



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

**February 24, 2016**

**Work Session at 6:30pm**

**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** : NONE

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1. **CALL TO ORDER – 1,753rd Regular Meeting**
  - A. Call the meeting to order
  - B. Flag Salute and Roll Call
  
2. **COMMUNICATIONS AND PUBLIC COMMENT**
  - A. Council Minutes – January 27<sup>th</sup> and February 10<sup>th</sup>.
  - B. Library Board Minutes
  
3. **AWARDS, RECOGNITIONS & PRESENTATIONS**
4. **PROCLAMATIONS**
5. **PUBLIC HEARINGS**
  
6. **NEW BUSINESS**
  - A. Council Appointment
  
7. **CONTINUING BUSINESS**
  - A. Library Board Job Description – Huff
  
8. **ORDINANCES**
9. **RESOLUTION**
  
10. **REPORTS AND ANNOUNCEMENTS**
  - A. City Manager/Staff Reports – Dan Huff
    - Budget Season: First Meeting May 10, 2016
  
11. **EXECUTIVE SESSIONS**
  
12. **ADJOURNMENT**

Minutes of the Molalla City Council Regular Meeting  
Molalla City Hall  
117 N. Molalla Ave., Molalla, OR 97038  
**Wednesday, January 27, 2016**

**ATTENDANCE:** Mayor Rogge, Present; Councilor Pottle, Present; Councilor Thompson, Present; Councilor Griswold, Absent; 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; Community Planner Nicolas Lennartz, Present.

**COMMUNICATIONS AND PUBLIC COMMENT**

Council Minutes for 01/13/2016 – Councilor Pottle motions to accept minutes as presented. Councilor Thompson seconded. Motion passed 5-0.

**PUBLIC HEARING**

**Supplemental Budget Meeting - \*Legal Notice posted regarding the Supplemental Budget Public hearing on the city website 01/20/2016 and in the Oregonian Edition 01/22/2016**

Councilor Clark motions to open public hearing to discuss the Supplemental Budget. Councilor Pottle seconded. Motion carried 5-0.

No public comments presented.

Councilor Clark motions to close the public hearing. Councilor Pottle seconded. Motion carried 5-0.

**PRESENTATION**

**DLCD Presentation – Nicolas Lennartz, Community Planner/ Laura Buell, DLCD Representative**

CP Lennartz summarizes program waiting for Laura Buell to arrive.

Laura Buell, Land Use and Transportation Planner with the Department of Land Conservation and Development (DLCD), manages the Transportation and Growth Management (TGM) code assistance program. Assists mostly smaller communities throughout the state with their code development. One of the products they have developed to help smaller towns is a Model Code. They are currently using that Model Code and customizing it for the City of Molalla. This will result in a whole new code that will use parts of the existing code that is not addressed in the Model code.

Mayor Rogge asks if it will take the Comprehensive Plan into consideration and Buell confirms, yes it is. The new code will help implement the Comp Plan. Focuses on moving towards a pedestrian/bicycle friendly community.

CP Lennartz mentions the reasoning behind pursuing the grant and revising the code is that the existing code is often unclear and contradicting. The new code will be clearer, more streamlined, and free up time for staff in regards to spending less time finding answers for potential land-developers and homeowners.

Buell, at Mayor Rogge's inquiry, assures Council that the Model Code will not be unreasonable and is developed for Oregon, addresses our land-use planning system. That it is specifically designed for small towns, versus large cities like Portland.

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Councilor Clark asks CP Lennartz about expanding the Urban Growth Boundary (UGB). Lennartz responds by saying that is definitely something the City is looking at in the future as the amount of developable land in Molalla is quickly decreasing. Defers to CM Huff for more detail on UGB. Councilor Clark expresses concern over having only one water source and being able to provide water service to even more people if the UGB increases; CM Huff assures him that the water issue is one of the criteria required in the process of expanding the UGB, however what they are trying to do with the code is clean it up, clarify it, and make it more applicable to our community than it currently is.

Buell adds that another benefit of the Model code is that it allows the City to use its land and current infrastructure more efficiently.

