



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

**REVISED - November 9, 2016**

**WORK SESSION BEFORE MEETING 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 : After Regular Session**

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**1. CALL TO ORDER – 1,768<sup>th</sup> Regular Meeting**

- A. Call the meeting to order
- B. Flag Salute and Roll Call

**2. COMMUNICATIONS AND PUBLIC COMMENT**

- A. Minutes of September 28 and October 26, 2016

**3. CONTINUED BUSINESS**

- A. Pacific Fibre Products Enterprise Zone Authorization Application and Extended Abatement Agreement – Huff/Pacific Fibre Representatives

**4. NEW BUSINESS**

- A. Authorize Purchase Over \$10,000 – Fisher

**5. RESOLUTIONS**

- A. 2016-18 - Resolution Making Transfers Within The General Ledger For The City Of Molalla – Huff/Seifried

**6. REPORTS AND ANNOUNCEMENTS**

- A. Staff and Council
  - Huff – No Council Meeting on November 23, 2016



**7. EXECUTIVE SESSION**

The City Council of the City of Molalla will now meet in executive session held pursuant to Oregon Public Record Law under ORS 192.660 (2)(E) Real Property Transactions and under ORS (2) (f) to consider information or records that are exempt by law from public

**8. ADJOURNMENT**



**Minutes of the Molalla City Council Regular Meeting**  
**Molalla City Hall**  
**117 N. Molalla Ave., Molalla, OR 97038**  
**Wednesday September 28, 2016**

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**ATTENDANCE:** Mayor Rogge, Present; Councilor Thompson Present; Councilor Griswold, Present; Councilor Clark, Absent; Councilor Childress, Present; Councilor Boreth, Present; Councilor Klein, Present.

**STAFF IN ATTENDANCE:** City Manager Dan Huff, Present; Gerald Fisher, Public Works Director, Present; Sadie Cramer, City Recorder, Present; Chaunee Seifried, Finance Director, Present.

**MINUTES**

Library minutes presented as informational only.

Boreth made the motion to approve the presented minutes of August 24, 2016. Childress seconded. Motion carried 6-0.

**COMMUNICATIONS, PRESENTATIONS, and PROCLAMATIONS**

Lynn Blatter of S. Marshall Rd, Mulino made the Drive Zero presentation to the Council and informs them of their partnership with the Clackamas County Transportation to address the issue of the increase in fatalities/serious injury crashes on Highway 211 and Highway 213. She was seeking the support and cooperation as they work through a two year program to find solutions. Joe Merick from Clackamas County was available for questions.

Chief Rod Lucich, Molalla Police Department, wanted to provide a show of support for the proclamation and the Drive Zero presentation. He wants to partner with any program that can improve driver safety.

Maria McGowen, Clackamas County Children, Youth, and Families. Made a presentation about October being domestic violence month and made the Council aware of the statistics of the realities faced by many people in Clackamas County. She explained the importance of the proclamation before the City Council.

Mayor Rogge reported the Proclamation came from the Kate Brown, Oregon State Governor and she is looking for adoption by the Council. The Proclamation was read aloud in the meeting (Exhibit A and attached to the Council packet). Motion to make October Domestic Violence Awareness month made by Councilor Childress, seconded by Councilor Klein. Motion carried (6-0), all ayes.



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Nina DeConcini, Senior Manager for the Department of Environmental Quality will email her comments to the City Recorder for the record (Exhibit B). Two-fold presentation; firstly, current compliance concerns and secondly, future planning with deliberate resource allocations for infrastructure needs and improvements. Nina presented the failure of the City to meet permit requirements. Stress the need to hold staff accountable to meet the requirements and have Council review and questions to improvements.

Tiffany Yelton-Bram, DEQ, two recent pre-enforcement notices sent to the City. First notice was sent August 22, 2016 regarding a bacteria and total suspended solids exceedance for the recycled water being applied from Coleman Ranch. Information came to them from a self-reported source. The second notice was sent September 19, 2016 about a leak test at the lagoons, this is a condition of the permit that had a deadline. The test was completed but outside of the timeline requirement noted in the permit. The City is actively doing this test again but still outside of the timeline requirement. Mayor Rogge reported to DEQ that the City has hired an Engineer to manage the sewer plant and he is in attendance. The Mayor informed DEQ about the City's pro-active planning to address these sewer plant issues, she welcomes DEQ as an information partner, and reports that Council is aware and takes very seriously the conditions of the decree and permit. The City's CIP plan has been updated with extreme sensitivity to the needs at the sewer plant and that it doesn't happen over-night but they are in motion. Councilor Thompson addressed that the City did self-report for the August issue and that the City did exactly what they were supposed to do.

