



Molalla City Council –Meeting Agenda
Meeting located at: Molalla Adult Center
315 Kennel Ave, Molalla, OR 97038
September 9, 2015

Business meeting will begin at 7:00PM. The Council has adopted Public Participation Rules. Public comment cards are available at the entry desk. Request to speak must be turned into to the Mayor prior to the start of the regular Council meeting.

Executive Session : After regular session

1. **CALL TO ORDER – 1,065th Regular Meeting (08/26/14 was the 1,064th)**
 - A. Call the meeting to order
 - B. Flag Salute and Roll Call
2. **COMMUNICATIONS AND PUBLIC COMMENT**
 - A. Minutes: August 12th and August 26th
 - B. Library Minutes
3. **AWARDS, RECOGNITIONS & PRESENTATIONS**
4. **PROCLAMATIONS**
 - A. Recognizing 9/11 as Remembrance Day
5. **PUBLIC HEARINGS**
6. **NEW BUSINESS**
 - A. Electrical Information for Aeration at WWTP – Cline
 - B. Utility Fee Increases – Discussion/Huff & Cline (09/23/15)
 - C. Transportation Fee – Discussion/ Huff & Cline (09/23/15)
7. **CONTINUING BUSINESS**
8. **RESOLUTION**
9. **ORDINANCES**
 - A. 2015-05: An Ordinance Adding Chapter 9.16 To Title Nine Of The Molalla Municipal Code Prohibiting The Establishment Of Marijuana Facilities Within The City And Declaring An Emergency. – Huff
10. **REPORTS AND ANNOUNCEMENTS**
 - A. City Manager/Staff Reports – Dan Huff
11. **EXECUTIVE SESSIONS**

ORS 192.660 (2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.
12. **ADJOURNMENT**

Minutes of the Molalla City Council Regular Meeting
Molalla City Hall
117 N. Molalla Ave., Molalla, OR 97038
Wednesday, August 12, 2015

ATTENDANCE: Mayor Rogge, Present; Councilor Pottle, Present; Councilor Thompson, Present; Councilor Griswold, Present; Councilor Satter, Present; Councilor Riggs, Present. Councilor Clark, Present.

STAFF IN ATTENDANCE: City Manager Dan Huff, Present; City Recorder Sadie Cramer, Present; Finance Director Heather Penni, Present; Public Works Director Jennifer Cline, Present.

NEW BUSINESS

Bohlander Field Parking Agreement Update was given by CM Huff. He let the council know that he met with the Molalla Rotary group and presented a contract to the council. After brief discussion between Council and staff it was decided to add a termination clause of 30 days notice and a acknowledgment line for the Molalla Buckeroo Association. Pottle questioned the number of vehicles collected on at each event. Huff presented financials to the Council that were given to the city on behalf of the Molalla Rotary. Additional discussion about the information given out took place. Thompson made the motion to approve the contract as is. Clark seconded. Motion carried 5-2 (Griswold, Nay; Riggs, Nay)

Purchase of \$10,000 for WWTP Aeration System was presented by Public Works Director Cline. Brief discussion about the system set up and the electrical requirements for the aeration system were discussed. Clark asked for additional information regarding the electrical work that will be done. Cline will provide that for consideration at a future meeting. Items was set aside until the information requested was provided.

Quarterly Financials were presented Finance Director Penni. Thompson asked about the ending fund balances to date and if there are any anticipated billings from the previous fiscal year not accounted for due to litigation or change orders. Penni confirmed that there were some outstanding billings not received to date even after the city had requested them prior to the end of the year. They will be expended against the current balances presented; which could substantial hit to the sewer funds and street funds. A possible supplemental budget may be needed in the near future and future discussions about the funds vs revenues will be needed by Council regarding possible rate increases for utility services and a transportation service fee as well. Additional, Penni is watching the PERS legislation closely is already projecting the possible impact of the anticipated PERS increase. Penni will provide information to the Council as needed if there is a substantial impact expected. Lastly, she informed the Council that the auditors will be bringing some points of concern to their attention having to do with a street project that exceeded the budgeted amount due to a large change order that was received mid June. Due to the timing of the change order it effected the funds negatively which was beyond the city's control. Staff is now looking at processes and procedure to avoid a reoccurrence of this nature in the future.