CP Lennartz states estimated completion of the new code is February 2017. At Councilor Thompson's inquiry, Lennartz states the code was last substantially amended in 2010. Councilor Thompson then recommends addressing the color palatte requirements. Mayor Rogge says there is a citizen panel they are meeting with to discuss the code. Buell brought Smart Development Code Handbooks for all the Council members to reference.

### **NEW BUSINESS**

#### **Quarterly Financials, Warrant Register and the 2015 System Development Report**

Penni presented all 3 finacials to the Council. There were no question from council regarding the 3 reports presented.

### **ORDINANCES**

#### **2016-01: An Ordinance Amending Articles 1, 5, 9 Of Municipal Code 13.08**

Brief review and discussion between staff and council took place regarding the amendments council instructed staff to make at the last meeting council. After that brief review Thompson made the motion to read the ordinance by title only. Riggs seconded. Motion carried 5-0.

Thompson made the motion to have a second reading of the ordinance by title only. Pottle seconded. Motion carried 6-0.

Thompson made the motion to adopt the ordinance. Clark seconded. Motion carried 5-0.

### **RESOLUTIONS**

#### **2016-03: A Resolution Setting The Violation Amount In Section 13.08.0650 From \$500 To \$1000 (In conjunction with ORD 2016-01 presented tonight)**

Pottle made the motion to approve the resolution. Clark seconded. Motion carried 5-0.

Thompson made the motion to amend the resolution to include the amount of the fine to reflect the amount of \$1000 listed in the Ordinance 2016-01. Clark seconded. Motion carried 5-0.

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**2016-04: A Resolution Amending Resolution 2015-08, Adopting a Supplemental Budget and making Supplemental Appropriations**

Thompson stated that one of the transfers being made is due to the litigation the city went through. He noted that it is due to good fiscal management that we are in a position to move money from the general fund to cover the short fall. Thompson made the motion to approve the resolution as read by title. Clark seconded. Motion carried 5-0.

**2016-05: A Resolution Making Transfers Within the General Ledger for the City of Molalla**

Thomson made the motion to approve resolution 2016-05. Pottle seconded. Motion carried 5-0.

**2016-06: A Resolution to Close the Aquatic Center Fund**

Rogge noted that the City of Molalla has tranfered ownership of the pool to the schoold district. Thompson stated that we have transferred the ownership but the city and the council are still having discussions with the school district on how to re-open and fund the pool. Thompson made the motion to approve resolution 2016-05. Pottle seconded. Motion carried 5-0.

**REPORTS AND ANNOUNCEMENTS**

CM Huff – Budget season is approaching and the budget process gives us a road map for the upcoming year that helps us manage funds on a daily basis throughout the year. The City of Molalla will have representatives at the Chamber Banquet this weekend.

Huff has been asked questions regarding Molalla’s current identity. If you stop and think about who and what Molalla is, how would you define it? A rhetorical question; that as the community attends events and uses facilities inside the city limits of Molalla, to really try to envision and try to identify where Molalla is going and begin to figure out what Molalla’s identity has morphed into over the decades.

Clark reported he has noticed a large sink hole starting at the main intersection of Main and Molalla. He would like staff to follow up with ODOT to help mediate that issue. Rogge encouraged the public to contact to ODOT as well with issues such as this.

Thompson stated that he also encourages the public to contact ODOT with issues and complaints.

Rogge talked about emergency response CERT trainings coming up this weekend at the Fire Hall for CPR and first aid. The Red Cross is assessing churches and facilities in the community to identify locations for sheltering needs should a natural disaster takes place.

**ADJOURNMENT**

Councilor Pottle motions to adjourn the meeting. Councilor Riggs seconded. Motion carried 5-0.

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

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

**MINUTES**

Library Board Minutes - Information only.

**AWARDS, RECOGNITIONS & PRESENTATIONS**

Councilor Griswold made a presentation by Powerpoint to the Council asking for consideration by resolution supporting the display of the national motto "In God We Trust" In the city council chambers in a prominent location at city hall and public meetings.

After his presentation council discussed legal defense, constituent input, possible lawsuits and possible contention it could produce from the view of bringing religion into politics the council asked Griswold to take the question to the public and provide supporting evidence that this is something the community wants to support. The council provided Griswold a 30 day window to do the follow-up work so it can be considered by council at a meeting in March.