Nina DeConcini, wants to underscore that as the City is planning for the future growth and look at the infrastructure needs and it is vital the pro-activity the City is currently utilizing continues, and DEQ wants to continue to being a resource. Mayor Rogge noted the City production of the highest level of recycled water production from the WWTP and the City is to be commended for such an advanced process in small town. Gerald Fisher, Public Works Director, reported directly to the Council, DEQ, and attendees the direct actions taken by the City to address the two compliance issues in addition to the lengthy list of what the City is doing to meet all current and future requirements.

**PUBLIC COMMENT**

Luke Self, of N. Molalla Avenue, pastor on the Molalla Seventh Day Adventist Church. He presented concerns with the requirement to connect to the City sewer system as they meet the within 100 feet of a sewer line requirement. The requirement poses a large financial impact that is larger than their full annual budget. The Pastor is asking for a 5-year extension to connect. Council deferred the request / potential solution to Gerald Fisher, Public Works Director.

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Joanne Semperge, of Toliver Rd, property owner on Toliver and avid walker in Molalla. She expressed safety concerns and support for any safety improvements that the City can do. Also, she is in support of the extension for the church.

Susan Hansen, of Bear Creek Recovery, commented on a resident utility shut off issues and an inability for him to appeal his fees associated with the shut off. She comments on the Stoneplace Apartment phase three conditions and the lack of the planning department to hold the developer accountable. Challenge to City Council to review planning department records to verify staff is providing proof of fulfillment of conditions. Expressed concerns that Molalla Redi-Mix has never had to provide proof of fulfillment and a recent fire was difficult to manage because of this. Concerned that Stoneplace will suffer a similar fate. She wants the Council to know that there were no agendas available for the audience.

Motion to close public commentary made by Councilor Childress, Councilor Boreth seconded.  
Motion carried (6-0), all ayes.

**NEW BUSINESS**

- **CITY HALL REMODEL PROJECT #15-07**

Contract award for the City Hall Remodel Project #15-07. The bid summary to complete the Molalla City Hall remodel Project #15-07 in the amount of \$248,500. The City advertised invitations to bid on August 24, 2016 and the City received two bids by the closing date of September 15, 2016. The bids were reviewed and Castle Construction & Restoration was deemed the lowest responsible bidder. Motion to award the Molalla City Hall Remodel Project to Castle Construction and Restoration in the amount of \$248,500 and authorize the City Manager to modify the contract as necessary within the approved FY 2016/17 budget made by Councilor Boreth, Councilor Thompson. Motion carried (6-0), all ayes.

- **PACIFIC FIBRE ENTERPRISE ZONE APPLICATION**

Pacific Fibre Products Enterprise Zone Authorization Application and Extended Abatement Agreement. Discussion of the appropriateness of this zone so close to the center of town. Mayor Rogge instructed staff to gather more information and potentially ask the applicant to address the Council. Councilor Thompson spoke in opposition to the request and noted points in the application that is valid. Councilor Boreth requests validation that all criteria are being met. No action taken.

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• **LOLA AVENUE CDBG INTERGOVERNMENTAL AGREEMENT  
AUTHORIZATION**

Lola Avenue CDBG Intergovernmental Agreement Authorization. On August 25, 2015 the City received an award letter from Clackamas County Housing and Human Services Department for the Lola Avenue Phase 2 project. In order to begin the project the City must enter into an intergovernmental agreement (IGA) with Clackamas County. Gerald Fisher, Public Works Director presented the details of the CDBG and the percentage kept by the County, the percentage to be received by the City and the responsibilities of each agency. Motion made by Councilor Boreth to edit page 8 of the IGA to strike Jennifer Cline as the City of Molalla liaison and insert Gerald Fisher as the City of Molalla liaison, Councilor Thompson seconded. Motion carried (6-0), all ayes. Motion to authorize the City Manager to negotiate and execute an intergovernmental agreement with Clackamas County as amended for the design and construction of the Lola Avenue Improvements Phase 2 project made by Councilor Boreth, Councilor Klein seconded. Motion carried (6-0), all ayes.