Rogge added the topic of CERT Certification funding. She requested that the Council approve \$500-\$1000 towards the program at a previous meeting that the Molalla Fire Department is overseeing. Thompson made the motion to authorize \$500 be sent to the Molalla Fire Department for the CERT Program. Clark seconded. Motion carried 7-0.

REPORTS AND ANNOUNCEMENTS

Huff - There is a new report of checks over \$10,000 provided to you per the request of Pottle. Pottle thanked staff for providing that to the Council, it shows the checks and invoices that he is reviewing and

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signing weekly on behalf of the city. Huff stated that staff is working on grants and encourages everyone to contact ODOT regarding the 211 improvement that we need done as well and let them know that these improvements are needed. The community needs to apply pressure to our local legislative representatives that we need these things done.

Cline – Road improvements are taking place on Heintz and they are going to be replacing a portion of the water line and new sidewalks as well. The spoils are being moved outside of town to a reclamation site.

Satter- The bridge has been ordered for the Bearcreek byway and will be installed soon.

Thompson – Attended C4 and Clackamas County is part of a pilot program that plants trees in a community that are planted in special ways and then harvested decades later with the monies being returned to the city participating. They also discussed transportation issues at that meeting that were continued and he will be doing a free self defense class this Saturday and invited everyone to attend.

Pottle – Observed ODOT repairing a section of road at 211 and Shaver.

Rogge – Wished Pottle a Happy 60th Birthday. She will be presenting a 30 minute emergency preparedness speech at the Chamber of Commerce luncheon to remind business owners what their roles are if a disaster hits and how they can partner with the city when a disaster does happen. Rogge read the executive session disclaimer, Clark made the motion to exit regular session and enter into executive. Riggs seconded. Motion carried 7-0. (7:16pm)

EXECUTIVE SESSIONS:

ORS 192.660 (2) (d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

ATTENDANCE: Mayor Rogge, Present; Councilor Pottle, Present; Councilor Thompson, Present; Councilor Griswold, Present; Councilor Satter, Present; Councilor Riggs, Present. Councilor Clark, Present.

STAFF IN ATTENDANCE: City Manager Dan Huff, Present; City Recorder Sadie Cramer, Present; Finance Director Heather Penni, Present; Ashley Boyle, City Attorney

After brief discussion regarding the present union negotiations Pottle made the motion to exit out of execution back in to regular session. Clark seconded. Motion carried 7-0.

ADJOURNMENT

Staff and Council gathered in the commons meeting area. No public was present. Thompson made the motion to adjourn. Riggs seconded. Motion carried 7-0. (8:13pm)

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Sadie Cramer, City Recorder

Mayor Debbie Rogge

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ATTENDANCE: Mayor Rogge, Present; Councilor Pottle, Present; Councilor Thompson, Present; Councilor Griswold, Present; Councilor Satter, Present; Councilor Riggs, Present. Councilor Clark, Present.

STAFF IN ATTENDANCE: City Manager Dan Huff, Present; City Recorder, Sadie Cramer, Present.

MINUTES

Biosolid Removal Bid Award – Removed from agenda per Huff.

PUBLIC COMMENT

Carol Westergreen of Mathias Road in Molalla spoke and invited everyone to attend the Molalla Farmers Market. It will be held each Tuesday from 3pm-7pm at the Hoffman House through September 27th. She also thanked the city for the additional signage and speed reduction on Mathias which has been a long standing problem. She is seeing a reduction but would ask that the city do an announcement of the speed reduction to the public and notify the county that the sign they installed in being covered by tree branches.

