVER ADEQUATE TO PREVENT EROSION SHALL BE RESEEDING AS SOON AS SUCH AREAS ARE IDENTIFIED, AND ALL APPROPRIATE MEASURES TAKEN TO ESTABLISH COVER.
- EROSION CONTROL MEASURES SHALL BE MAINTAINED BY CONTRACTOR UNTIL GRASS COVER IS ESTABLISHED AND UP TO ONE YEAR AFTER COMPLETION OF CONSTRUCTION, WHICHEVER IS SOONER.
- MULCH SHALL BE SPREAD UNIFORMLY IMMEDIATELY FOLLOWING SEEDING.

**SEDIMENT CONTROL FENCES :**

- AT NO TIME SHALL SEDIMENT BE ALLOWED TO ACCUMULATE BEHIND A SEDIMENT FENCE MORE THAN ONE-THIRD OF THE FENCE HEIGHT ABOVE GROUND. SEDIMENT SHOULD BE REMOVED OR REGRADED ONTO SLOPES, AND THE SEDIMENT FENCES REPAIRED AND REESTABLISHED AS NEEDED.
- FENCE SHALL BE REMOVED ONLY WHEN UPSLOPE AREAS ARE PERMANENTLY STABILIZED.

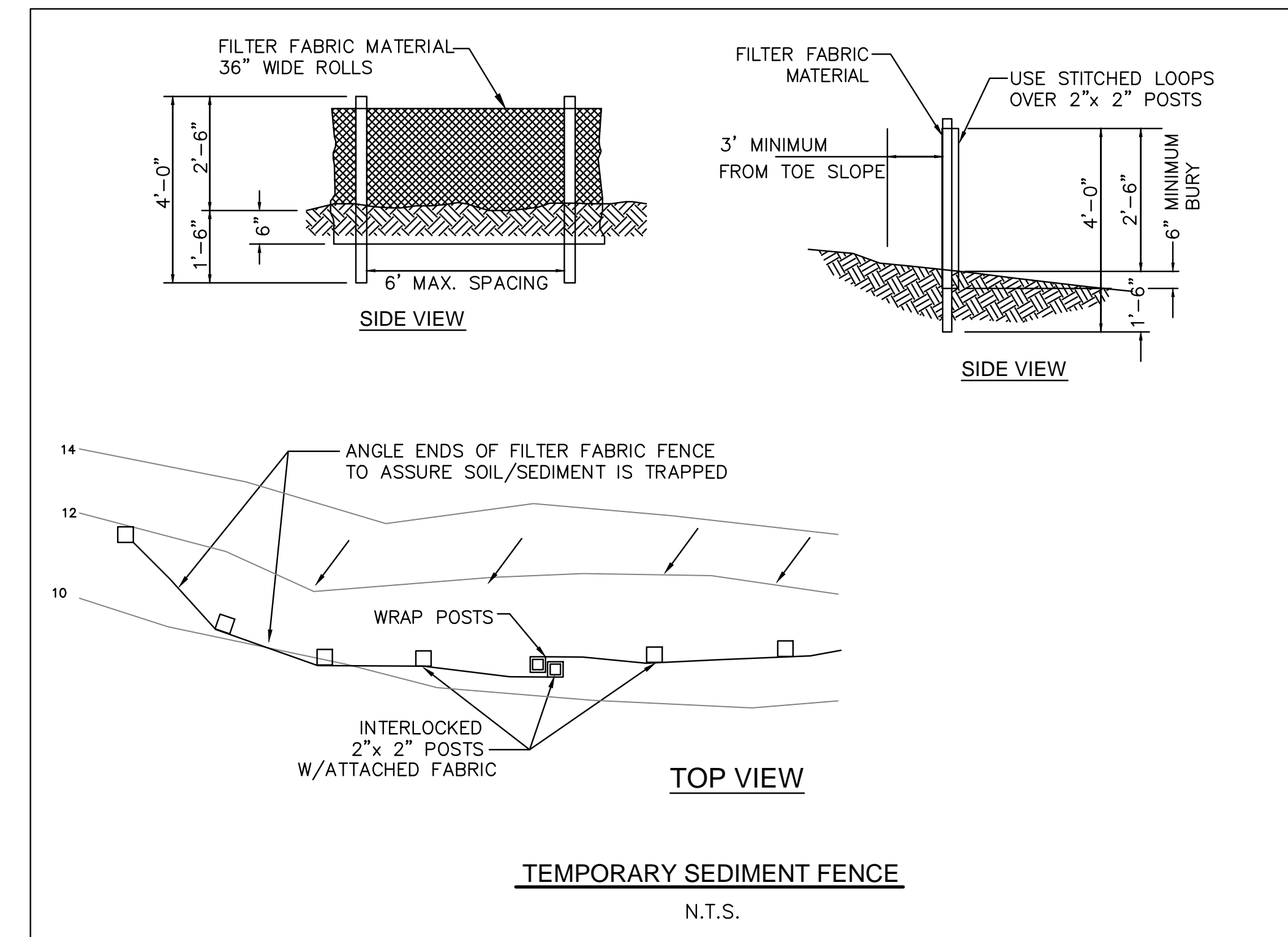


INLET PROTECTION  
TYPE 5

Detail Drawing 4-25

**GRAVEL CONSTRUCTION ENTRANCES :**

- STABILIZED CONSTRUCTION ENTRANCE(S) SHALL BE INSTALLED AT THE BEGINNING OF CONSTRUCTION AND MAINTAINED FOR THE DURATION OF THE PROJECT. ADDITIONAL MEASURES MAY BE REQUIRED TO ENSURE THAT ALL PAVED AREAS ARE KEPT CLEAN FOR THE DURATION OF THE PROJECT.
- ALL VEHICLES LEAVING THE SITE SHALL LEAVE BY DRIVING ACROSS THE GRAVEL CONSTRUCTION ENTRANCE(S) IF GRAVEL ENTRANCE BECOME FILLED WITH MUD AND IS NO LONGER FUNCTIONAL, ADDITIONAL GRAVEL SHALL BE PLACED. VEHICLE TIRES SHALL BE FREE FROM DIRT BEFORE LEAVING THE SITE.
- IF ACCESS IS NEEDED FROM A PAVED SURFACE OVER A CURB TO A GRAVEL SITE ENTRANCE, A WOODEN RAMP SHALL BE BUILT FROM THREE OR MORE PLANKS OF INCREASING SIZE WOOD, OFFSET TO ALLOW FOR DRAINAGE. NO GRAVEL OR ROAD BASE RAMPS ALLOWED.



TEMPORARY SEDIMENT FENCE

N.T.S.

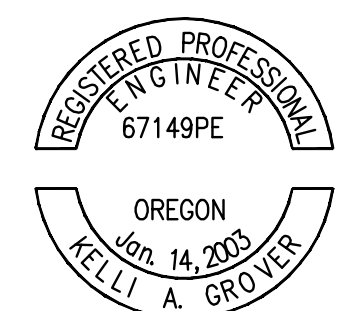
E11-013 C17.dwg 14:04 02/16/2012

DATE:	NO.	REVISION	DRAWN:	DESIGNED:	CHECKED:
			SCALE: AS SHOWN	DATE: JUNE 2011	
			PROJECT NO. E11-013		

**FDG**  
 Firwood Design Group, LLC  
 SURVEYING • ENGINEERING • PLANNING  
 39065 PIONEER BLVD., SUITE 104  
 SANDY, OREGON 97055  
 BUS: (503) 668-3737 • FAX: (503) 668-3788

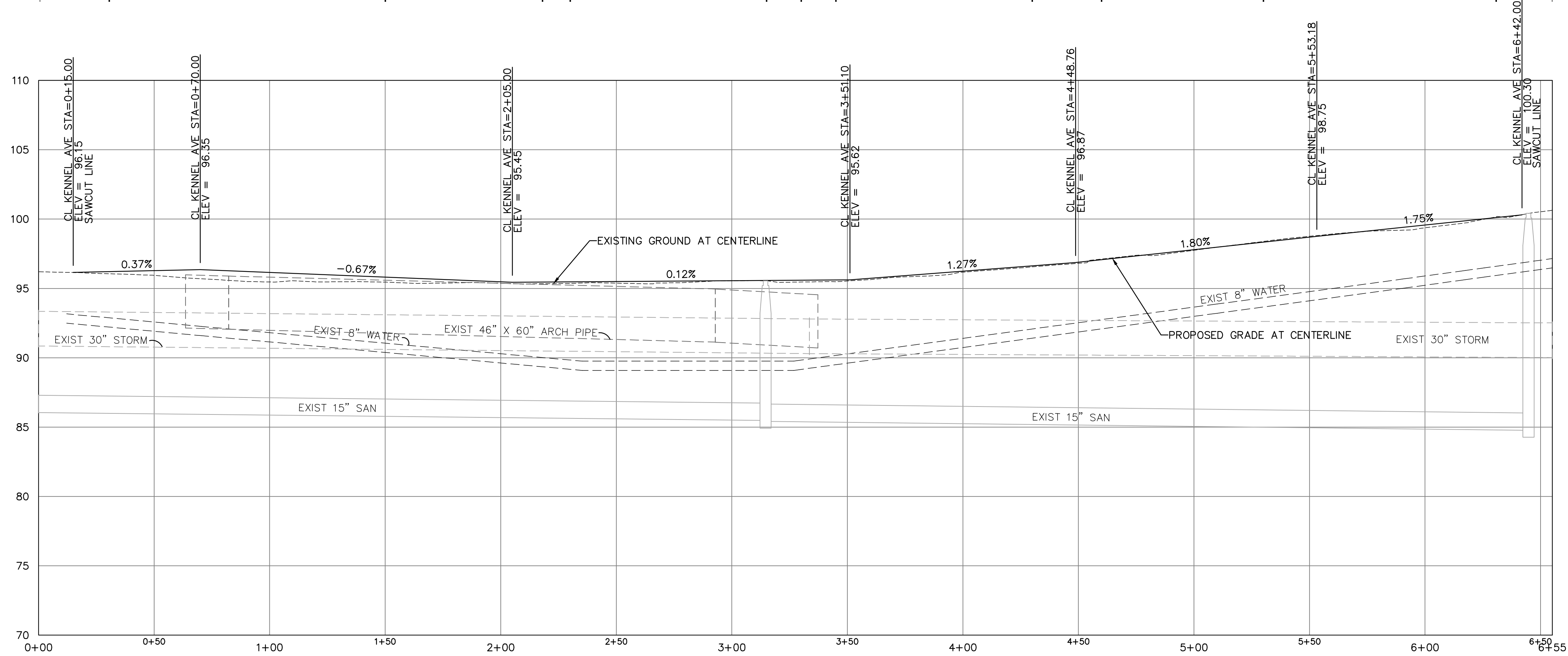
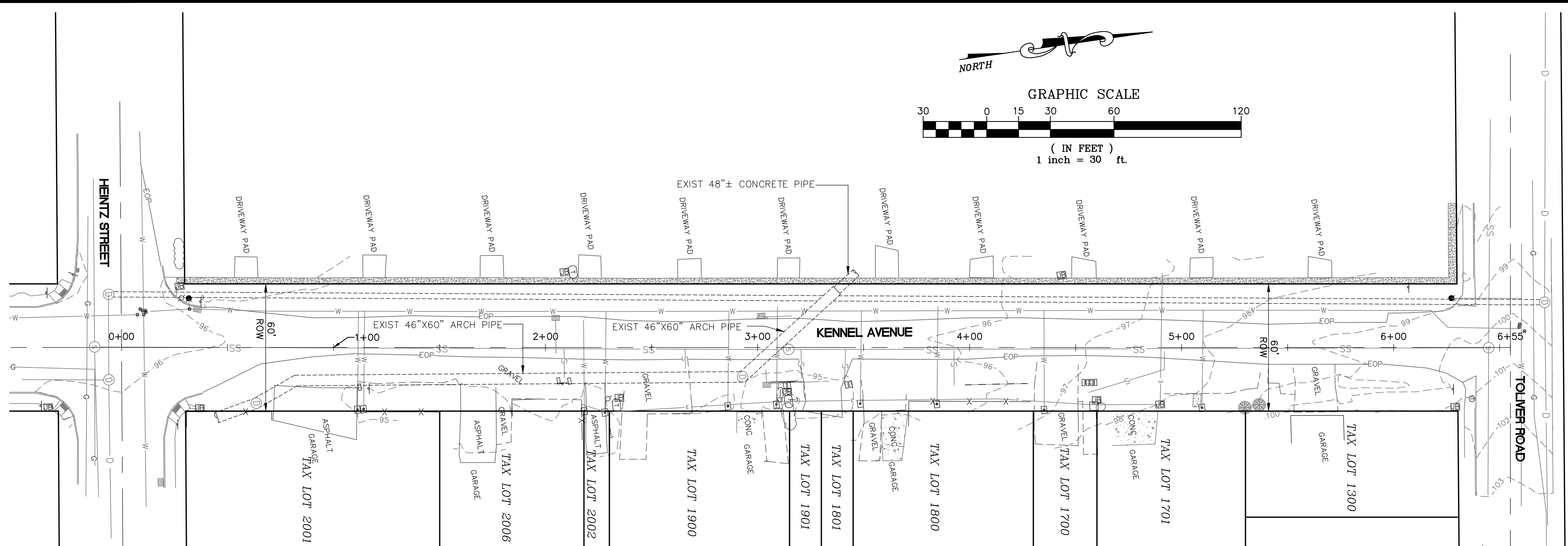
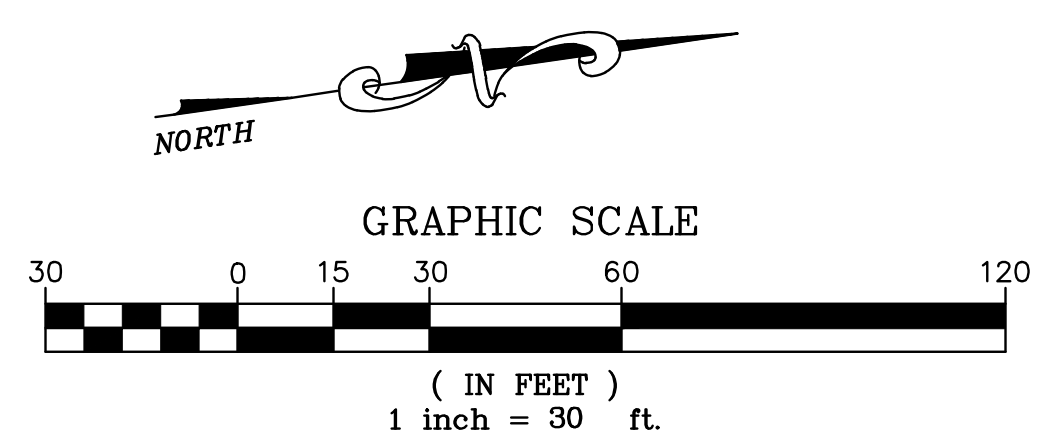
CITY OF MOLALLA  
 117 NORTH MOLALLA AVENUE  
 MOLALLA, OREGON 97038