**RESOLUTIONS**

None

**STAFF AND COUNCIL REPORTS**

Dan Huff reported that the last Planning Commission did not have a quorum and could not conduct business, next meeting in scheduled. A new planner has been hired and expected on staff within the month. LOC conference is coming up Councilors and staff attending.

Sadie Cramer reported that a local production company is filming at Sky Dive Oregon.

Gerald Fisher reported that Molalla Avenue progress is almost complete for the water line. Concrete pours are beginning. PGE is on-deck for the light installation. We are still on target for completion by end of the calendar year.

Councilor Klein reported the Library Board meeting and her appreciation for their hard work.

Councilor Boreth reported appreciation for the LOC conference.

Councilor Childress reported concerns about the planning commission lack of quorum, asking Council to make an effort to get more people involved. She appreciated the DEQ presentation and the engineer report about what they City is doing. Allowing good information to get out to the public will help all involved.

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Councilor Griswold encouraged all to get out and vote!

Councilor Thompson welcomed Councilors Boreth and Klein.

Mayor Rogge reported on her involvement with the Drive to Zero group. Hopeful this group will help find solutions to minimize accidents. She attended the County-wide CERT training; the City CERT team did an excellent job. Spoke about the City doing better to be more prepared in the event of an emergency. She also encouraged the other Councilors attending the LOC to listen and network and they will find Molalla is a great community and well-respected.

Motion to adjourn made by Councilor Boreth. Councilor Childress seconded. Motion carried (6-0), all ayes at 8:24 pm.

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Sadie Cramer, City Recorder

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Mayor Debbie Rogge



## REMARKS FOR September 28, 2016 CITY COUNCIL MEETING

### CITY OF MOLALLA, OREGON

Greetings Mayor Rogge and members of the council. It's a pleasure to be here with you tonight. For the record, I'm Nina DeConcini, DEQ's senior manager for the NW Oregon. I oversee all environmental program implementation for the Portland metro area and the three north coast counties-Tillamook, Columbia and Clatsop. I attended a City council meeting in 2015 and it's good to be back.

The purpose of our visit is two-fold. First, is to describe the current Water Quality compliance work for you, members of the council and members of the public. The second reason is to reinforce the need for your leadership in underscoring the importance of permit compliance and providing the necessary resources to your staff to be proactive in meeting current and future goals. Despite DEQ's significant technical assistance over the past 18 months, the City has failed to meet well communicated timelines for critical compliance points in permits. DEQ is committed to continuing to assist the City and we expect there to be improvements in how the City meets deadlines.

One of our water quality managers, Tiffany Yelton-Bram, will describe the compliance work and take any questions you have about that work then I will highlight the areas the city should target for continued resource allocation and then we will take questions on those topics, as time permits.

(Tiffany)

DEQ has recently sent two Preliminary Enforcement Notices. A Preliminary Enforcement Notice is a letter that describes the set of facts that DEQ obtained and used to show that a violation of the city's wastewater permit or the state's water quality rules occurred. The fact set can come from investigative work DEQ did or data self reported by the city. The Preliminary Enforcement Notice letter also asks the city to let us know if they believe the fact set is incorrect. We use these letters to communicate to the permit holder that the same fact set will be sent to our internal Office of Compliance and Enforcement (this is called a referral) and

lawyers in that office will determine if a penalty should be assessed, what the penalty should be and what actions the city needs to take to have other information considered as part of the process.

I'll quickly summarize the two Preliminary Enforcement Notices. On August 22<sup>nd</sup>, we sent a letter that documented a violation of exceeding the turbidity and bacteria limits in the recycled water the city creates. This recycled water is currently delivered to Coleman Ranch and the cemetery for irrigation of their fields. The data we used to determine that this violation occurred was data provided by the city. I want to note that quality of the recycled water still met lower standards for use in irrigation of fields for cattle grazing and that there is no evidence that the application of this water to field caused harm. Instead, the facts and the violation that occurred focus on a challenge faced at the wastewater plant itself that resulted in not meeting the permit limits for Class A recycled water, which is what the city normally supplies. The city did acknowledge, when they self reported the exceedance, that they discovered a need to fix a sand filter. This is what we want to have happen when any permit holder informs us of a violation: we expect that it will be reported in a timely manner, that the cause will be discovered and that fixes will be made. This is also an example of the challenge of overcoming previous poor record keeping of operations and maintenance work and proactively planning future operations and maintenance work that the city needs to overcome.