Thompson made the motion to bring back a revised resolution and support documentation at the March 9th meeting for council consideration. Riggs seconded. Motion carried 5-0.

**PUBLIC COMMENT**

Linda Countryman of 812 E 3<sup>rd</sup> Street in Molalla wanted to share some information from others in town regarding the marijuana facility. Some of the public and business owners were under the impression that a facility would be put at the edge of town and not in the center. Rogge explained it was placed based on the code recently passed establishing the corridor. The location conforms with the code.

Countryman stated there are businesses opposed to the facility going into that location. Council asked if any of the opposed business owners were present tonight. Countryman said no.

Huff stated that the ordinance that allows the placement of the facility went through months of public discussion at several Planning Commission and Council meetings.

Countryman is worried about the control of personal plant growth and illegal growth. Thompson stated personal growth is 4 plants per residence and council received pictures of the business and it is discreet in nature.

**NEW BUSINESS**

**Award Molalla Avenue Contract**

Cline stated that construction will begin in March and go through October. Thompson stated that this is a 2 million dollar improvement to the downtown core. After discussion regarding the bid process, Oregon

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State Statute regarding awarding the project to the lowest bidder and contingency funds for this urban renewal project for unexpected items incurred during the construction. Thompson made the motion to award the bid to M.L. Houck Construction Company. Riggs seconded. Motion carried 5-0.

**Ratification of the Police Officers Association Union Contract**

Thompson made the motion to ratify the POA Union contract. Griswold seconded. Motion carried 5-0.

**REPORTS AND ANNOUNCEMENTS**

**City Manager/Staff Reports**

**Huff**

- Budget Season
- Council Appointments 02/24/19 Deadline for Application is 02/19/16

The city has been working hard to get STIP funding from ODOT to take care of some serious traffic issues. He encourages the public to contact ODOT with complaints and concerns. The City is also exploring taking over jurisdictional control of a certain section of Hwy 213. This will be brought back to the council in the future for consideration. The roads are unsafe for motorist and pedestrians and ODOT is listening to us and that is one reason they are exploring that with us.

There is a meeting with the library district board and they are exploring tighter cost accounting district wide. We are unsure how this issue came about, but our library provides excellent service under the direction of Diana Hadley.

**Riggs** reported that the Adult Center is taking bids to have the parking lot repaved and seeking donation items for their upcoming banquet.

**Thompson** attended C4 and there were 2 major topics of discussion. The STIP funding and increase of vehicle registration. The county is looking at increasing the fee for vehicle registrations. A \$25 increase with a 60/40 split between county and cities. The other is a \$5 fee increase with a implemented gas tax.

The city submitted 2 major projects for STIP funding. The first for Toliver Road Improvements at HWY 213 for \$8-9,000,000. The other project would have widened Leroy Avenue to Kennel that was submitted for over a million. These projects were bumped from the priority lists. The issue is there are \$6 million in funding granted for projects that are not state responsibility, when the projects we submitted were.

Rogge has gone every year to speak to Sen. Girard regarding the safety improvements that needs to be made. She encouraged the community to call, write and voice their opinions and the need to improve section of the state highway that are dangerous. Huff stated we have lots of photos of safety issues and pot holes that we have reported to ODOT, he too encouraged the public to contact ODOT and Senator Girard.

The Mayor read the executive session announcement. Thompson motion to exit out of regular session into executive session. Pottle seconded. Motion carried 5-0.

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**EXECUTIVE SESSIONS**

PER ORS. 192.660 (2)(e) – Real Property Transaction(s) and under ORS 192.660 (2) (D) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

**ADJOURNMENT**

Thompson made the motion to adjourn the regular meeting after re-entry to the commons area. Riggs seconded. Motion carried 5-0.

# City Of Molalla

## City Council Meeting

### Agenda Category: New Business

**Subject:** Library Advisory Committee Proposed Code Amendment

**Recommendation:** Council Direction

**Date of Meeting to be Presented:** February 24, 2016

**Fiscal Impact:** None

**Background:**

Included with this Agenda Bill is a cover letter and proposed “Job Description” provided by your Library Advisory Committee. The Committee believes that their proposal that provides more specific tasks and responsibilities that better suit their needs as well as the Libraries. Also attached, is a redlined version of the same description that Staff has reviewed.

Chapter 2.08 of the Molalla Municipal Code details current language for the Library Advisory Committee and their duties and responsibilities.

Council will need to provide direction to proceed in the following manner:

1. Provide direction to amend the Code as presented by the Advisory Board
2. Provide direction to amend the Code as redlined by Staff
3. Provide direction to amend the Code with other language
4. Move to not make a change

SUBMITTED BY: Dan Huff, City Manager

APPROVED BY: Dan Huff, City Manager



To: Molalla City Council  
From: Library Advisory Board

RE: Job Description

Please find attached a proposed Job Description for the Library Advisory Board. The current job description is part of the municipal code 2.08.010 C. and reads: “The Library Board shall act in an advisory capacity for the City Council and perform such duties as are assigned to it by the City Council.”

Through the years our request for more definition of said “duties” has gone unanswered, so we have researched what others libraries in the Clackamas Library District use along with the State of Oregon Library standards. Joining those descriptions to our current By-Laws, we have created a proposal that recognizes what our Board has done in the past and is currently doing in the present, besides looking to the responsibilities of the future. We also tried to keep our job description consistent with the other libraries of the District.

We request that the Council approve our proposal so that it can be put into the format of a code update and approved.

Draft: Molalla Library Advisory Board Job description  
Created 8-20-2015 adopted September 17, 2015

The Molalla Public Library Advisory Board is appointed by the Mayor of Molalla and is advisory to the City Council. Its duties include:

1. Uphold the right of all citizens to full access of information by providing open access to library resources and services in accordance with the Library Bill of Rights.
2. Serve as a collaborative body to represent the needs, interests and desires of the entire service area of the library.
3. Maintain awareness of public library standards, trends, regulations and legislation.
4. Investigate and assist in obtaining sources of funding for library services as needed.
5. Encourage widespread public knowledge and support of the Library in Molalla and the service area of the Library
6. Participate in meetings and activities within the Molalla service area that promote the Library.
7. Represent the interest of the Library users by recommending types of library services needed.
8. Assist in the development of short and long-term plans for library service and facilities, consistent with the city priorities and with state, regional and national goals pertinent to libraries.
9. Assist the Library Director in development of the annual budget.
10. Assist in the formulation of policies for the operation and development of library services and facilities to best meet the current and long-range needs of the community.
11. Have involvement and participate in the selection of the Library Director.
12. Present semi-annual reports to the City Council, or more often as the Council requests.
13. Comment on selection and review of requirements of facilities.
14. Recruit and review of prospective Board members.
15. Conduct themselves according to the adopted Code of Conduct and Code of Ethics.
16. Perform such other duties as authorized by the City Council.

Draft: Molalla Library Advisory Board Job description  
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1. Uphold the right of all citizens to full access of information by providing open access to library resources and services in accordance with the Library Bill of Rights.
2. Serve as a collaborative body to represent the needs, interests and desires of the entire service area of the library.
3. Maintain awareness of public library standards, trends, regulations and legislation.
4. ~~Investigate and~~ Assist the Library Director in obtaining sources of funding for library services as needed.
5. Encourage widespread public knowledge and support of the Library in Molalla and the service area of the Library
6. Participate in meetings and activities within the Molalla service area that promote the Library.
7. Represent the interest of the Library users by recommending types of library services needed.
8. Assist in the development of short and long-term plans for library service and facilities, consistent with the city priorities and with state, regional and national goals pertinent to libraries.
9. ~~Assist~~ Provide preliminary input to the Library Director regarding ~~in development of~~ the annual budget.
10. Assist in the formulation of policies for the operation and development of library services and facilities to best meet the current and long-range needs of the community.
11. Be consulted in the process ~~Have involvement and participate in the~~ to select ion of the Library Director.
12. Present semi-annual reports to the City Council, or more often as the Council requests.
13. Comment on selection and review of requirements of facilities.
14. Recruit and review of prospective Board members.
15. Conduct themselves according to the adopted Code of Conduct and Code of Ethics.
16. Perform such other duties as authorized by the City Council.