Formation of an all purpose technical Advisory Committee was presented by Huff. We need to be thinking about establishing a Technical Advisory Committee (TAC) for some upcoming projects/plans:

- Development Code – Contract has been approved by DLCD and should commence soon.
- Transportation System Plan – Grant application pending and we have moved forward through the process
- Urban Growth Boundary expansion – Private land owners have elected to start and fund the process for updating our Buildable Lands Inventory, Economic Analysis

Each one of these processes will require a TAC and it would make sense to combine the processes through one TAC. We probably need a minimum of 3-7 people. As a suggestion:

- City Councilor
- Planning Commissioner
- Transportation Committee member
- Chamber or business owner
- 3 Community members – 2 residents, 1 business owner

After brief discussion with Council it was noted that the council agrees that the committee should consist of 1 business owner, 2 Councilors, 1 planning commission member and 3 people who live inside the city limits. Clark and Thompson volunteered to sit on this committee and asked if Planning Commission member Joe Harrison who was present at the meeting if he would sit on this committee. Harrison agreed. Huff stated that staff will work on creating an ordinance establishing the new committee and bring that back from council.

UTILITY FEE INCREASES AND TRANSPORTATION FEE

Huff reviewed Ordinances 2006-10 and 2009-19 regarding past utility rate increases. A copy was given to each council member. After the review Rogge asked for Council input:

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Griswold – This can be a topic for a town hall discussion and doesn't feel that it is reasonable to increase the rates when we just repealed the \$4.75 park and recreation fee.

Riggs – He would support a rate increase because they have not been raised since 2009 and would like to see a study on the cost of area base and usage rates in other cities.

Clark – Briefing discussed Ordinance 2009-19 with staff regarding the exhibits and stated amounts listed. A rate increase is not unreasonable.

Thompson – He would like to see the cost increase passed on as part of the usage to cover costs for providing services to the residents. He would like to have comparables and a forecast of the estimated costs/increases needed to cover the provided services.

Rogge – Would prefer a modest increase on the base to cover infrastructure and a modest increase on usage to allow each household to control their bill better. In addition we also need money for roads and would like to implement all fees as agreed on by the Council at once.

As a concensus per Council once we have the costing reports and Council has had time to discuss them then a town hall can be considered.

Griswold – He stated that he is opposed to the increase and that he would not support it because we should live within our means.

Huff reiterated the increase is to cover the cost for providing the services which has increased since 2009. Staff will prepare the data requested so it can be presented to council at a later date.

Leota Childress of 150 Indian Oak asked to speak. She asked that the Council consider the differences between a gas tax and a fee. A gas tax effects everyone using the pump versus the number of households within in the city limits getting a utility bill. She also asked that if the Council does do a fee that each unit of a multiple dwelling be billed such as duplexes, apartments and other dwelling of that nature after the research that she had done.

Thompson – He is not in support of a tax but would consider a fee since everyone living here gets some usage out of the road so we can rehab and maintain them.

Huff will bring additional information to the council at a future meeting for consideration.

ORDINANCES

2015-05: An Ordinance Adding Chapter 9.16 To Title Nine Of The Molalla Municipal Code Prohibiting The Establishment Of Marijuana Facilities Within The City And Declaring An Emergency. – ***Update and Council direction for staff per Huff***

Rogge received requests from the public to speak on this topic:

Joi Moshberger – 7575 Spring Hill of Gladstone addressed the council because she would like to open a dispensary in Molalla. She was part of this community for a long time and would like to give back to the community that gave to her.

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Mark Jurva of Willamette Falls in West Linn addressed the Council on behalf of Ms. Moshberger as her attorney regarding the request to open a dispensary. His client is doing their due diligence to make sure that they follow the process as slated. There are several applicants looking to open a facility of this sort in several area, Molalla is not excluded but there are going to be very few applicants, such as his clients, that have done everything exact and legally in order to be compliant. He would like the council to consider an amendment since it would be a miss opportunity for Molalla and a loss of possible revenue. Let the business owners effected decided if they want to support a dispensary or not.

Eric Deardorff of Ona Way in Molalla and part business owner of commercial properties in Molalla is in support of a dispensary coming into town. It will generate revenue for the city but it will also increase business and foot traffic in the downtown area, which is a benefit.

Rogge asked Deardorff about parking. He said that parking is and has been problematic since but he does not feel that the parking is long term, it would be for smaller amounts of time and the downtown core can accommodate.