On September 19<sup>th</sup>, a Preliminary Enforcement Notice was sent that documented that the city has twice missed dates set by DEQ to successfully complete a leak detection test despite having more than a year to comply. The Lagoons used by the city as part of the wastewater treatment system hold millions of gallons of water and the pressure of that water can result in the leakage of the partially treated effluent into the underlying soil and groundwater. Lagoons are lined in order to prevent leakage and contamination. But the liners can leak so they must be tested. The last permit included a condition to complete a leak test.

Last year the city attempted a leak test, past the original due date, but the results were not sufficient and were inconclusive. DEQ set a new date of August 31 of this year to complete a leak test. The city is working to complete the test. DEQ has met with the city several times to discuss the test and how best to have a

successful outcome. Still, the test was not completed by the deadline so a violation occurred.

Violations are best avoided by good planning and good system maintenance. Molalla has been playing catch up on many issues related to the overall collection and treatment of wastewater and we are very happy to see these efforts. That said, DEQ must take enforcement action according to our guidance when violations occur. It is our practice to use warning letters to address the first occurrence of some violations and to then move progressively toward penalties if a pattern continues or the violation was significant.

The past two years have seen improvement in the relationship we have with Molalla. Molalla will, as the city has recognized, likely see more growth as people move to Oregon seeking a place to call home. This taxes all infrastructures but DEQ knows that it can especially stress wastewater collection and treatment. Because the city discharges to the Molalla River and DEQ has set limits on when the river can receive wastewater from the current treatment system, optimal management of the system is paramount. The city needs to keep looking for areas to beneficially reuse biosolids and recycled water. I stressed this when we visited with the council in 2015. To date, the City has not yet notified DEQ of additional locations for the recycled water. The city produces Class A recycled water so it can be used to irrigate parks. Biosolids must be regularly removed. The inflow of stormwater into the sanitary sewer pipes and the infiltration of ground water into those same pipes must be controlled. Regular maintenance must be scheduled and performed. And finally replacement and upgrades of existing technologies must be planned for and completed with enough foresight to meet growth and changing needs.

With the next permit, there will be changes, likely more stringent requirements, which is the case for all permit holders. Any time we renew a permit, we apply rules that have been adopted since the last permit and we are constantly trying to improve what we do so template language changes and reporting methods change. We have and will continue to provide the city with information about changes and we ask you to continue to ask us questions about how these changes apply to the city.

With this information, we ask the city to continue to make the sanitary sewer collections system and treatment system a priority for the city. Doing so improves compliance and provides the service that your citizens expect.

Thank you again for allowing us time on your agenda.



**Public Works Department**

117 N Molalla Avenue

PO Box 248

Molalla, Oregon 97038

Phone: (503) 829-6855

Fax: (503) 829-3676

**October 3, 2016**

TO: Sadie Cramer, City Recorder

FROM: Gerald Fisher, Public Works Director

**RE: Summary of Wastewater Projects Noted at September 28<sup>th</sup> Council Meeting**

Hi Sadie,

As requested, the following is a list of the projects for the minutes that were given to City Council in response to DEQ's public comment.

*Wastewater Related Items Update*

*DEQ's August 22 letter was in regards to one day exceeding bacteria levels and multiple days exceeding turbidity levels. Staff took the following actions:*

- *Shut down plant and irrigation during a weekend and restarted plant in accordance with operating procedures.*
- *Contacted DEQ the next work day by phone after it happened.*
- *Identified issues and began corrections.*
- *Continued to irrigate exceeding turbidity levels to avoid lagoon overflow and discharge to Bear Creek.*
- *Repaired leaks in filters #1 and #4 (Turbidity)*
- *Installed new media in filters #1 & #4 (Turbidity)*
- *Purchase additional media to supplement all filters as needed. (Turbidity)*
- *Installed cover over the aeration basin to inhibit algae growth and breakdown of chlorine disinfection from algae and UV light. (Bacteria)*

*DEQ's September 19 letter was in regards to missing a deadline to start the lagoon leak test. Staff took the following actions:*

- *Staff attempted to install a lower cost strap on meter to get the test underway prior to the deadline.*
- *Determined installed meter was defective and another was installed.*
- *Determined meter would not work with existing cement lined pipe.*
- *Ordered a magnetic flow meter and expedited manufacture and delivery of meter from east coast in half the normal delivery time.*
- *Determined transfer pump lines did not include adequate isolation.*

- Contractor and staff worked through the weekend and evenings to install a new plug valve, air relief valve, mag-meter, and reinstall upper air relief valve.
- Set up evaporation pans and performed a 24 hour test of systems.
- Met with DEQ staff and conducted a walkthrough prior to test.
- Started leak test Tuesday morning at 8AM and will end on Thursday of next week.
- Consultant will prepare a report and submit results to DEQ.

