



City of Molalla
City Council - Regular Meeting
Minutes – May 8, 2024
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

CALL TO ORDER

The Molalla City Council Meeting of May 8, 2024 was called to order by Mayor Scott Keyser at 7:00pm.

COUNCIL ATTENDANCE

Present: Mayor Scott Keyser, Council President Jody Newland, Councilor Leota Childress, Councilor Terry Shankle, Councilor Eric Vermillion, Councilor Raelynn Botsford, and Student Council Liaison Grace Peterson.

STAFF IN ATTENDANCE

Dan Huff, City Manager; Christie Teets, City Recorder; Mac Corthell, Assistant City Manager; Chris Long, Police Chief, Cindy Chauran; Finance Director.

APPROVAL OF AGENDA

Approved as presented.

CONSENT AGENDA

- A. City Council Meeting Minutes – April 10, 2024
- B. Joint City Council and Planning Commission Meeting Minutes – April 3, 2024

ACTION:

Councilor Botsford moved to approve the Consent Agenda; Councilor Shankle seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

EXECUTIVE SESSION ANNOUNCEMENT

Prior to the Regular meeting, Council met in Executive Session, held pursuant to Oregon Public Record Law, ORS 192.660(2): (i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing. The purpose of this meeting was to conduct City Manager Huff's yearly evaluation. This is not a contract year for Mr. Huff; therefore, no decisions were made at this meeting.

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

None.

PUBLIC COMMENT

None.

PUBLIC HEARINGS

None.

ORDINANCES AND RESOLUTIONS

- A. Resolution No. 2024-08: Authorizing the Transfer of Appropriations between Funds – Police Department

Finance Director Chauran explained Exhibit "A" of Resolution No. 2024-01, Transferring appropriations from the Capital Fund, specified a transfer of \$243,000 to the "New PD Fund" in error. The originating fund in this case is the General Fund. The appropriations should be recorded in the General Fund under a line item for Police Capital Projects. This resolution rectifies the issue.

ACTION:

Council President Newland moved to approve Resolution No. 2024-08, Councilor Vermillion seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

B. **Resolution No. 2024-09: Authorizing the Transfer of Appropriations between Funds – Waste Water Treatment Plant**

Finance Director Chauran explained that this fund was created in February, to manage revenue and expenses for the new Wastewater Treatment Plant. The related appropriations transfer closing the capital projects fund authorized the transfer to the Sewer Fund. To authorize expenditure from the new fund, the appropriations need to be transferred again. This resolution rectifies the issue.

ACTION:

Council President Newland moved to approve Resolution No. 2024-09; Councilor Vermillion seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

GENERAL BUSINESS

A. **Police Facility – Early Work Approval**

Police Facility contractor Brian Shumaker, explained to Council that in order to get a Guaranteed Maximum Price (GMP) for goods needed to begin construction, his company is requesting an Early Work Approval fund. He is seeking approval of \$8.6 million to begin site development.

ACTION:

Councilor Vermillion moved to approve the Early Work Approval as requested by P & C Construction; Councilor Shankle seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

B. **OTAK Project Management Amendment**

OTAK Project Management is requesting an amendment in the Police Facility Contract. Due to delays in the election process for the GO Bond, costs have increased since the initial contract. These funds were budgeted and will come out of budget for the Police Facility.

ACTION:

Councilor Vermillion moved to approve the OTAK Project Management Amendment for the Police Facility construction; Councilor Childress seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

C. **Library Liaison Discussion**

Since Council Robles' resignation, the Library is without a Council liaison. City Recorder Teets requested that Council find a replacement.

ACTION:

Mayor Keyser moved to appoint Councilor Vermillion as the Library Liaison; Councilor Botsford seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

D. Public Works Project #22-21 – Section Street

Assistant City Manager Corthell explained to Council some of the obstacles surrounding portions of Section Street. Improvements could cost between \$500,000 and \$1,700,000. Staff is looking for consensus from Council on which direction to take improvement of Section Street; 1. Full buildout, 2. Dig and Overlay, 3. Remove this item from the Capital Improvement Plan. Council heard Public Comment from the following:

Peggy Smith, Molalla resident, is concerned about the state of Section Street. Her preference of the options provided to Council is that the street would be best suited for the dig and overlay option. She feels the money would be better spent on other City projects.

Autumn and Ashlie Asmaker, Molalla residents, are concerned that if sidewalks are constructed on this street, parking will become a greater issue. They are in favor of the dig and overlay option, with no sidewalks.

Public comment was also emailed to Mr. Corthell from Pac Fiber and a Molalla resident and are included in these Meeting Minutes.

ACTION:

Council President Newland moved to direct staff to dig and overlay Section Street; Councilor Vermillion seconded. Motion passed 6-0.

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

E. Final ARPA Report (America Recovery Plan Act)

Assistant City Manager Corthell presented the Final ARPA report to Council, stating that City of Molalla received a total of \$2.05 million in support of the public health emergency related to the COVID-19 pandemic. Mr. Corthell pointed out that these funds were one-time monies, and not funding that would become a regular part of our Budget. City Council members commended staff for thoughtful purchases, according to the guidelines that were given.

STAFF COMMUNICATION

- Finance Director Chauran announced that the Proposed Budget is ready and will be emailed and delivered to Council later in the week.
- Police Chief Long shared that one of his officers graduated from Police Academy that week, and will be reporting for duty very soon. Chief Long also explained that an offer had been made to an officer coming from another agency, and as a lateral position, they will be on duty sooner than if an individual had to report to Police Academy. Chief Long explained that in the Big Meadow area, there has been a rash of break-ins. He reminded people to close their garage doors in the evening, and to not store valuables in their vehicles. He also shared that the PD is gearing up for the 4th of July festivities.
- Assistant City Manager Corthell explained that a bid for the Water Intact Project will be presented to Council soon. He discussed the S. Molalla Avenue Waterline Project and construction in that area. He also encouraged folks to check out all of the updates on The Molalla Current.
- City Recorder Teets informed Council that as of the date of the meeting, there are two applicants for the Council vacancy. Applicants are former Mayor Keith Swigart and current Planning Commissioner Darci Lightner. Interviews will take place at a Work Session on May 22, 2024.
- City Manager Huff announced that staff had conducted negotiations for the Police Contract Renewal previously in the week. This item will be brought to Council at a future meeting for approval.
- Student Council Liaison Peterson shared that she is currently seeking volunteers that would be interested in becoming a Student Council Liaison once her term is complete. Ms. Peterson also stated that she is keeping busy with internships, one that includes Tobias Read's office.
- Commissioner Mark Shull, of Clackamas County was a guest for the evening. He thanked the Mayor and Council for an efficiently run meeting and for including him. Commissioner Shull reported on multiple items, which included: Budget, Governor Kotek's pausing of I-5 Tolling and an audit of ODOT funding, the State of the County address, forestry concerns, short-term rentals, and an update on the Clackamas County Courthouse construction.


COUNCIL COMMUNICATION

- Councilor Botsford announced the upcoming Chamber of Commerce meeting date.
- Councilor Vermillion announced the upcoming MRSD Board meeting date.
- Councilor Shankle shared that Spring Clean-Up was a huge success! Molalla Sanitation removed 46.66 tons and 790 yards of garbage and donated 104 hours of labor. Approximately 122,000 tons of metal recycling was gathered. Volunteer hours were down this year, and 630 loads of trash and recycling were brought in total. Thanks was given to Clinkscales Portable Toilets for the donation of the port-a-potty.
- Councilor Childress gave everyone a brief update of Celebrate Molalla. The coordinating committee is gearing up for a great event on Saturday, August 24, 2024.
- Council President Newland announced the upcoming Parks CPC meeting date, along with that meetings will be rotated through various City Parks during the Summer. Council President Newland was grateful to attend the Spring League of Oregon Cities conference. She feels there are good things happening in Molalla and much to be proud of.
- Mayor Keyser was disappointed that volunteers were lacking at the Spring Clean-Up. He encouraged folks to contact Councilor Childress about volunteering at Celebrate Molalla. Mayor Keyser's experience at the LOC Conference was conflicting. Some of the sessions did not apply to Molalla, as our City would not qualify for funding from the State. He is very proud of how City staff budget's properly. His analogy was that if we need \$1.00 for an item, staff figures out how to make it worth \$1.50. He appreciates the dedication by staff and the fiscal responsibility shown.