Discussion about amending the code for C1 or C2 properties, Development design standards with distance constraints, the 3% revenue and the possibility of enacting a corridor with staff took place. Huff will provide more information at the next meeting regarding the discussed items.

Joi Moshberger invited the council to tour her current dispensary so they can see the security measures that are taken in order to be in compliance.

REPORTS AND ANNOUNCEMENTS

City Manager/Staff Reports – No report given.

Riggs – Reported he was hoping to attend the meeting on Friends of the Molalla Pool and the school district was to take place but the meeting was cancelled. They are getting closer to putting a ballot measure in the next election to get funding to re-open the pool.

Rogge – Reminded the public that September is Emergency Preparedness month and invited everyone to learn more about the CERT program offered by the Molalla Fire District. There is going to be a emergency preparedness summit on October 27, 2015 that will include several agencies and community groups. More details will be shared in the next few weeks.

ADJOURNEMENT

Clark made the motion to adjourn. Griswold seconded. Motion carried 7-0. (8:25pm)

Sadie Cramer, City Recorder

Mayor Debbie Rogge

Molalla Library Advisory Board

Meeting Date: 7-16-2015

Meeting brought to order by Sandy Nelson at 6:30 P.M.

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

City Council Liaison: Jennifer Satter

Staff Present: Diana Hadley

The minutes from the May meeting were approved as read.

- Director's Report: (See Diana if you didn't receive one.)
 1. Many people participate in the craft programs.
 2. The Children's computer is back; it has all sorts of games for kids. The program has been paid for by Network and we are serving as a test site to determine feasibility for other libraries in the County.

- Old Business:
 1. Edge: Where People Connect, Communities Achieve is an online tool all LINCC libraries will be using to assist in technology goals and strategic planning.
 2. An Impact Survey, which is a survey that also could be helpful for the Strategic Plan, allows library users to let us know their needs.
 3. Sandy suggested that we meet and review the Strategic Plan in order to complete it soon. We will meet on Thursday, July 23rd at 6:30 P.M. at the library. All members should bring their copies of the Strategic Plan, their notes and ideas that evening.
 4. This is our Facility Feasibility update. The Board feels hiring a consultant, as suggested, is perhaps a waste of money as they have done a good deal of work on community studies, etc., regarding what is desired in the library and location.
 5. After reviewing the OLA standards for Library Boards, the Board feels ours needs to be updated. The Library Board is going to work on this listing some specific responsibilities. For example, we feel we should have some input on the budget. It will be a Municipal Code change. We will give it to Diana who will take it to the City Manager.

- New Business:
 1. We looked over the 2015-2016 budget and discussed it. Some of the figures are just place holders.
 2. Greg and Diana will come up with a Technology Plan this fall.

The next meeting will be on Thursday, August 20th at the Molalla Public Library.

The meeting was adjourned at 7:15 P.M.

Submitted by Mary Gilson, Secretary.

PROCLAMATION

Recognizing September 11th as Remembrance Day

Whereas, countless injuries were inflicted and nearly 3,000 citizens of the United States of America were killed 14 years ago today on September 11, 2001, in New York City, Pennsylvania and Washington D.C. from a tragic unprovoked terrorist attack; and

Whereas, on that fateful September morning, we were reminded that the great strength of America is found in the hearts and souls of its citizens, as we witnessed police officers, fire fighters, rescue personnel, members of the military, private citizens, branches of local government administration and public works who demonstrated extraordinary courage and risked their lives to save innocent victims as our country came together to provide relief, support and hope to so many in need; and

Whereas, despite the senseless loss of innocent lives and the devastation witnessed by people around the world, we can now look at September 11 and recall something more than the pain of that day; we can see and recognize the strength, heroism and unity that took place to withstand this monumental test against our country; and

Whereas, through that strength, heroism and unity today and every day, we pray for our brave men and women in uniform who are serving at home and abroad to protect their homeland and advance liberty around the world as they defend the freedoms we cherish every day and;