Following is a list of other projects related to WWTP and wastewater system as a whole that staff is or has been working on:

- Performed a rate analysis and raised rates in January 2016. Rates had not been raised in 10 years which would have allowed the City to continue to work on and make improvements to its WWTP and collection system.
- Updated the capital improvement plan to include master plan projects and other operation and maintenance projects known to staff.
- Performed an inspection of sewer manholes and identified problem manholes with infiltration.
- Performing biosolids removal and land application.
- Cleaned and video inspected approximately 50% of the sewer system lines staff suspects has infiltration and inflow issues.
- Currently updating the system development charge methodology and waiting for statutorily required timelines to adopt. (December 14<sup>th</sup>)
- Updating WWTP O&M Manual utilizing WWTP consultant.
- Meeting with consultant next few weeks to begin defining scope to rebuild headworks, install aerobic digestion and screw press for dewatering, replace disinfection system, clean and reline aeration basin, replace aerators and diffusers in the aeration basin, and construct second headworks.
- Creating a list of replacement parts and pumps.
- Repairing electrical and lighting issues at WWTP.
- Reviewing SCADA (Supervisory Control and Data Acquisition) for upgrades and additions.
- Preparing a list of future sewer collection rehabilitation and replacement projects.
- Updating code relating to wastewater.
- Updating Public Works Standards relating to sewer design and construction.
- Preparing RFP for Wastewater Master Plan.

We continue to coordinate our efforts with DEQ and while they are required as a regulatory agency to notify us of violations, they are also well aware of the work that staff, City consultants, and the Council have done and continue to do, to get Molalla into a position where there are no violations or worries about potential violations.

Let me know if you need anything else. Thanks Sadie.

Cc: Dan Huff, City Manager

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**STAFF IN ATTENDANCE:** City Manager Dan Huff, Present; Gerald Fisher, Public Works Director, Present; Sadie Cramer, City Recorder, Present; Rod Lucich, Chief of Police, Present, Diana Hadley, Library Director, Present.

**MINUTES**

Library minutes presented as informational only.

Councilor Griswold made the motion to approve the presented minutes of September 14, 2016. Councilor Childress seconded. Motion carried (6-0), all ayes.

**COMMUNICATIONS, PRESENTATIONS, and PROCLAMATIONS**

November is Veteran's Appreciation Month, Mayor Rogge read the proclamation attached as Exhibit A. Molalla River Middle School has a Veteran's service planned on November 9, 2016,

**PUBLIC COMMENT**

None

**NEW BUSINESS**

• **LIBRARY RFID PROJECT**

Authorization to purchase radio frequency identification equipment and tags, and hire company to tag materials as contracted through the Library Network office. This is a part of the commitment as a library in the Clackamas County (LINCC) network. The radio frequency identification tags (RFID) is a LINCC-wide project coordinated by the Network to improve tracking of inventory, easier check in/out process, improve ergonomics, reduce staff stress, and minimize material handling. This was budgeted for in the FY 2016/17 budget.

Councilor Griswold questioned the time frame for project completion. LD Hadley reported the project should be completed by June 30, 2017 and expects no closures or service hours issues for patrons.

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Councilor Klein asked about retro-fitting equipment, LD Hadley said new equipment will be purchased and will work along-side of the equipment already in use. Councilor Griswold made a motion to authorize the RFID project not to exceed \$48,000.00, Councilor Boreth seconded. Motion carried (6-0), all ayes.

- **JULY –SEPTEMBER, 2016 FINANCIALS AND WARRANT REGISTER**

First quarter 2016/2017 (July-September) financials were presented to the City Council with the warrant register for all expenditures exceeding \$10,000.00. Councilor Thompson made a motion to approve the warrant register, Councilor Childress seconded. Motion carried (6-0), all ayes.

- **PLANNING COMMISSION APPLICATION**

Jamie Hinkel submitted an Application for Appointment to Citizen Committee for the planning commission. She was in attendance in the audience and Council asked her to come forward and explain why she wanted to serve. She lived and works in this community and wants to be a part of creating a successful future for the community she plans to stay in. Mayor Rogge noted that the commission does allow for one voting member to reside outside the City limits and currently that seat is vacant. