



City of Molalla

# Molalla Urban Renewal Agency

## Meeting Agenda

March 9, 2016

**Meeting Location:** Molalla Adult Center, 315 Kennel Ave., Molalla, OR 97038 **Time:** 7:00pm

**Last MURA Meeting:** *December 9, 2015*

This meeting will be televised. The regularly scheduled meeting of the Molalla City Council will convene following adjournment of this meeting of the Molalla Urban Renewal Agency.

**Public Comments:** Those wishing to address the Urban Renewal Agency on any agenda item are asked to fill out and submit comment cards to the City Recorder prior to the start of the meeting.

1. **CALL TO ORDER**

- A. Flag Salute
- B. Roll Call

2. **COMMUNICATIONS**

- A. Minutes: December 9, 2015 – Approval

3. **NEW BUSINESS**

- A. Award Molalla Avenue Project – Huff/Cline

4. **CONTINUED**

5. **ORDINANCE**

6. **PUBLIC HEARING**

7. **RESOLUTION**

- A. 2016-01: Appointing Agency Director Huff as Budget Officer for MURA FY 16/17

8. **ADJOURN**

Minutes of the Urban Renewal Agency  
Molalla Adult Center  
315 Kennel Ave., Molalla, OR 97038  
Wednesday, December 9, 2015

**ATTENDANCE:** Agency Member Rogge, Present; Member Pottle, Present; Member Thompson, Absent; Member Griswold, Present; Member Clark, Present, Member Riggs, Present, Member Satter, Present.

**STAFF IN ATTENDANCE:** Director Huff, Present; City Recorder Sadie Cramer, Present; Finance Director Heather Penni, Present; Public Works Director Jennifer Cline, Present; Camela Austin, City Auditor; Present.

**COMMUNICATIONS**

**A. Minutes June 10, 2015**

Member Pottle made a motion to approve the minutes of June 10, 2015, Member Clark seconded. Motion approved (5-1), Griswold with Nay due to lack of receiving the minutes.

**NEW BUSINESS**

**A. Merina & Co. Presenting the FY 2014/15 Audit Report**

Cammie Austin introduces herself as partner of Merina & Co. and states she was in charge of the City audit this year. Clarifies this is the audit for the City of Molalla and the Molalla Urban Renewal Agency for year ending June 2014. Says email was sent with financial statements for each entity to each Member. Audit reports dated December 7, 2015. States that the auditor's opinion is on the basic financial statements only. States they were allowed full access as needed to all areas to complete their audit. Letter and Audit provided as Exhibits A and B.

Auditor Austin references that, on Page 18 of the Urban Renewal financial statement, there is a report that is required by Oregon state regulations which has results of their testing on various levels of compliance requirements.

Councilor Pottle asks how long the audit took for the MURA, and Auditor Austin replies that reports took about 2-3 days to generate, with a team of 3-4 staff working on the collection of information.

**ADJOURNMENT**

Member Clark made a motion to adjourn. Member Pottle seconded. Motion approved (6-0)

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Sadie Cramer, City Recorder

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Member Debbie Rogge

# City Of Molalla

## City Council Meeting

### Agenda Category: New Business

**Subject:** Intent to Award – Molalla Avenue Improvements – URP No. 16-01

**Recommendation:** Council for Approval of Award

**Date of Meeting to be Presented:** February 10, 2016

**Fiscal Impact:** Low Bid: \$2,059,551.00

**Background:**

*The City had chosen to allocate Urban Renewal funds to construct roadway improvements along Molalla Ave between Heintz Street to 5<sup>th</sup> Ave. The design portion of the project was completed and placed on advertisement in early January with Bid Opening on Friday, January 29, 2016. The included document lists 19 received bids with the apparent Low Bid of \$2,059,551.00 submitted by M.L. Houck Construction Co. The bids were verified and the "Notice of Intent to Award" was issued on February 2, 2016. The City recommends to award the contract to M.L. Houck Construction Co. for the bid amount of **\$2,059,551.00 on Thursday, February 11, 2016.***

SUBMITTED BY: Jennifer Cline, Public Works Director

APPROVED BY: Dan Huff, City Manager

# City Of Molalla

## Molalla Urban Renewal Meeting

### Agenda Category: Resolutions

**Subject:** Resolution 2016-01: Appointing the agency director as budget officer.

**Recommendation:** Approve resolution

**Date of Meeting to be Presented:** March 9, 2016

**Fiscal Impact:** N/A

**Background:**

Oregon budget law requires the appointment of a Budget Officer to prepare and present the budget for the City of Molalla. The attached resolution satisfies the state requirement.

SUBMITTED BY: Sadie Cramer, City Recorder

APPROVED BY: Dan Huff, Agency Director

**RESOLUTION 2016-01**

**A RESOLUTION APPOINTING THE AGENCY DIRECTOR AS BUDGET OFFICER FOR FISCAL YEAR 2016-2017 FOR THE MOLALLA URBAN RENEWAL AGENCY**

**WHEREAS:** Municipal Budgeting requires the appointment of a Budget Officer to prepare and present the budget for the Molalla Urban Renewal Agency and;

**WHEREAS:** the City of Molalla is initiating preparation of its fiscal year 2016-2017 budget; and

**NOW, THEREFORE, THE CITY OF MOLALLA RESOLVES** to appoint Agency Director, Dan Huff as Budget Officer for fiscal year 2016-2017.

DULY APPOINTED, by the Molalla Urban Renewal Agency and the City of Molalla on this 9th day of March 2016.

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Debbie Rogge, Mayor

ATTEST:

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Sadie Cramer, City Recorder