Whereas, we pray for the families of those who have lost their lives, have been injured or experienced the loss of a loved one during this horrific event, we will never forget those losses that day, nor the amazing acts of selflessness; and

Whereas, the nation remembers September 11th each year as Patriot Day and as a National Day of Service and Remembrance, which calls upon all interested Americans to participate in the observance through moments of silence, flying of the flag of the United States at half-staff, as well as community service and charitable activities take place in tribute and remembrance; and

Now, Therefore, I, George Pottle, Council President of the City of Molalla Council do proclaim on behalf of the Molalla City Council September 11, 2015, as

September 11th Remembrance Day in the City of Molalla, and encourage all citizens, businesses and employees to join in remembering those who gave of themselves on September 11, 2001 by acknowledgment of a moment of silence.

Dated this 9th day of September 2015.

Sadie Cramer, City Recorder

Mayor, Debbie Rogge



City Of Molalla

City Council Meeting

Agenda Category: New Business

Subject: Wastewater Treatment Plant – Power to Lagoons

Recommendation: Council Approval

Date of Meeting to be Presented: September 9, 2015

Fiscal Impact: Estimated Project Cost with 5% contingency - \$37,717.00

Background: The City is seeking approval for providing power to the Lagoons at the Wastewater Treatment Plant for lagoon aeration and biosolids removal required by the NPDES permit and condition of the consent decree. The cost to complete will include work done to supply power from OR 211 by PGE, and trench conduits from OR 211 and install 200 amp, 480 volt service for lagoon pump and aeration equipment by a commercial electrical contractor.

The required PGE Service Fee is estimated at \$13,739.83

The following electrical contractor quotes received are as follows:

- Portland Electrical Construction, Inc. (RECI) - \$37,840.00
- GPEC Electrical Contractors - \$22,180.64
- Right Way Electric (RWE) – Quote yet to be received
- ABC Electric – Declined to submit quote due to trenching requirement
- Boones Ferry Electric – Declined to submit quote due to current workload

The apparent low quote is GPEC at this time, and including PGE Service Costs the total fiscal impact is estimated at \$35,920.47. Estimated 5% Contingencies - \$1,796.02

SUBMITTED BY: Jennifer Cline, Public Works Director
APPROVED BY: Dan Huff, City Manager



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Amity Oregon 97101
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Email:karter@gpecelectric.com

Estimate

Project: New 200 amp 480 volt service for Molalla WWTP Lagoon pump and equipment
Date: Aug 28, 2015
Estimator: Karter

Scope of Work: Install 200 amp, 480 volt service for Lagoon pump and equipment.

This Estimate Includes

- Excavate approximately 350' from PGE power pole to new service location for utility access and backfill with native material.
- Provide and install 350' of 4" PVC conduit for utility conductors.
- Provide and install transformer pad for utility transformer.
- Provide and install galvanized mounting frame for electrical service equipment.
- Provide and install bollards for protection of PGE transformer.
- Provide and install (1) 200 amp, 480 volt, three phase electrical service.
- Provide and install (1) galvanized mounting frame at lagoon for Pump Control Panel and 120 volt aeration outlets
- Provide 125' underground conduit from new Service to Pump Control Panel location
- Electrical Permit

Estimate Excludes

- PGE costs are direct between the City of Molalla and PGE
- Quote based on excavation between new electrical service and equipment location on lagoon dyke
- Quote based on a 40 hour work week, Monday through Thursday with no overtime.
- Quote based on prevailing wage rate

Materials	-	\$8,300.00
Excavation and Civil Labor	-	\$5,500.00
Prevailing Electrical Labor	-	\$8,160.00
Electrical Permit	-	\$220.64
Estimate Total	-	\$22,180.64

I appreciate the opportunity to provide this information. Please do not hesitate to call with any questions.