EROSION CONTROL NOTES AND DETAILS  
 KENNEL AVENUE ROAD IMPROVEMENTS  
 MOLALLA, OREGON



EXPIRES: 06/30/13  
 SIGNATURE DATE: \_\_\_\_\_

17  
 17



- LEGEND**
- JUNCTION BOX (MOLALLA COMMUNICATION)
  - WATER METER
  - FIRE HYDRANT
  - WATER VALVE
  - ELECTRIC VAULT
  - TELEPHONE RISER
  - UTILITY POLE
  - SEWER CLEAN OUT
  - STORM INLET
  - SANITARY SEWER MANHOLE
  - TELEPHONE MANHOLE SIGN
  - GUY WIRE
  - STORM DRAIN MANHOLE
  - MAIL BOX
  - CONCRETE
  - EOP EDGE OF PAVEMENT
  - WATER LINE
  - GRAVEL
  - FENCE
  - DITCH
  - TREE
  - SANITARY SEWER
  - STORM LINE
  - GAS LINE
  - ELECTRIC LINE

**EXISTING CONDITIONS PROFILE**  
 1" = 30' HORIZ  
 1" = 5' VERT



EXPIRES: 06/30/13  
 SIGNATURE DATE: \_\_\_\_\_

E11-013 C2.dwg 14:13 02/16/2012

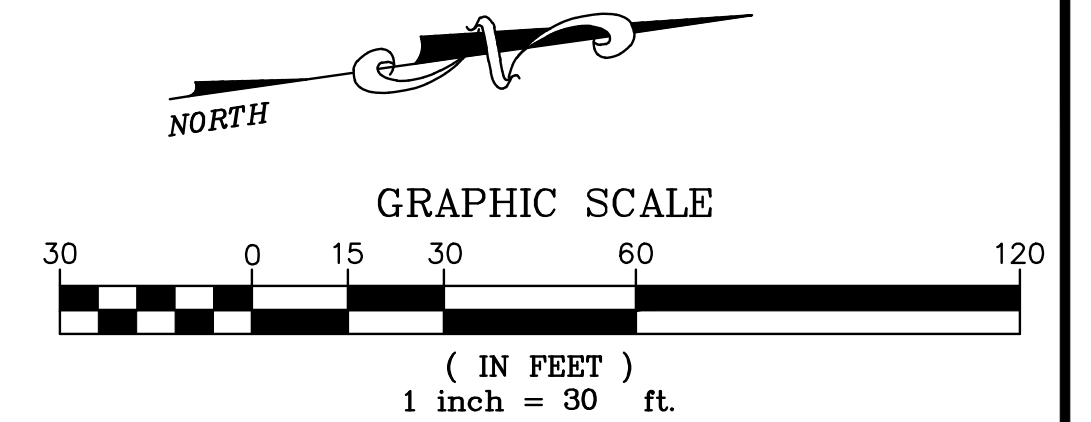
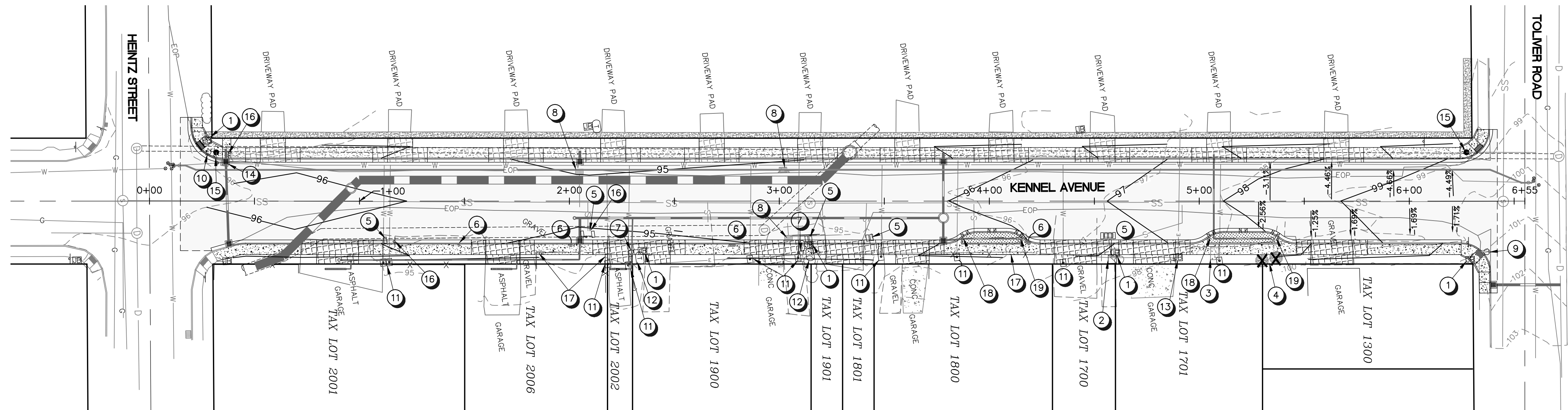
DATE:	NO.	REVISION

DRAWN:	DESIGNED:	CHECKED:
SCALE: AS SHOWN	DATE: JUNE 2011	
PROJECT NO. E11-013		

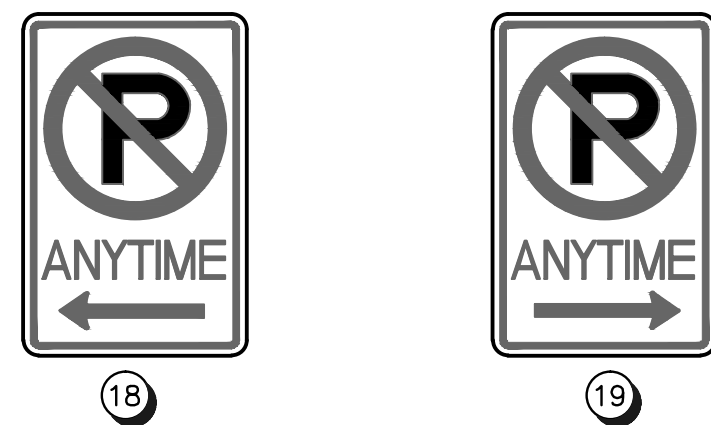
**FDG**  
 Firwood Design Group, LLC  
 SURVEYING • ENGINEERING • PLANNING  
 39065 PIONEER BLVD., SUITE 104  
 SANDY, OREGON 97055  
 BUS: (503) 668-3737 • FAX: (503) 668-3788

**CITY OF MOLALLA**  
 117 NORTH MOLALLA AVENUE  
 MOLALLA, OREGON 97038

**EXISTING CONDITIONS AND PROPOSED CENTERLINE**  
 KENNEL AVENUE ROAD IMPROVEMENTS  
 MOLALLA, OREGON



**NOTES**

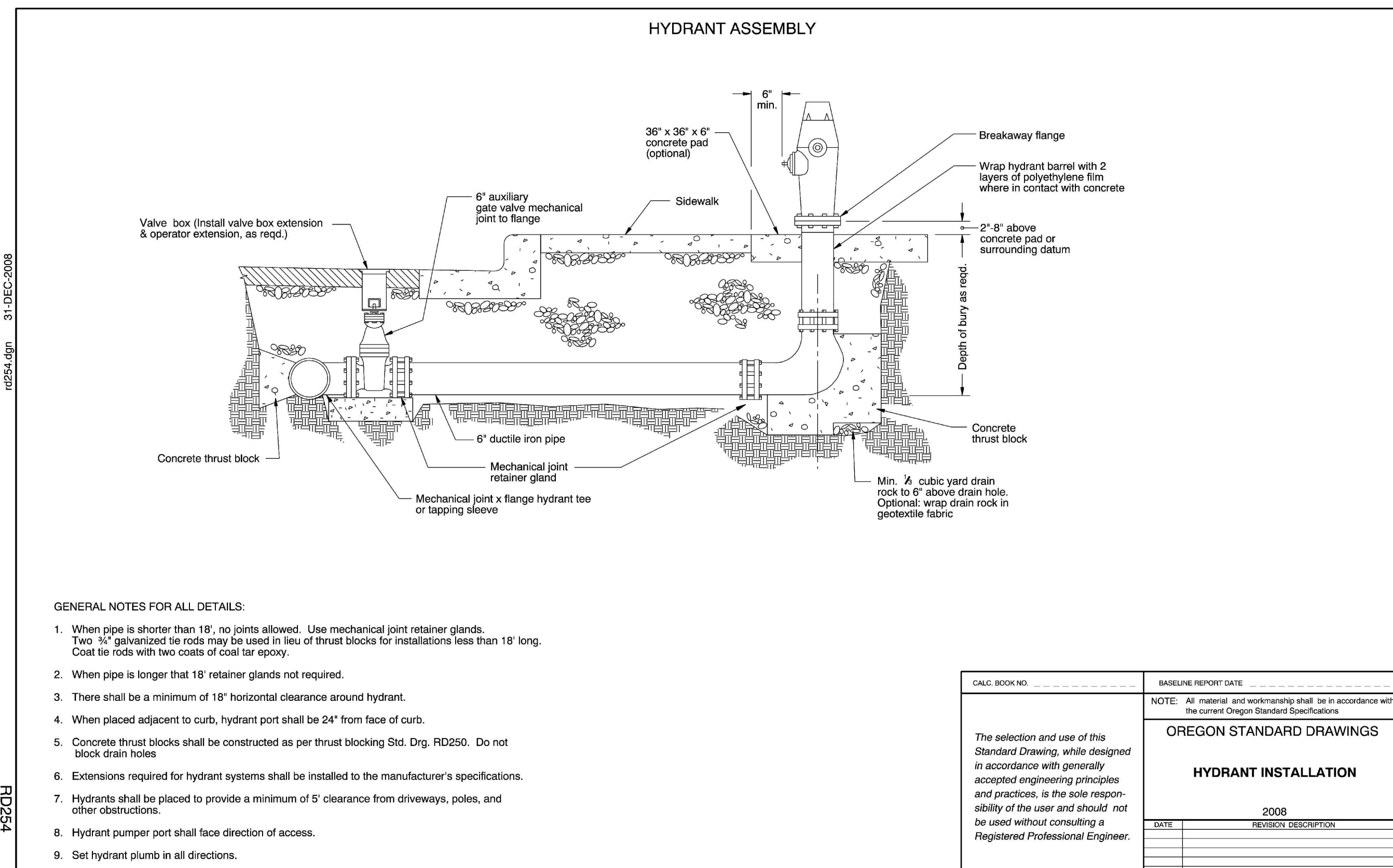


**NOTES:**

1. "NO PARKING ANYTIME" SIGNS, 12" X 18", (RED LETTERS, ARROW, AND BORDER ON WHITE BACKGROUND WITH BLACK "P" IN CIRCLE, SEE MUTCD R7-2a
2. SIGNS SHOULD BE SET AT AN ANGLE OF NOT LESS THAN 30 DEGREES NOR MORE THAN 45 DEGREES WITH THE LINE OF TRAFFIC FLOW IN ORDER TO BE VISIBLE TO APPROACHING TRAFFIC.
3. PLACE SIGNS AS NOTED ABOVE OR AS DIRECTED BY CITY INSPECTOR

**EROSION CONTROL**  
 EROSION/SEDIMENTATION CONTROL (ESC) IS REQUIRED ON THIS PROJECT. IMPLEMENTATION OF THE ESC AND THE CONSTRUCTION, MAINTENANCE, REPLACEMENT, AND UPGRADING OF THESE ESC FACILITIES IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ALL CONSTRUCTION IS COMPLETED AND APPROVED. PROVIDE CATCH BASIN PROTECTION INSIDE PROJECT LIMITS AND TO DOWNSTREAM INLETS 250 LF FROM THE SITE PER THE CITY OF MOLALLA'S EROSION CONTROL STANDARDS, CATCH BASIN AND STORM DRAIN INLET PROTECTION TO BE IN ACCORD WITH DETAIL DRAWINGS ON SHEET 16, SEE NOTES AND DETAILS ON SHEET 16

- 1 RELOCATE EXIST JUNCTION BOX (BY OTHERS), CONTRACTOR TO COORDINATE WITH UTILITY COMPANY AS NECESSARY
- 2 PROTECT EXIST PGE VAULT, ADJUST TO FINISH GRADE AS NECESSARY (BY OTHERS)
- 3 REMOVE PORTION OF CONCRETE WALKWAY IN RIGHT OF WAY
- 4 REMOVE EXIST TREE (S) IN RIGHT OF WAY
- 5 RELOCATE EXIST MAIL BOX (S) TO DESIGNATED AREA (BY CITY), SEE DETAILS RD 100 AND RD 101 FOR MOUNTING DETAILS. PROVIDE 4' MIN CLEAR PATH BETWEEN MAIL BOX AND EDGE OF WALK, SEE DETAIL RD 720 FOR SIDEWALK OBSTRUCTIONS
- 6 MAIL BOX RELOCATION AREA, COORDINATE WITH HOMEOWNER AS NEEDED (BY CITY)
- 7 RELOCATE EXIST POWER POLE AND GUY WIRE (BY OTHERS), CONTRACTOR TO COORDINATE WITH UTILITY COMPANY AS NECESSARY
- 8 REMOVE EXIST CATCH BASIN AND ASSOCIATED INLET LEADS
- 9 ADJUST EXIST TELEPHONE MANHOLE RIM TO FINISH GRADE
- 10 PROTECT EXIST POWER POLE (LOCATION TO REMAIN)
- 11 RELOCATE EXIST WATER SERVICE (S) AND METER (S) TO SIDEWALK (BY CITY)
- 12 RELOCATE TELEPHONE RISER AS NECESSARY (BY OTHERS), PROTECT AS NECESSARY
- 13 ADJUST EXIST VAULT / JUNCTION BOX TO FINISH GRADE OR RELOCATE AS NECESSARY (BY OTHERS)
- 14 REMOVE (RELOCATE) EXIST CATCH BASIN AND REPLACE WITH ODOT G-2 CATCH BASIN AT CURB FACE, SEE STORM PROFILE 8 ON SHEET 8
- 15 REPLACE EXIST FIRE HYDRANT TO BEHIND SIDEWALK IN LOCATION PER CITY'S DIRECTION, SEE DETAIL THIS SHEET
- 16 RELOCATE EXIST SIGN PER CITY'S DIRECTION (BY CITY)
- 17 REMOVE AND OR RELOCATE PORTION OF EXIST FENCE INSIDE RIGHT OF WAY, CONTRACTOR TO COORDINATE WITH CITY AND PROPERTY OWNER AS NECESSARY
- 18 NO PARKING SIGN (BY CITY), SEE DETAIL THIS SHEET
- 19 NO PARKING SIGN (BY CITY), SEE DETAIL THIS SHEET



**GENERAL NOTES FOR ALL DETAILS:**

1. When pipe is shorter than 18', no joints allowed. Use mechanical joint retainer glands. Two 1/2" galvanized tie rods may be used in lieu of thrust blocks for installations less than 18' long. Coat tie rods with two coats of coal tar epoxy.
2. When pipe is longer than 18' retainer glands not required.
3. There shall be a minimum of 18" horizontal clearance around hydrant.
4. When placed adjacent to curb, hydrant port shall be 24" from face of curb.
5. Concrete thrust blocks shall be constructed as per thrust blocking Std. Drg. RD250. Do not block drain holes.
6. Extensions required for hydrant systems shall be installed to the manufacturer's specifications.
7. Hydrants shall be placed to provide a minimum of 5' clearance from driveways, poles, and other obstructions.
8. Hydrant pumper port shall face direction of access.
9. Set hydrant plumb in all directions.

CALC. BOOK NO.	BASELINE REPORT DATE
NOTE: All material and workmanship shall be in accordance with the current Oregon Standard Specifications	
<b>OREGON STANDARD DRAWINGS</b>	
<b>HYDRANT INSTALLATION</b>	
DATE	REVISION DESCRIPTION
2008	

Effective Date: December 1, 2011 - May 31, 2012

RD254



EXPIRES: 06/30/13  
 SIGNATURE DATE: \_\_\_\_\_

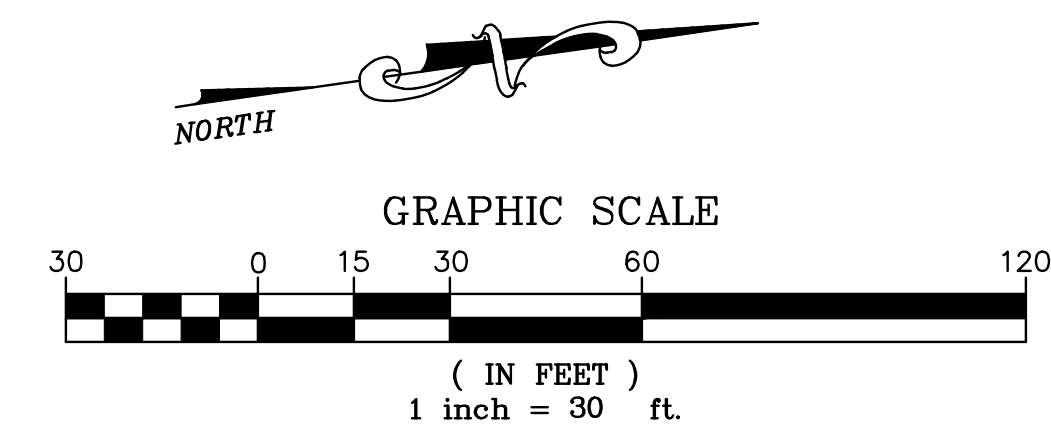
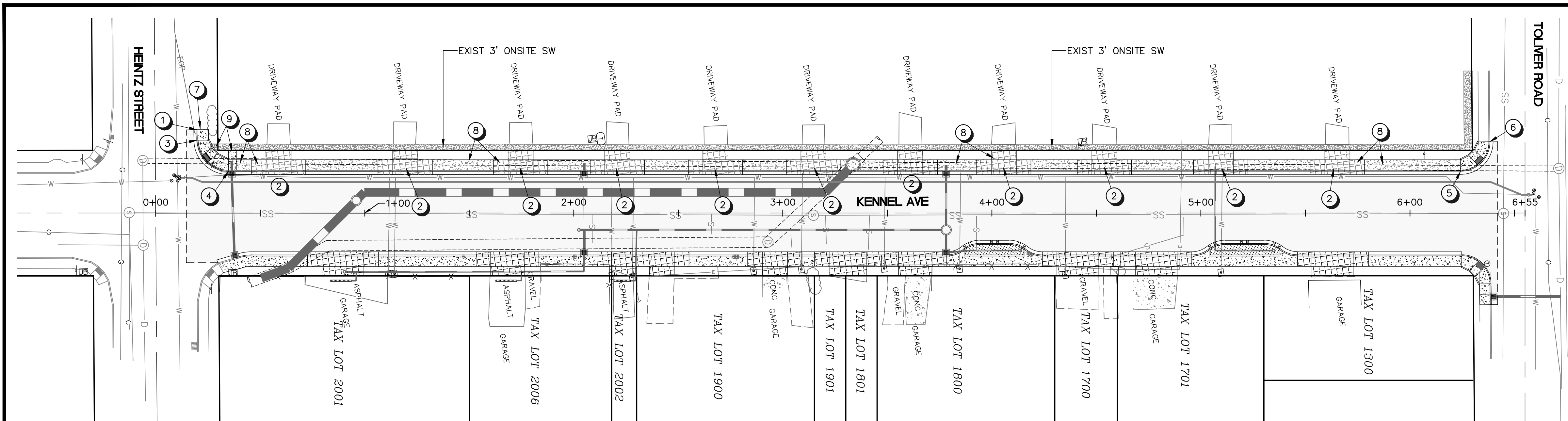
E11-013 C3.dwg 14:02 02/16/2012

DATE:	NO.	REVISION
DRAWN:	DESIGNED:	CHECKED:
SCALE: AS SHOWN	DATE: JUNE 2011	
PROJECT NO. E11-013		

**FDG**  
 Firwood Design Group, LLC  
 SURVEYING • ENGINEERING • PLANNING  
 39065 PIONEER BLVD., SUITE 104  
 SANDY, OREGON 97055  
 BUS: (503) 668-3737 • FAX: (503) 668-3788

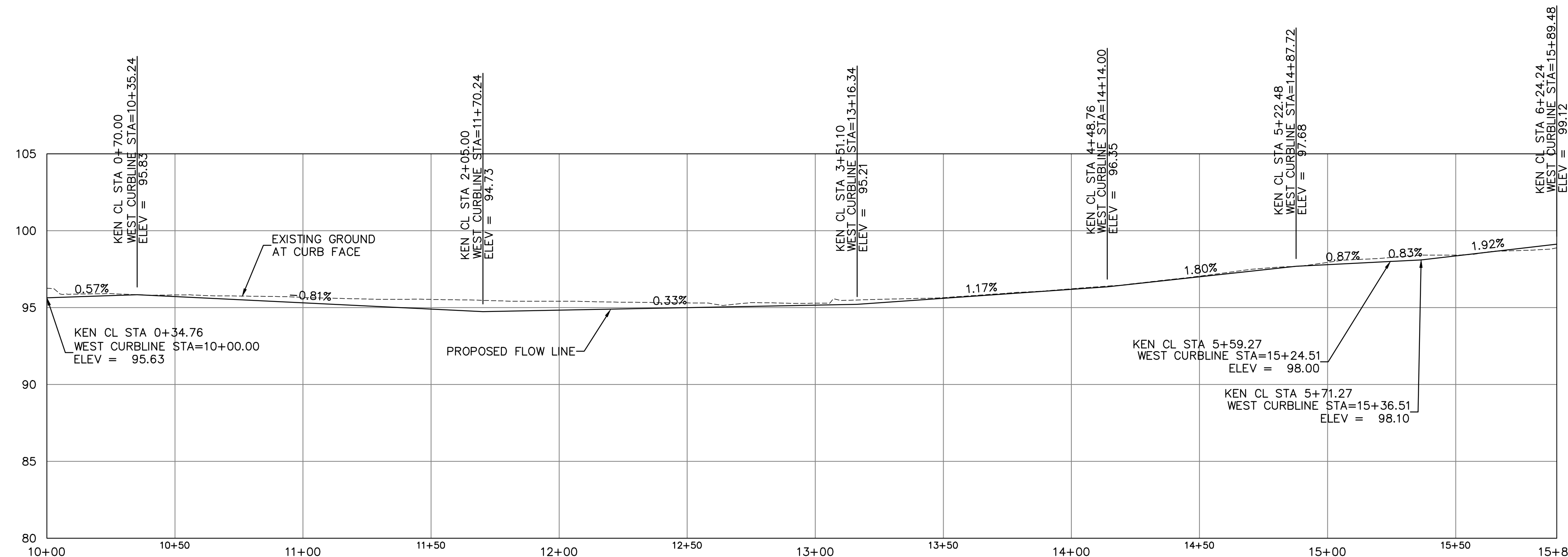
**CITY OF MOLALLA**  
 117 NORTH MOLALLA AVENUE  
 MOLALLA, OREGON 97038

**GRADING, DEMO, EROSION CONTROL  
 SIGNS, AND UTILITY RELOCATION PLAN  
 KENNEL AVENUE ROAD IMPROVEMENTS  
 MOLALLA, OREGON**



**NOTES**

- ① KENNEL CL STA 0+19.73 39.9' LT BEGIN CURB AND GUTTER / SIDEWALK CONSTRUCTION
- ② 12' WIDE DRIVEWAY (CURB ONLY) CUT (WITH 3/4" LIP), SEE DRIVEWAY GRADING DETAIL #2 ON SHEET 10. FOR ALTERNATE "A": 12' WIDE DRIVEWAY OPTION "N" WITH 3/4" LIP, SEE DETAIL RD750, PROVIDE CONCRETE APRON BEHIND DRIVEWAY TO PL (BACK OF EXIST WALKWAY)
- ③ KENNEL CL STA 0+19.76 34.90' LT BEGIN CURB RETURN CONSTRUCTION (C1), SEE CURVE RADIUS TABLE, PROFILE, AND GRADING DETAIL ON SHEET 8
- ④ KENNEL CL STA 0+34.76 20' LT END CURB RETURN CONSTRUCTION, BEGIN CURB AND GUTTER CONSTRUCTION
- ⑤ KENNEL CL STA 6+24.24 20' LT BEGIN CURB RETURN CONSTRUCTION (C2), END CURB AND GUTTER CONSTRUCTION, SEE CURB RADIUS TABLE, PROFILE, AND GRADING DETAIL ON SHEET 8
- ⑥ KENNEL CL STA 6+38.24 34.10' LT END CURB RETURN CONSTRUCTION, MATCH EXIST CURB AND SIDEWALK
- ⑦ PROVIDE MIN 4' WIDE ASPHALT RAMP AT SIDEWALK END, 12:1 MAX SLOPE
- ⑧ SIDEWALK AND DRIVEWAY APRONS ARE BID ALTERNATE "A"
- ⑨ SAWCUT AND REMOVE PORTION OF EXIST 3' SIDEWALK AT RIGHT OF WAY LINE OR AS NECESSARY FOR CURB RETURN CONSTRUCTION, PROVIDE CONCRETE RAMP FROM PRIVATE 3' WALK TO CURB RAMP



**KENNEL AVENUE PROFILE AT WEST CURB FLOWLINE**

1"=30' HORIZ  
1"=5' VERT

- NOTES:
1. ALL SIDEWALKS TO HAVE A MINIMUM 2" COMPACTED 3/4"-0 GRAVEL BASE
  2. ALL DRIVEWAYS TO HAVE A MINIMUM 4" COMPACTED 3/4"-0 GRAVEL BASE
  3. CONTRACTOR TO NOTIFY RESIDENTS OF ANY TEMPORARY DRIVEWAY CLOSURES 48 HOURS IN ADVANCE. LIMIT DRIVEWAY CLOSURES TO TWO HOURS DURATION AND MAKE PROVISIONS FOR CONTINUOUS ACCESS DURING CONSTRUCTION
  4. MATCH EXIST DRIVEWAY GRADES TO PROVIDE SMOOTH TRANSITION FROM NEW DRIVEWAY CUT, USE EXISTING SURFACING, SEE DRIVEWAY GRADING DETAIL ON SHEET 9, CONTRACTOR TO COORDINATE WITH HOMEOWNERS AS NECESSARY