For the complete video account of the City Council Meeting, please go to YouTube
"Molalla City Council Meetings – May 8, 2024"

ADJOURN

Mayor Keyser adjourned the meeting at 8:18pm.



Scott Keyser, Mayor

ATTEST:



Christie Teets, CMC - City Recorder

Meeting Minute Attachments:

- Public Comment – Pacific Fibre Productions
- Public Comment – Smokie Parrack, Molalla Resident
- ARPA Report



May 8, 2024

City of Molalla, Community Planner
315 Kennel Ave / PO Box 248
Molalla, OR 97038

COMMENTS SENT VIA EMAIL: communityplanner@cityofmolalla.com

Subject: Comments on Section Street Improvements Project

Dear Community Planner:

On Monday, May 6, 2024, I received your request for Public Comment regarding the Section Street Improvement project. The Comments are due by 5:00 pm, Wednesday, May 8, 2024, leaving little time to consider the matter. As I understand from our operations personnel, Section Street is currently closed from S. Molalla Ave. to the east side of Hart Ave. That said, I offer the following:

- Section Street from S. Molalla Ave to the entrance at our facility at 410 Section Street, and then north on Shaver Ave., is the designated truck route.
- All trucks traveling north on S. Molalla Ave to Hwy 211 must use the Designated Truck Route by turning left from S. Molalla Ave., west onto Section Street, then turn north on Shaver Ave. to Hwy 211.
- It is important for this truck route to remain available during the Section Street Improvement Project, or to re-route trucks by use of an alternate route during construction, along with the installation of appropriate Truck Route signage.

If the condition of Section Street between Hart Ave. and Shaver Ave is in good condition, then we would favor the “full buildout” option between S. Molalla Ave. to the centerline of Hart Ave. If the segment of Section Street between Hart Ave. and Shaver is in poor shape, then we would support the “dig out” option.

Thank you for requesting our input on this matter and for considering my comments. Please contact me with any questions.

Sincerely,

A handwritten signature in blue ink that reads 'James Bobst' with a stylized flourish at the end.

James Bobst
Vice President - Corporate Relations / HR

From: [Mac Corthell](#)
To: [Christie Teets](#)
Subject: FW: Public Comments regarding Section St Improvements
Date: Wednesday, May 8, 2024 3:20:15 PM

Here's another one! It's just the text in the email below.

-Mac

From: Smokie Parrack <smokie.parrack@gmail.com>
Sent: Wednesday, May 8, 2024 12:13 PM
To: Community Planner <communityplanner@cityofmolalla.com>
Subject: Public Comments regarding Section St Improvements

To Whom it May Concern,

124 Section St, Molalla, OR 97038 puts our voice in for the **Dig out and Overlay Option.**

Even tho my wife is in a wheelchair, WE DO NOT WANT SIDEWALKS!\

Thank you

--

Smokie Parrack



City of
Molalla

ARPA REPORT

State and Local Fiscal Recovery Funds



Project City Hall Reader Board

City Council Report

May 8, 2024



City of Molalla
117 N. Molalla Ave
Molalla, OR 97038

(503)759-0243

communitydevelopment@cityofmolalla.com

Prepared by: Molalla Community Development Department

Overview

American Rescue Plan Act

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program authorized by the American Rescue Plan Act, delivers \$350 billion to state, territorial, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency.

Recipient Reporting Tier

Tier 5. Metropolitan cities and counties with a population below 250,000 residents that are allocated less than \$10 million in SLFRF funding, and NEUs that are allocated less than \$10 million in SLFRF funding.



City of Molalla Wastewater Treatment Center

Awarded Budget


<i>Item Description</i>	<i>Amount</i>
Payment 1	\$1,028,947.38
Payment 2	\$1,028,947.38
Total	\$2,057,894.76

(SLFRF) Program

Recipient governments across the country are investing these funds to address the unique needs of their local communities and create a stronger national economy by using these essential funds

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts
Maintain vital public services, even amid declines in revenue resulting from the crisis
Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity

Project Details

Project	Category Subcategory	Total Expenditures	Project Description
Council AV Incentive	<p>1-Public Health</p> <p><i>1.7-Other COVID-19 Public Health Expenses</i></p> 	<p>\$5,000.00</p>	<p>Funding provided to the City's Audio/Video contractor in order to expand the number of streaming options for public meetings, including options that provide multi-lingual captioning ability.</p>
Molalla Buckeroo Support	<p>2-Negative Economic Impacts</p> <p><i>2.34-Assistance to Impacted Nonprofit Organizations</i></p> 	<p>\$50,000.00</p>	<p>Monetary support of 100 year old non-profit due to inability to raise funds during COVID.</p>
Decant Facility	<p>5-Infrastructure</p> <p><i>5.6-Clean Water: Stormwater</i></p> 	<p>\$165,191.26</p>	<p>A decant facility used to separate the oil and other adulteration from runoff and other other storm/waste water collected from street sweeping and/or vactoring.</p>

Employee Retention Pay

4-Premium Pay

\$131,118.23

Premium pay for employees to encourage retention and offset massive inflation.

4.1-Public Sector Employees



City Hall HVAC Emergency Repair

1-Public Health

\$33,418.00

Repair/replacement of failed HV AC in City Hall serving police and admin facility.

1.4-Prevention in Congregate Settings



City Hall & Civic Center Cameras & Door Security

3-Public Health

\$175,907.00

Purchase and installation of cameras and door controllers for Molalla City Hall & the Molalla Civic Center/EOP.

3.4-Public Sector Capacity: Effective Service Delivery



Emergency Operations & Hazard Mitigation Plan Update

3-Public Health

\$120,206.38

This project completed an update of the City's Emergency Operations Plan and National Hazard Mitigation Plan.

3.4-Public Sector Capacity: Effective Service Delivery



Wastewater Treatment Plant Upgrade

5-Infrastructure

\$75,900.00

Conversion of the City's Facultative Lagoon WWTP to a Sequenced Batch Reactor WWTP.

5.1-Clean Water: Centralized Wastewater Treatment



Civic Center Health & Safety Upgrades

1-Public Health

\$23,576.00

Purchase and installation of spit blades, enclosed desk area, and fans to prevent direct contact with customers, colleagues, contractors, and others with business at the Molalla Civic Center, including Emergency Operations Center operations.

1.4-Prevention in Congregate Settings



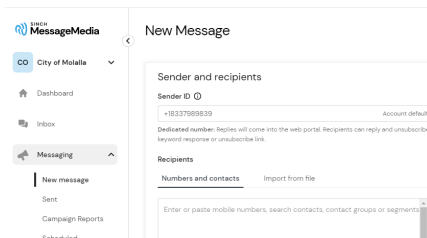
City Council Technology Upgrades

3-Public Health Negative Economic Impact

\$47,248.00

This project provides technological upgrades that are necessary to continue adapting the City's operations to the pandemic and future potential public health emergencies.

3.5-Public Sector Capacity



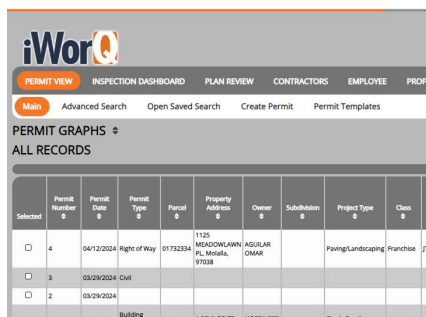
iWorQ Digital Permitting

3-Public Health-Negative Economic Impact

\$16,700.00

Purchase and implementation of digital permitting and payment platform for Permits, Land Use, and Civil Projects.

3.4-Public Sector Capacity



Civic Center HVAC

1-Public Health

\$10,014.39

Repair of existing HV AC equipment.

1.14-Other Public Health Services



S. Molalla Water Main

5-Infrastructure

\$738.89

New 12" Water Main on S Molalla Ave.

5.11-Drinking Water



City Hall Reader Board

3-Public Health-Negative Economic Impact

\$27,070.00

New reader board on the outside of City Hall. The purpose of this project was to enhance the City's ability to deliver messaging to the public.

3.4-Public Sector Capacity



Emergency Operations Center

1-Public Health

\$26,762.00

Retrofitting an existing portion of a public building to serve as an Emergency Operations Center.

1.7-Other COVID-19 Public Health Expenses



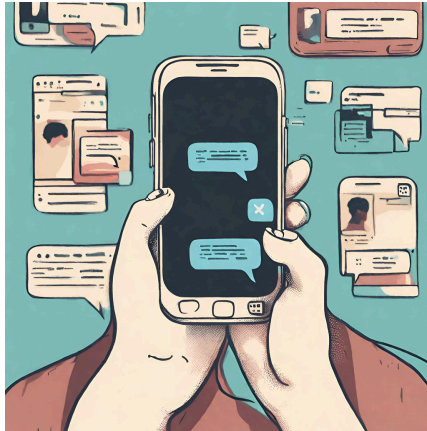
Public Engagement Platform

3-Public Health-Negative Economic Impact

\$14,885.00

Provided the city with a public engagement platform and SMS push notification system.

3.4-Public Sector Capacity



City Hall HVAC

1-Public Health

\$28,930.38

Adding HV AC system to upper level of City Hall.

1.7-Other COVID-19 Public Health Expenses



Police Body Cameras

3-Public Health-Negative Economic Impact

\$177,181.63

Body camera and supporting software purchase for Molalla Police Department.

3.4-Public Sector Capacity



Emergency Sewer Main

5-Infrastructure

\$37,754.50

Replaced 160' of 6" sewer main, 2 laterals, added a cleanout at curb due to leaking.

5.2-Clean Water



**S. Leroy Waterline
Upsize**

5-Infrastructure

\$24,876.90

Upsizing of new public water main on S Leroy Ave.

5.11-Drinking Water



S. Leroy Sewer line

5-Infrastructure

\$140,448.46

Installation of new sewer main under new street.

5.2-Clean Water



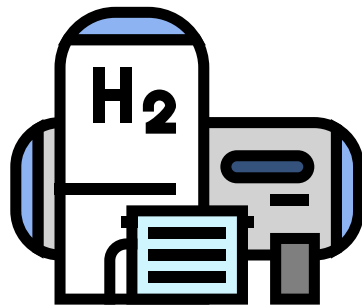
Fuel Cells

5-Infrastructure

\$12,409.15

Acquisition of fuel cells to ensure fuel is available to power generators associated with water and wastewater treatment plants and collections/distribution/disposal systems.

5.18-Water and Sewer



Book Mobile

**3-Public Health-Negative
Economic Impact**

\$219,396.59

Purchase of a library book mobile.

3.4-Public Sector Capacity



Street Sweeper

5-Infrastructure

\$277,471.00

Purchase of a new street sweeper to replace the failed sweeper currently in the City's Fleet.

5.6-Clean Water



Scandia Waterline

5-Infrastructure

\$215,691.00

Replacement of an extremely leaky steel water main with a new, modern material, line.

5.11-Drinking Water