Thank You,
Karter



Portland General Electric

Jun 11, 2015 3:23 PM

Portland General Electric

Line Extension Cost Agreement

Applicant:	CITY OF MOLALLA	Creation Date:	06/11/15
Project Name:	INSTALL 200 277/480V 3P UG SVC TO LAGOON PUMP	Expiration Date:	12/11/15
Service Address:	12424 S TOLIVER RD, MOLALLA OR	Job No:	M1677509
Mailing Address:	PO BOX 248, MOLALLA, 97038		
A. Line extension costs eligible for allowance:		\$	17133.62
B. Allowance:		\$	-3393.79
C. Applicant responsibility (A-B):		\$	13739.83
D. Line Extension costs NOT eligible for allowance:		\$	0
E. Total applicant responsibility (C+D):		\$	13739.83
Payment terms:	Cash In Advance		
Agreement			
PGE agrees to install your line extension for the amount described in "Total applicant responsibility", Line E above, under these terms and conditions: PGE WILL NOT BE ABLE TO CONTINUE WITH YOUR ORDER FOR SERVICE UNTIL THIS AGREEMENT IS SIGNED AND RETURNED, WITH FULL PAYMENT IF APPLICABLE.			
1. You are responsible for obtaining necessary easements, and the costs thereof are not included in this agreement.			
2. Unless otherwise indicated, the calculation of the line extension costs assumes standard construction and a route determined by the Company.			
3. The terms of this Agreement are subject to change if the line extension is not completed within six months of the Agreement date or if there are any changes in construction design.			
4. You have no ownership rights in the line extension materials or easements other than the right to a refund as described in Section 5.			
5. In the event additional customers are served off this line extension within five years from the date the line extension is energized, you may be entitled to a refund of part of the <u>amount shown only on line "C" above</u> . In order to qualify for a refund, the applicant responsibility(Line C) must have exceeded \$100 and you must request a refund from PGE within six years from the date your line extension was energized.			
6. The costs shown above on Line E represent applicant's acceptance of standard underground equipment. Non-standard underground equipment is an option at an additional cost shown in Line D.			
Applicant Name(print)			
Applicant Signature		Phone	
PGE Representative	Rock Sander	Phone	503-463-4355
PGE 71910(Jan 2011)			



September 3, 2015

To: City of Molalla
Attn. Jason Clifford / Wastewater Treatment Plant Operator

Project: Molalla WWTP "New PGE 200amp Service"

Thank you for contacting Portland Electrical Construction in regards to the referenced electrical service project noted above. The following is a breakdown of the scope and the estimated fee to provide all necessary items to complete the project

Proposal based on site meeting on August 11th and information provided via email on 8-12, 8-18 2015.

Electrical Proposal: \$37,840.00

Proposal Includes:

- Provide electrical permit / plan review fees
- Provide stamped engineered electrical design drawings
- Provide all trenching and backfill (utilize native backfill)
- Provide locates for trenching
- Provide coordination with PGE
- Provide and install PGE transformer pad
- Provide and install PGE conduits (one 4" 350' from pole to transformer pad) & (two 3" conduits from transformer pad to CT cabinet / meter base)
- Provide and install one 200amp 480v 3-phase CT cabinet and meter base
- Provide and install one 200amp 480v 3-phase main breaker panel
- Provide and install one 200amp 120/208V 3-phase main breaker panel
- Provide and install one 75 KVA transformer (480v to 208v)
- Provide and install two electrical connections for Aeration (model #RAH6)
- Provide and install all electrical grounding
- Provide and install a racking for electrical equipment
- Provide and install 4 bollards to protect electrical and PGE equipment
- Daily housekeeping and cleanup

Clarifications:

- We assume that all work can take place during normal working hours
- Bid assumes retainage of no more than 5%
- Add 1.5% to bid if a performance / payment bond is desired
- Due to fluctuations in the cost of materials, quoted prices must be confirmed within 30 days
- Pending future PGE design drawing proposal may need to be adjusted for PGE requirements.

Exclusions:

- Utility Fee's

Please call if you have any questions or concerns.

Thank you for the opportunity,
Greg Boen, Estimator
Phone: 503-655-2281 X115
Email: greg@portlandelectrical.com

Portland Electrical Construction, Inc., 1019 7th Street, Oregon City, OR 97045
PH: 503-655-2281 FAX: 503-655-5033
OR: CCB #51764 * WA: PORTLEC023PE