EXPIRES: 06/30/13  
SIGNATURE DATE: \_\_\_\_\_

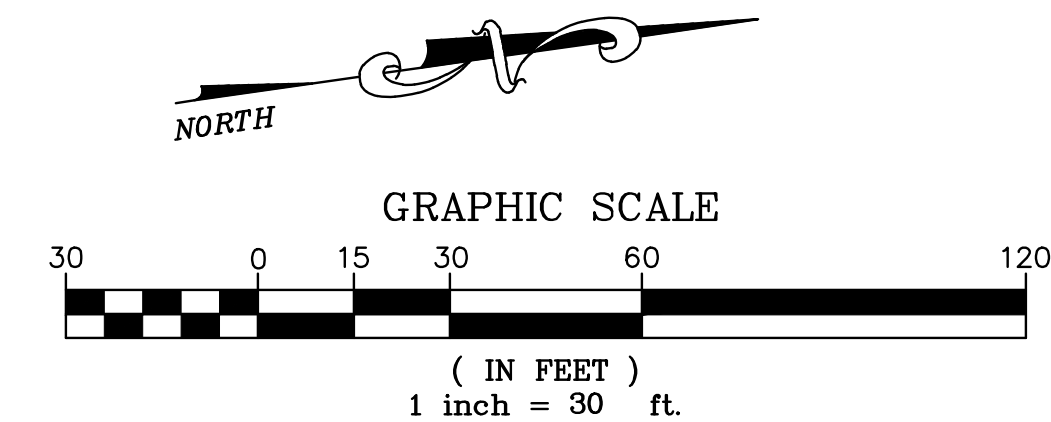
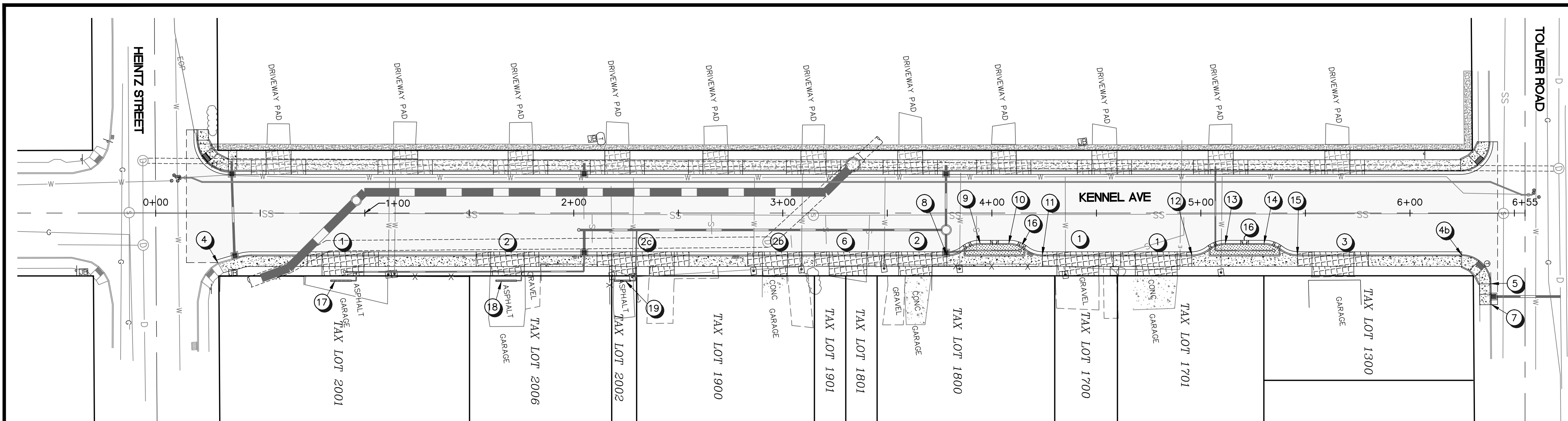
E11-013 C4.dwg 14:02 02/16/2012

DATE:	NO.	REVISION	DRAWN:	DESIGNED:	CHECKED:
			SCALE: AS SHOWN	DATE: JUNE 2011	
			PROJECT NO. E11-013		

**FDG**  
 Firwood Design Group, LLC  
 SURVEYING • ENGINEERING • PLANNING  
 39065 PIONEER BLVD., SUITE 104  
 SANDY, OREGON 97055  
 BUS: (503) 668-3737 • FAX: (503) 668-3788

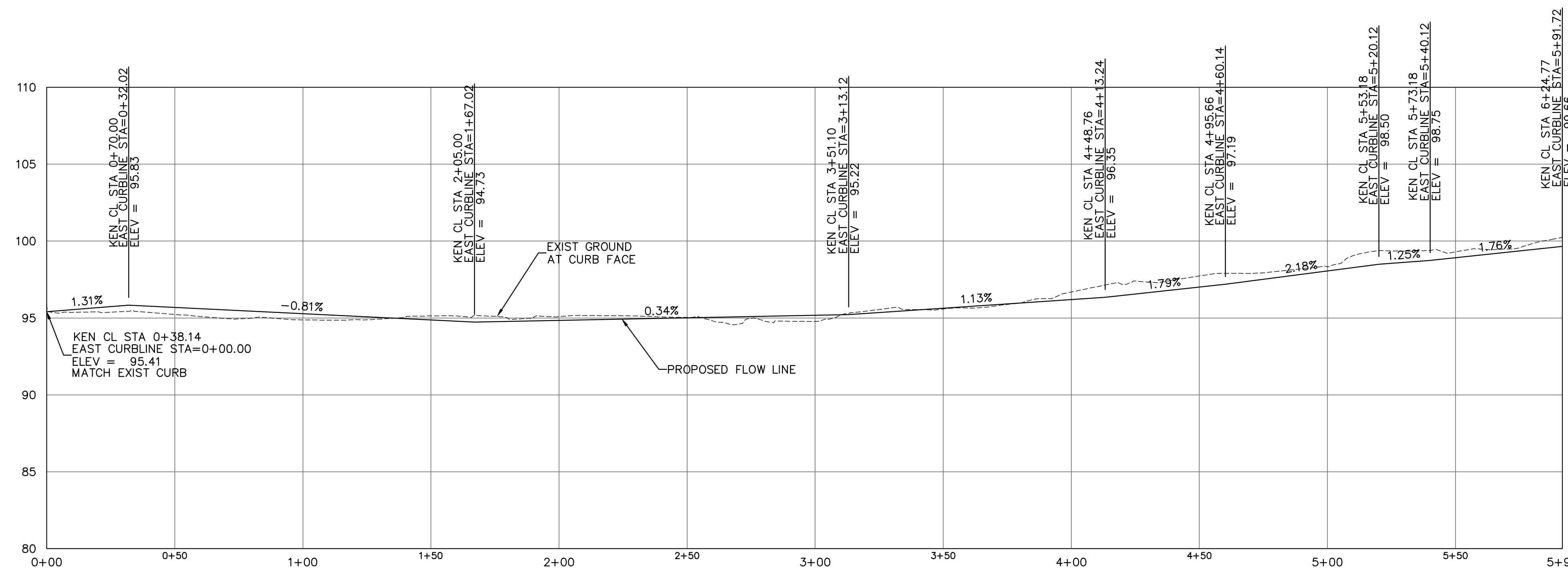
**CITY OF MOLALLA**  
 117 NORTH MOLALLA AVENUE  
 MOLALLA, OREGON 97038

**WEST CURBLINE PLAN AND PROFILE**  
 KENNEL AVENUE ROAD IMPROVEMENTS  
 MOLALLA, OREGON



**NOTES**

- ① 20' WIDE DRIVEWAY OPTION "N" WITH 3/4" LIP, SEE DETAIL RD750, PROVIDE CONCRETE APRON BEHIND DRIVEWAY TO PL, SEE DRIVEWAY GRADING DETAIL #1 ON SHEET 10, MATCH EXISTING DRIVEWAY'S SURFACE MATERIAL
- ② 16' WIDE DRIVEWAY OPTION "N" WITH 3/4" LIP, SEE DETAIL RD750, PROVIDE CONCRETE APRON BEHIND DRIVEWAY TO PL, SEE DRIVEWAY GRADING DETAIL ON SHEET 10, MATCH EXIST DRIVEWAY'S SURFACE MATERIAL
- ②b 12' WIDE DRIVEWAY OPTION "N" WITH 3/4" LIP, SEE DETAIL RD750, PROVIDE CONCRETE APRON BEHIND DRIVEWAY TO PL, SEE DRIVEWAY GRADING DETAIL ON SHEET 10, MATCH EXIST DRIVEWAY'S SURFACE MATERIAL
- ②c 30' WIDE DRIVEWAY CUT OPTION "N" WITH 3/4" LIP, SEE DETAIL RD750, PROVIDE 12' WIDE CONCRETE APRONS BEHIND DRIVEWAY FOR TAX LOTS 2002 AND 1900 TO PL, SEE DRIVEWAY GRADING DETAIL ON SHEET 10, MATCH EXIST DRIVEWAY'S SURFACE MATERIAL
- ③ 20' WIDE STEEP DRIVEWAY CONSTRUCTION WITH 3/4" LIP; DRIVEWAY APRON = 12%, CONNECTION INTO EXIST GARAGE = 20%±
- ④ KENNEL CL STA 0+29.69 23.63' RT, BEGIN SIDEWALK / CURB AND GUTTER CONSTRUCTION, MATCH EXIST SIDEWALK AND CURB
- ④b KENNEL CL STA 6+24.77 20' RT END SIDEWALK / CURB AND GUTTER CONSTRUCTION, BEGIN CURB RETURN CONSTRUCTION (C3), CURB TO BE 16" STRAIGHT CURB WITH EXPOSURE AS NOTED, SEE CURVE TABLE AND PROFILE ON SHEET 8, SEE GRADING DETAIL ON SHEET 10
- ⑤ KENNEL CL STA 6+38.77 33.78' RT END CURB RETURN CONSTRUCTION
- ⑥ 18' WIDE DRIVEWAY OPTION "N" WITH 3/4" LIP, SEE DETAIL RD750, PROVIDE CONCRETE APRON BEHIND DRIVEWAY TO PL, SEE DRIVEWAY GRADING DETAIL #1 ON SHEET 10, MATCH EXISTING DRIVEWAY'S SURFACE MATERIAL
- ⑦ KENNEL CL STA 6+38.93 43.78' LT, END CURB AND SIDEWALK CONSTRUCTION, SEE CURB RETURN 3 GRADING DETAIL ON SHEET 9
- ⑧ RIGHT CURB STA 3+40.41 BEGIN PLANTER BOX CURB TRANSITION WITH 13' RADIUS COMPOUND CURVES
- ⑨ RIGHT CURB STA 3+57.64 END PLANTER BOX CURB TRANSITION
- ⑩ RIGHT CURB STA 3+71.38 BEGIN PLANTER BOX CURB TRANSITION WITH 13' RADIUS COMPOUND CURVES
- ⑪ RIGHT CURB STA 3+88.61 END PLANTER BOX CURB TRANSITION
- ⑫ RIGHT CURB STA 4+60.14 BEGIN PLANTER BOX CURB TRANSITION WITH 13' RADIUS COMPOUND CURVES
- ⑬ RIGHT CURB STA 4+77.37 END PLANTER BOX CURB TRANSITION
- ⑭ RIGHT CURB STA 4+95.90 BEGIN PLANTER BOX CURB TRANSITION WITH 13' RADIUS COMPOUND CURVES
- ⑮ RIGHT CURB STA 5+13.12 END PLANTER BOX CURB TRANSITION
- ⑯ CURB CUT, TYPICAL (3 TOTAL PER PLANTER), SEE DETAIL ON SHEET 9
- ⑰ TRENCH DRAIN IN DRIVEWAY, RIM= 95.4±, GRADE EXISTING DRIVEWAY AS NECESSARY TO DRAIN, CONNECT INTO 6" STORM WITH 4" SCHEDULE 40 PVC, S=0.010 MIN
- ⑱ TRENCH DRAIN IN DRIVEWAY, RIM= 94.8±, GRADE EXISTING DRIVEWAY AS NECESSARY TO DRAIN, CONNECT INTO 6" STORM WITH 4" SCHEDULE 40 PVC, S=0.010 MIN
- ⑲ TRENCH DRAIN IN DRIVEWAY, RIM= 94.7±, GRADE EXISTING DRIVEWAY AS NECESSARY TO DRAIN, CONNECT INTO 10" STORM WITH 4" SCHEDULE 40 PVC, S=0.010 MIN



**KENNEL AVENUE PROFILE AT EAST CURB FLOWLINE**

1"=30' HORIZ  
1"=5' VERT

- NOTES:**
- 1. ALL SIDEWALKS TO HAVE A MINIMUM 2" COMPACTED 3/4"-0 GRAVEL BASE
  - 2. ALL DRIVEWAYS TO HAVE A MINIMUM 4" COMPACTED 3/4"-0 GRAVEL BASE
  - 3. CONTRACTOR TO NOTIFY RESIDENTS OF ANY TEMPORARY DRIVEWAY CLOSURES 48 HOURS IN ADVANCE; LIMIT DRIVEWAY CLOSURES TO TWO HOURS DURATION AND MAKE PROVISIONS FOR CONTINUOUS ACCESS DURING CONSTRUCTION
  - 4. MATCH EXIST DRIVEWAY GRADES TO PROVIDE SMOOTH TRANSITION FROM NEW DRIVEWAY CUT, USE EXISTING SURFACING, SEE DRIVEWAY GRADING DETAIL ON SHEET 9, CONTRACTOR TO COORDINATE WITH HOMEOWNERS AS NECESSARY

- ⑮ RIGHT CURB STA 5+13.12 END PLANTER BOX CURB TRANSITION
- ⑯ CURB CUT, TYPICAL (3 TOTAL PER PLANTER), SEE DETAIL ON SHEET 9
- ⑰ TRENCH DRAIN IN DRIVEWAY, RIM= 95.4±, GRADE EXISTING DRIVEWAY AS NECESSARY TO DRAIN, CONNECT INTO 6" STORM WITH 4" SCHEDULE 40 PVC, S=0.010 MIN
- ⑱ TRENCH DRAIN IN DRIVEWAY, RIM= 94.8±, GRADE EXISTING DRIVEWAY AS NECESSARY TO DRAIN, CONNECT INTO 6" STORM WITH 4" SCHEDULE 40 PVC, S=0.010 MIN
- ⑲ TRENCH DRAIN IN DRIVEWAY, RIM= 94.7±, GRADE EXISTING DRIVEWAY AS NECESSARY TO DRAIN, CONNECT INTO 10" STORM WITH 4" SCHEDULE 40 PVC, S=0.010 MIN



EXPIRES: 06/30/13  
SIGNATURE DATE: \_\_\_\_\_

E11-013 C5.dwg 14:02 02/16/2012

DATE:	NO.	REVISION

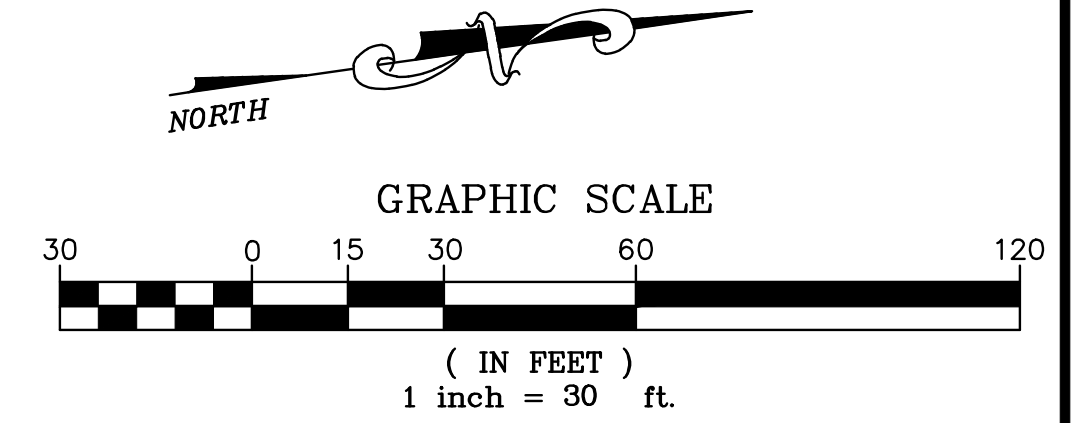
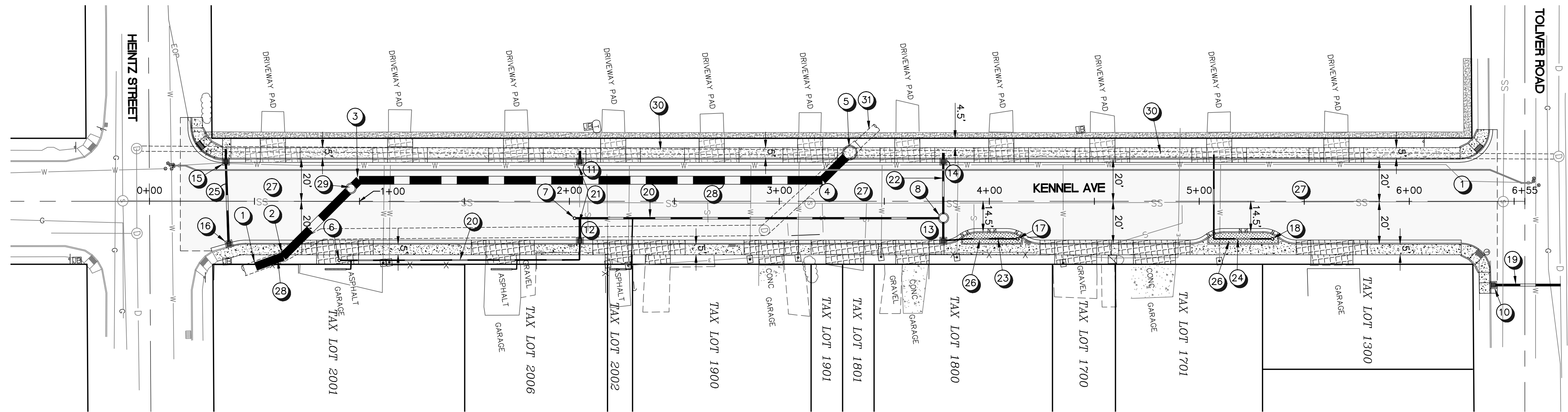
DRAWN:	DESIGNED:	CHECKED:
SCALE: AS SHOWN	DATE: JUNE 2011	
PROJECT NO. E11-013		

**FDG**  
 Firwood Design Group, LLC  
 SURVEYING • ENGINEERING • PLANNING  
 39065 PIONEER BLVD., SUITE 104  
 SANDY, OREGON 97055  
 BUS: (503) 668-3737 • FAX: (503) 668-3788

**CITY OF MOLALLA**  
 117 NORTH MOLALLA AVENUE  
 MOLALLA, OREGON 97038

**EAST CURBLINE PLAN AND PROFILE**  
 KENNEL AVENUE ROAD IMPROVEMENTS  
 MOLALLA, OREGON

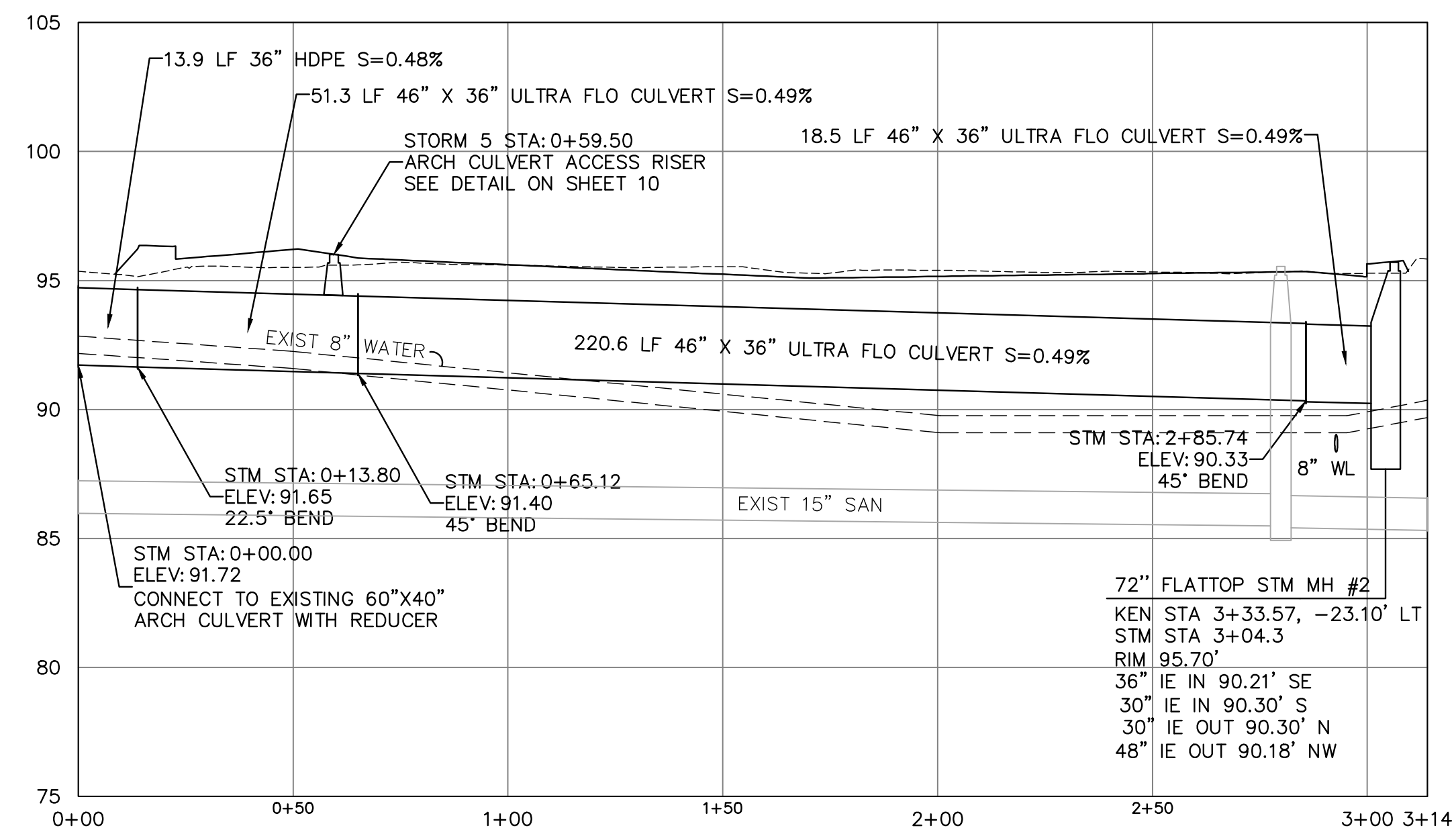




CONTRACTOR TO PROTECT EXIST AND NEW ARCH CULVERTS FROM DAMAGE BY CONSTRUCTION EQUIPMENT, AS A MINIMUM PROVIDE 2' TEMPORARY COVER OVER EXIST AND NEW ARCH CULVERTS DURING GRADING OPERATIONS (CONTRACTOR MAY ELECT TO CORDON OFF CULVERTS WITH CONSTRUCTION FENCING IN LIEU OF TEMPORARY COVER) TO PROTECT ARCH CULVERTS FROM CONSTRUCTION EQUIPMENT, SEE TEMPORARY PROTECTION DETAIL ON SHEET 11

**NOTES**

- 1 KENNEL CL STA 0+50.60± 30' RT± CUT EXIST 60" X 46" CULVERT MAKE CONNECTION TO NEW 46" X 36" ARCH ULTRA FLO CULVERT WITH REDUCER, MAKE CONNECTION PER MANUFACTURER'S SPECIFICATIONS, CONTRACTOR TO VERIFY EXIST CULVERT'S LOCATION PRIOR TO CONNECTION, SEE PROFILE THIS SHEET
- 2 KENNEL CL STA 0+63.6 26.3' RT± 45' 46"X36" ARCH CULVERT ULTRA FLO BEND
- 3 KENNEL CL STA 0+99.9 10' LT± 45' 46"X36" ARCH CULVERT ULTRA FLO BEND
- 4 KENNEL CL STA 3+20.5 10' LT± 45' 46"X36" ARCH CULVERT ULTRA FLO BEND
- 5 72" MIN FLATTOP STM MH 1 (POUR IN PLACE TO MATCH EXIST CONDITIONS AS NECESSARY), SEE STORM PROFILE THIS SHEET, SEE SHALLOW MANHOLE DETAIL ON SHEET 15
- 6 STM CLEANOUT 1, SEE STORM PROFILE 2 ON SHEET 8
- 7 STM CLEANOUT 2
- 8 48" FLATTOP STM MH 1, SEE STORM PROFILE 2 ON SHEET 8
- 9 NOT USED
- 10 STM CB 1, SEE STORM PROFILE 1 ON SHEET 8
- 11 STM CB 2, SEE STORM PROFILE 3 ON SHEET 8
- 12 STM CB 3, SEE STORM PROFILE 2 AND 3 ON SHEET 8
- 13 STM CB 4, SEE STORM PROFILE 4 ON SHEET 9
- 14 STM CB 5, SEE STORM PROFILE 4 ON SHEET 9
- 15 STM CB 6, SEE STORM PROFILE 8 ON SHEET 9
- 16 STM CB 7, SEE STORM PROFILE 8 ON SHEET 9
- 17 STM CLEANOUT 4, SEE STORM PROFILE 6 ON SHEET 9
- 18 STM CLEANOUT 5, SEE STORM PROFILE 7 ON SHEET 9
- 19 SEE STORM PROFILE 1 ON SHEET 8
- 20 SEE STORM PROFILE 2 ON SHEET 8
- 21 SEE STORM PROFILE 3 ON SHEET 8
- 22 SEE STORM PROFILE 4 ON SHEET 9
- 23 SEE STORM PROFILE 6 ON SHEET 9
- 24 SEE STORM PROFILE 7 ON SHEET 9
- 25 SEE STORM PROFILE 8 ON SHEET 9
- 26 STORM WATER PLANTER BOX, SEE SHEET 10 FOR CONSTRUCTION AND PLANTING DETAILS, SLEEVE ALL UTILITIES AS NECESSARY, SEE DETAIL ON SHEET 12
- 27 SEE SHEET 10 FOR TYPICAL STREET CROSS SECTIONS AND ASPHALT SECTION
- 28 SEE STORM PROFILE 5 THIS SHEET
- 29 KENNEL CL STA 0+95.09 6.05' LT STORM STA 0+59.50 CONSTRUCT 30" RISER OVER ARCH CULVERT, SEE DETAIL ON SHEET 10
- 30 EXIST 30" STORM
- 31 EXIST 48" CONCRETE PIPE



**STORM PROFILE 5**  
1"=30' HORIZ  
1"=5' VERT

E11-013 C6.dwg 14:02 02/16/2012

DATE:	NO.	REVISION	DRAWN:	DESIGNED:	CHECKED:
			SCALE: AS SHOWN	DATE: JUNE 2011	
			PROJECT NO. E11-013		

**FDG**  
Firwood Design Group, LLC  
SURVEYING • ENGINEERING • PLANNING

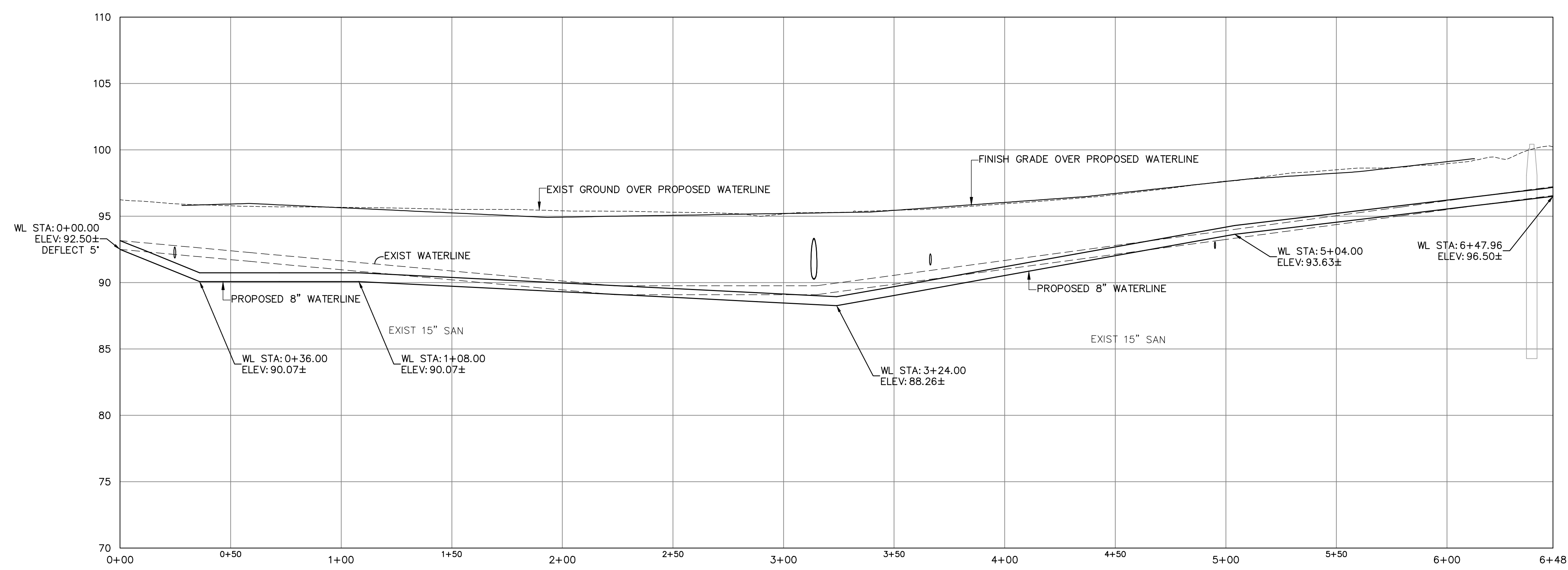
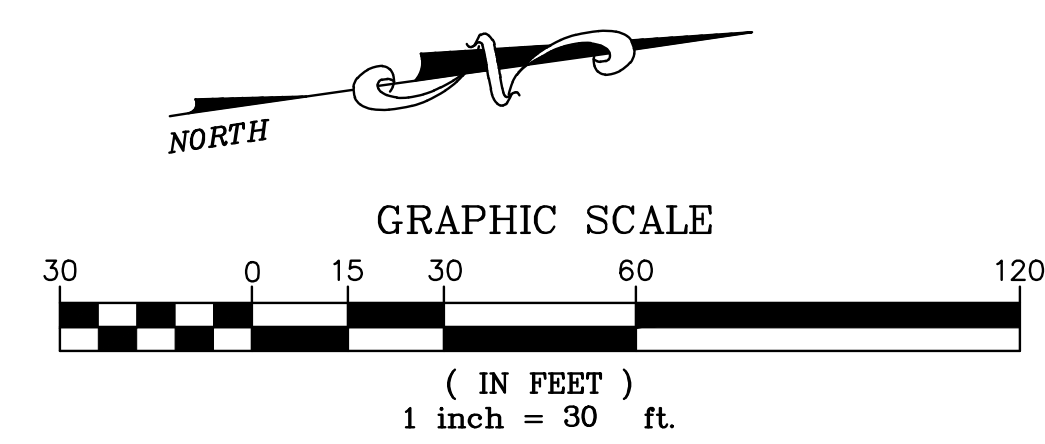
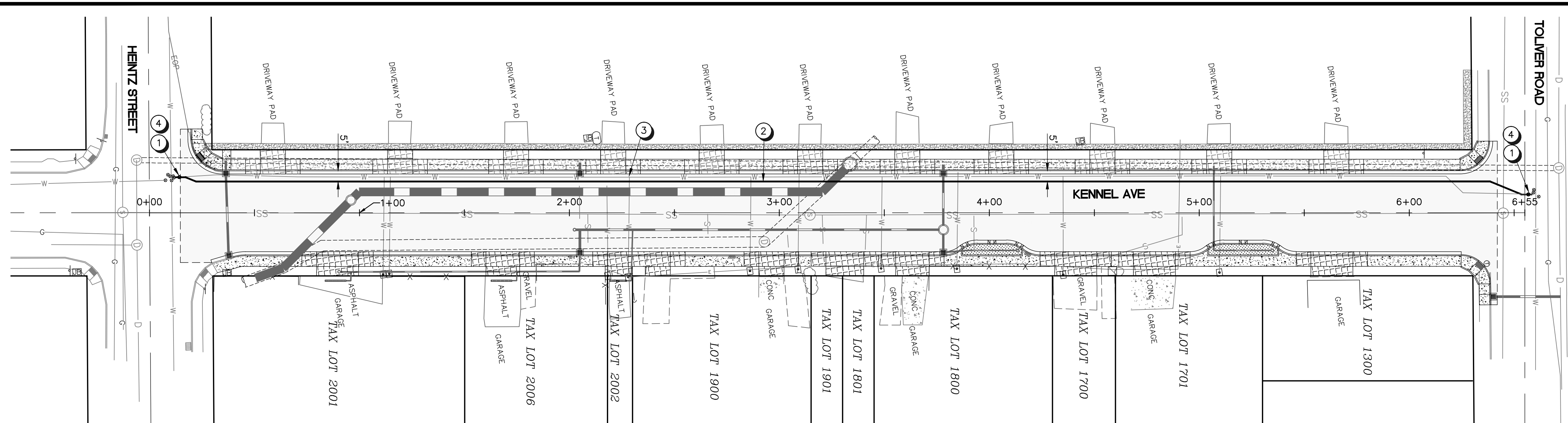
39065 PIONEER BLVD., SUITE 104  
SANDY, OREGON 97055  
BUS: (503) 668-3737 • FAX: (503) 668-3788

**CITY OF MOLALLA**  
117 NORTH MOLALLA AVENUE  
MOLALLA, OREGON 97038

**KENNEL AVENUE STREET AND STORM  
KENNEL AVENUE ROAD IMPROVEMENTS  
MOLALLA, OREGON**



EXPIRES: 06/30/13  
SIGNATURE DATE: \_\_\_\_\_



**KENNEL AVENUE WATERLINE PROFILE**  
 1" = 30' HORIZ  
 1" = 5' VERT

- NOTES**
- ① CONNECT NEW 8" WATERLINE TO EXIST 6" TRANSITE WATERLINE WITH 8" - 6" REDUCER AND 8" GATE VALVE
  - ② 650 LF 8" C900 PVC WATERLINE, SEE PROFILE THIS SHEET
  - ③ CONNECT EXIST WATER SERVICE TO NEW WATERLINE (TYPICAL OF 10), CONTRACTOR TO COORDINATE WITH CITY AND PROPERTY OWNER
  - ④ 50 LF WATERLINE TO BE RESTRAINED FROM CONNECTION TO EXIST WATERLINE

**NOTE:**  
 WATER MAIN FITTINGS VALVES AND MECHANICAL JOINTS TO BE RESTRAINED WITH MEGALUG BRAND OR APPROVED EQUAL AND TO BE INSTALLED PER MANUFACTURERS INSTRUCTIONS. RESTRAINING GASKETS SHALL BE US FIELD LOK OR APPROVED EQUAL AND INSTALLED AS PER MANUFACTURER'S INSTRUCTIONS



EXPIRES: 06/30/13  
 SIGNATURE DATE: \_\_\_\_\_

E11-013 C7.dwg 14:02 02/16/2012

DATE:	NO.	REVISION

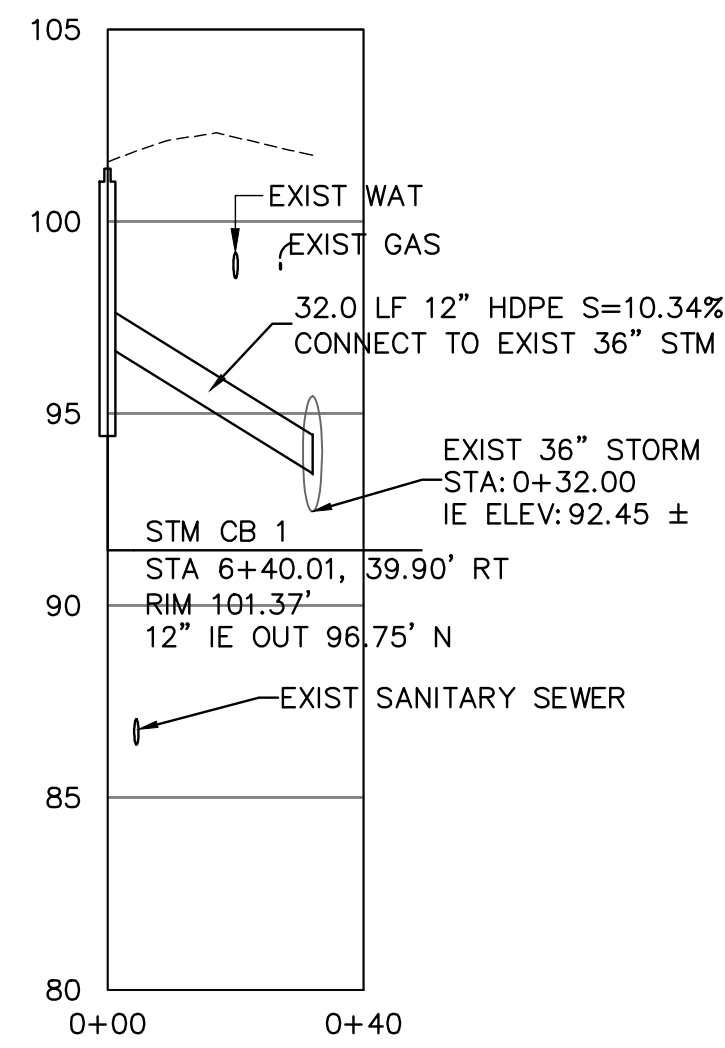
DRAWN:	DESIGNED:	CHECKED:
SCALE: AS SHOWN	DATE: JUNE 2011	
PROJECT NO. E11-013		

**FDG**  
 Firwood Design Group, LLC  
 SURVEYING • ENGINEERING • PLANNING  
 39065 PIONEER BLVD., SUITE 104  
 SANDY, OREGON 97055  
 BUS: (503) 668-3737 • FAX: (503) 668-3788

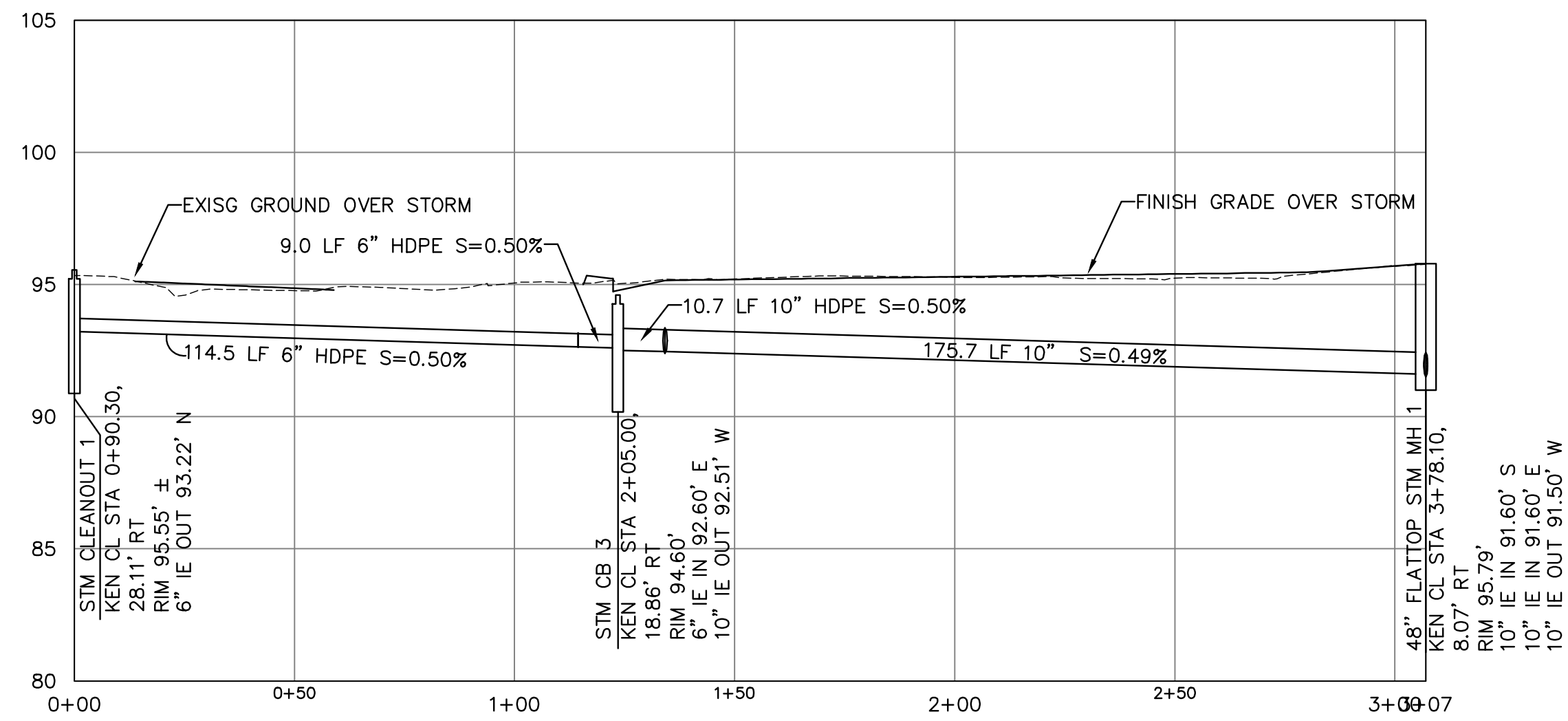
**CITY OF MOLALLA**  
 117 NORTH MOLALLA AVENUE  
 MOLALLA, OREGON 97038

**PROPOSED WATERLINE PLAN AND PROFILE**  
**KENNEL AVENUE ROAD IMPROVEMENTS**  
 MOLALLA, OREGON

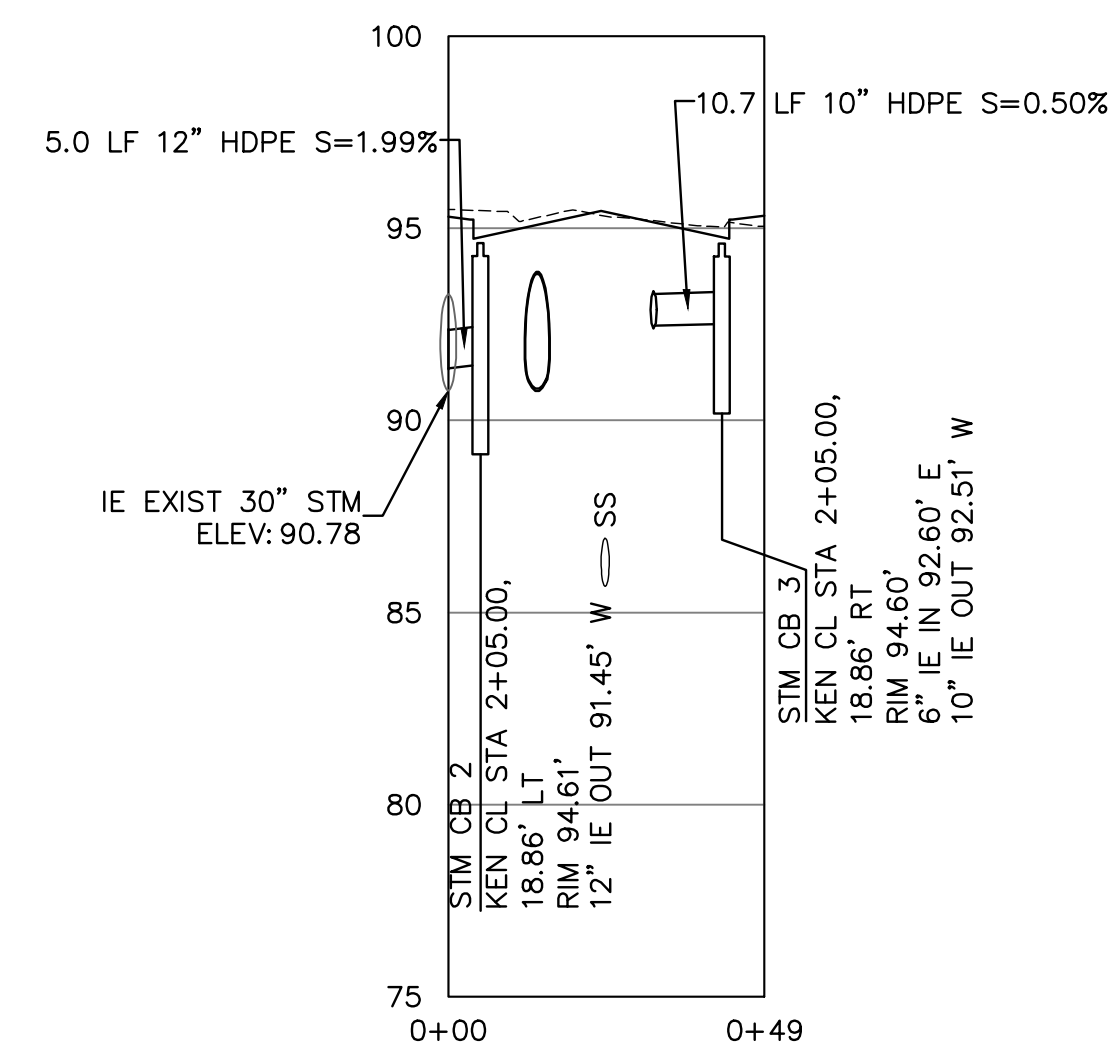
**7**  
**17**



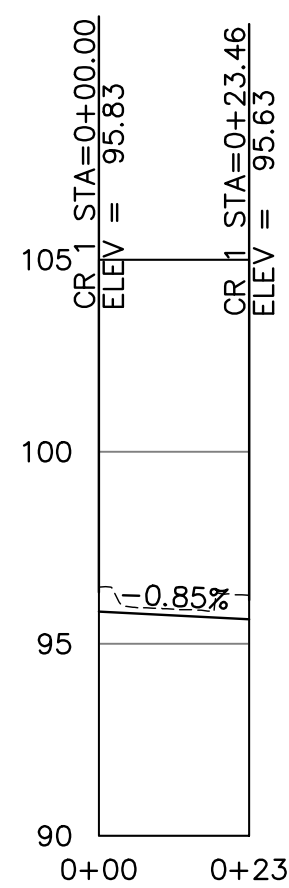
**STORM PROFILE 1**  
1"=30' HORIZ  
1"=5' VERT



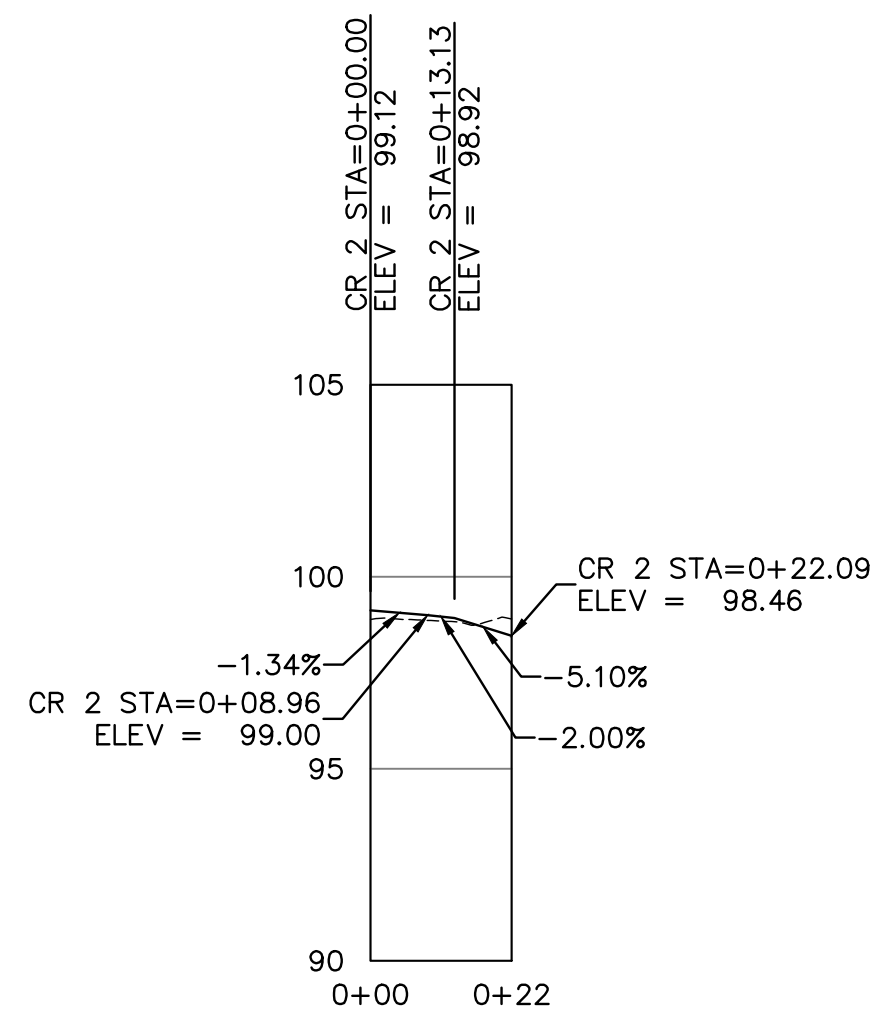
**STORM PROFILE 2**  
1"=30' HORIZ  
1"=5' VERT



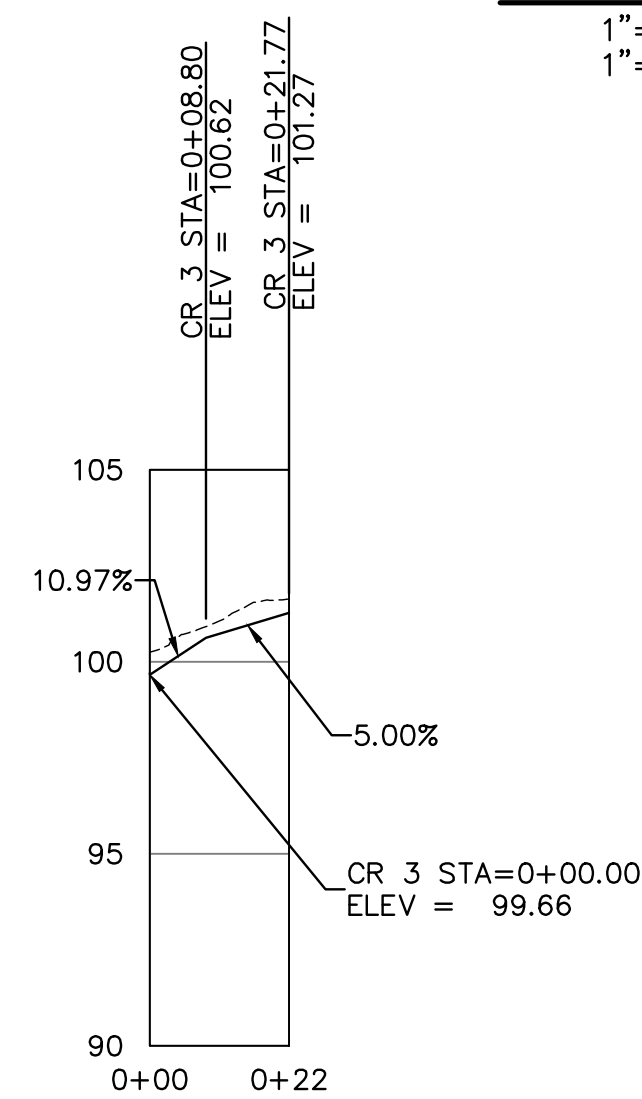
**STORM PROFILE 3**  
1"=30' HORIZ  
1"=5' VERT



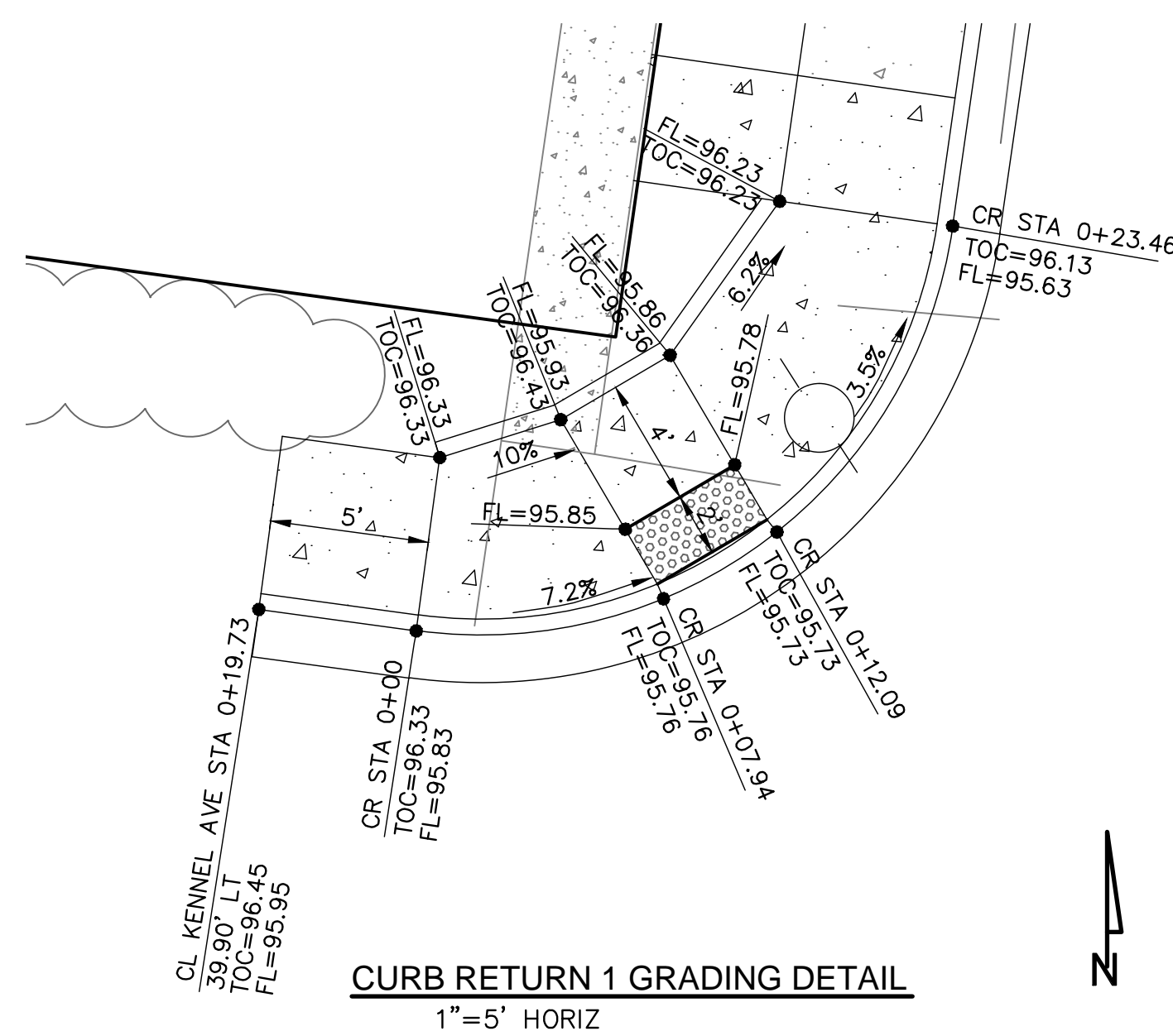
**CURB RETURN 1 PROFILE (C1)**  
1"=30' HORIZ  
1"=5' VERT



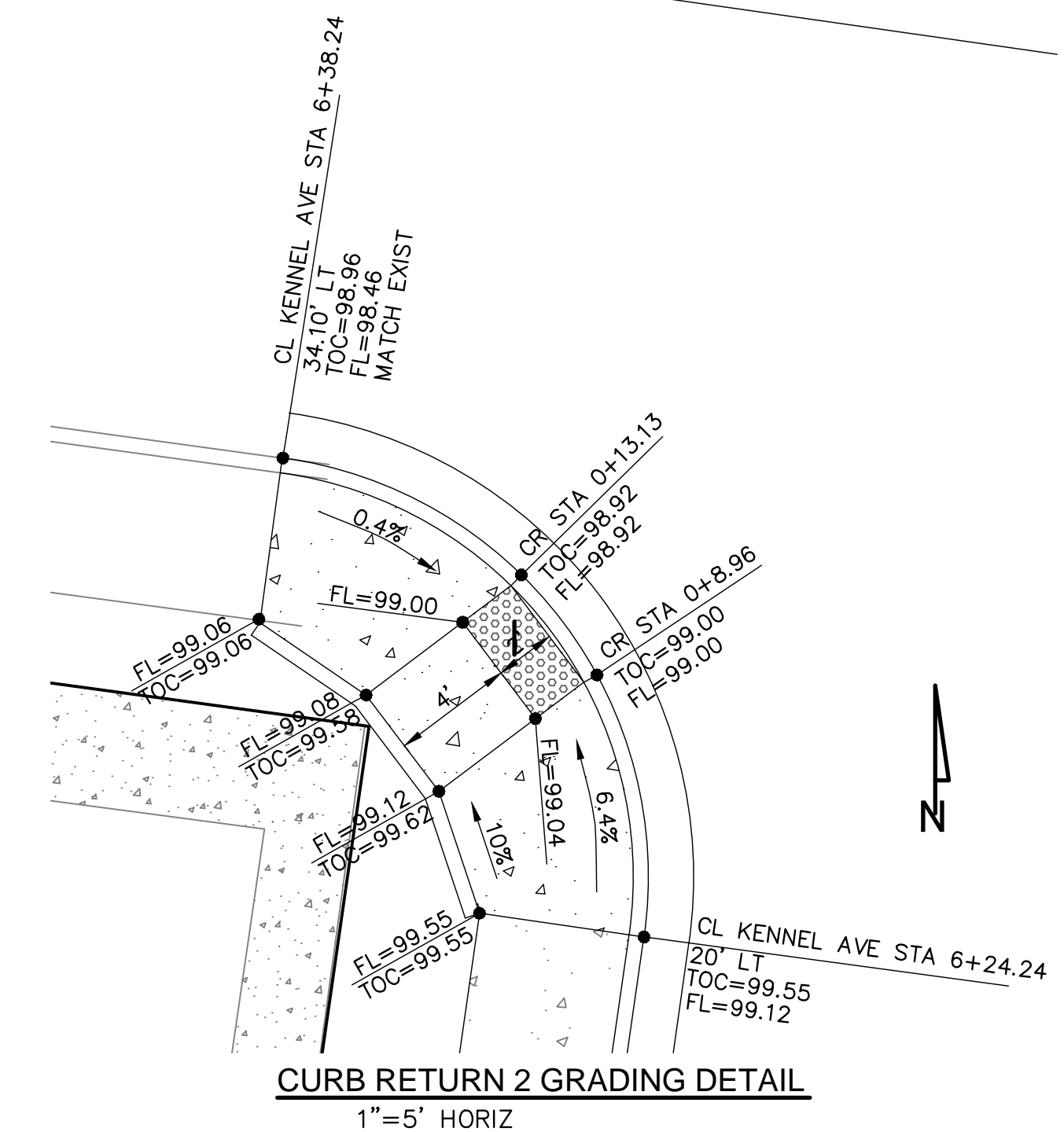
**CURB RETURN 2 PROFILE (C1)**  
1"=30' HORIZ  
1"=5' VERT



**CURB RETURN 3 PROFILE (C1)**  
1"=30' HORIZ  
1"=5' VERT

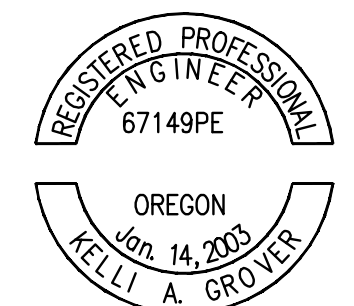


**CURB RETURN 1 GRADING DETAIL**  
1"=5' HORIZ



**CURB RETURN 2 GRADING DETAIL**  
1"=5' HORIZ

Curve Table: Alignments					
Curve #	Radius	Length	Chord Direction	Start Point	End Point
C1	15.00	23.46	N52° 57' 33.44"E	(4862.31,4404.12)	(4879.19,4416.85)
C2	14.00	22.09	N37° 02' 40.21"W	(4962.81,5000.37)	(4950.84,5016.23)
C3	14.00	21.77	N52° 42' 26.12"E	(5002.48,4995.22)	(5018.11,5007.13)



E11-013 C8.dwg 14:03 02/16/2012

DATE:	NO.	REVISION

DRAWN:	DESIGNED:	CHECKED:
SCALE: AS SHOWN	DATE: JUNE 2011	
PROJECT NO. E11-013		

**FDG**  
Firwood Design Group, LLC  
SURVEYING • ENGINEERING • PLANNING  
39065 PIONEER BLVD., SUITE 104  
SANDY, OREGON 97055  
BUS: (503) 668-3737 • FAX: (503) 668-3788

CITY OF MOLALLA  
117 NORTH MOLALLA AVENUE  
MOLALLA, OREGON 97038

PROFILES AND DETAILS  
KENNELL AVENUE ROAD IMPROVEMENTS  
MOLALLA, OREGON

# City Of Molalla

## City Council Meeting

### Agenda Category: Ordinances

**Subject:** An ordinance extending the franchise granted to Portland General Electric Company (PGE).

**Recommendation:** Approve Ordinance

**Date of Meeting to be Presented:** May 23, 2012

**Fiscal Impact:** NA

**Background:**

The City is negotiating with PGE to renew the franchise agreement. The parties have not yet reached agreement. The franchise agreement with PGE expires on June 1, 2012. To prevent any disruption in service in Molalla and enable the parties to conclude negotiations, PGE has agreed to extend the existing franchise agreement for three months.

SUBMITTED BY: Ellen Barnes, 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.

**Agenda Item**

**7.A**

City Recorder Use Only

City of Molalla

ORDINANCE No. 2012-09

**AN ORDINANCE EXTENDING THE FRANCHISE GRANTED TO  
PORTLAND GENERAL ELECTRIC COMPANY**

**WHEREAS:** the City Council approved Ordinance No. 1992-03 on June 1, 1992, granting a non-exclusive electric franchise to Portland General Electric Company ("PGE"), effective June 1, 1992; and

**WHEREAS:** the franchise is granted for a period of twenty years from and after the effective date of this ordinance; and

**WHEREAS:** the City and PGE have been negotiating a new franchise agreement, but have not yet reached agreement on its terms; and

**WHEREAS:** the City and PGE have agreed to extend the current franchise to provide additional time to finalize a new franchise; and

**WHEREAS:** the City Council finds it is in the public interest to extend the term of the PGE franchise.

**NOW, THEREFORE,** the City of Molalla ordains as follows:

Section 1. The expiration date of the franchise granted by Ordinance No. 1992-03 is hereby extended to September 30, 2012 unless earlier terminated pursuant to its terms or a new franchise agreement takes effect. The extension will be effective as of June 1, 2012.

Section 2. It is necessary for the peace, health and safety of the people of the City that an extension be granted immediately, an emergency is hereby declared to exist, and this ordinance shall be in full force and effect upon its passage by the Council, provided that PGE provides the City written acceptance of this Ordinance prior to the effective date. If PGE fails to provide timely written acceptance, this Ordinance shall be null and void.

Adopted this \_\_\_ day of \_\_\_\_\_, 2012.

Approved:

\_\_\_\_\_  
Mike Clarke, Mayor

ATTEST this \_\_\_ day of \_\_\_\_\_ 2012.

\_\_\_\_\_  
Sadie Cramer, City Recorder



## City of Molalla

### City Manager Report

May 23, 2012 Council Meeting

## **Administration and Finance**

### ***Forensic Financial Investigation Update***

Staff will meet with the forensic accountant, Tiffany Couch, the first week of June to reconcile the city's analysis of financial activity with findings in her report to determine the extent and nature of miss-use of SDC funds.

### ***Human Resources – Updating Position Descriptions and Personnel Policies***

Department directors have drafted revisions to position descriptions for staff and volunteers. Many city employees were operating on outdated descriptions. Some staff and volunteers had no position description associated with the function they serve. The new position descriptions will be standardized and used to develop a new staff evaluation process based on performance standards.

Updates to the City's personnel policies also are needed. An intern completing a degree in political science will assist the City in updating personnel policies. She will be tasked with developing a comparison of personnel policies among communities similar to Molalla. These comparisons will be used as a basis for revising the City's policies.

### ***Small Claims Hearing***

On May 4<sup>th</sup>, the City Manager, Public Works Director and representative from CIS attended a pre-trial conference in Small Claims Court for a sewer damage complaint filed against the City. The plaintiff was seeking \$10k in damages resulting from January flooding. The City's insurance denied a claim filed by the plaintiff, citing that the City's system did not fail but that the damage was an "act of God" and beyond City's control. CIS agreed to pay for clean-up, but not replacement of damaged property. During the meeting the parties attempted settlement negotiations. The parties could not come to agreement. The parties were given two weeks for discovery of information and materials that would be used during the small claims trial. No other communication has been received from the plaintiff.

## **Insurance Claim**

City staff is working with CIS to complete documentation necessary to file a claim against the City's excess crime coverage under faithful performance of duty provisions. The City also is investigating claims against the performance bonds of previous staff.

## **Budget, Budget, Budget...**

In addition to budget deliberations for next fiscal year's budget, city staff has been working on revisions necessary for a supplemental budget to conclude FY 2011/2012 without a deficit. A supplemental budget will be presented to Council in June.

## **Community Event Coordination**

City staff has been working with various individuals and organization to coordinate activities and events for Spring Fling and the upcoming 4<sup>th</sup> of July celebration.

## **Emergency Management**

### **Natural Hazard Mitigation Plan Update**

Clackamas County Department of Emergency Management is in the process of updating their Natural Hazard Mitigation Plans. The following individuals have agreed to serve on a committee to review and update the City's natural hazard mitigation plan, which serves as an addendum to the County's plan: Grant Sharp, Glen Boreth, Marc Howatt, Rod Lucich, Debbie Rogge, and Ellen Barnes. A representative from the Molalla Fire District also will participate. A hazard mitigation specialist working with Clackamas County will assist the City in updating the plan.

## **Library Services**

### **Library Capital Improvements Plan**

Capital Plan Survey is still available in the library and online. The Library Board needs your input to gather information to formulate a strategic plan for remodeling the existing location or building a new facility over the next 10 years. The survey can be found [www.surveymonkey.com/s/LibraryCapitalPlan](http://www.surveymonkey.com/s/LibraryCapitalPlan).

### **Memorial Day Closure**

The Molalla Public Library will be closed on Monday, May 28<sup>th</sup> in observance of Memorial Day.

### **Teen and Adult Book Club**

Saturday, May 26<sup>th</sup> at 4:00 p.m. will be the first meeting of the new teen and adult book club. The book that will be discussed is "Divergent" by Veronica Roth.

## **Summer Break for Story Time**

The last story times will be on May 24<sup>th</sup> and May 25<sup>th</sup>. Story time will resume in September.

## **Summer Reading is Here**

Sign ups for summer reading begin on June 11<sup>th</sup>.

## **Planning Services**

### **LUBA Hearing**

The LUBA hearing for oral arguments for the Vest appeal is scheduled for June 7 beginning at 11:00 am. The City Manager will accompany the City Attorney and the City's contracted planning officer to the hearing.

### **Annexations**

Several individuals have approached the City with annexation requests. City staff is working to draft revisions to city policy to reflect the changes in annexations that took effect in January, 2012. Those revisions will be presented to Council in June for consideration.

## **Police Services**

### **New Peer Support Officer**

Officer Curtis Thorman completed peer support training and attended his first multi-agency peer support team meeting. His name is entered into the class web-base, which will allow officers to contact him on-line, if and when the need should arise.

### **Office Relocation**

Police Department staff has just completed relocation of the administrative PD services to the front of City Hall (the former Planning Office location). The new location provides ADA access, something that was lacking in their previous location. The new office configuration also will facilitate improved work flow and operations. Sworn patrol officers, sergeants and the Chief will continue to maintain offices and work areas in the back portion of City Hall.

### **Surplus Vehicles**

Sale of the final three police vehicles was completed last week.

## **Public Works**

### **Logging Mural Project**

Permitting for the project is complete. Next steps are to execute a contract with the builder for the structure holding the mural, locate utilities and begin excavating areas for the support posts.



## **Sludge Removal**

WWTP operators and the Public Works Director met with a private sludge removal company to review their maintenance program and to discuss issues related to sludge removal and maintenance of the City's facility.

## **Security Cameras**

The Public Works Director is working with Police Department staff regarding installation of security cameras in Fox and Long Parks.

## ***Quote of the week....***

To give real service you must add something which cannot be bought or measured with money, and that is sincerity and integrity.

- *Douglas Adams*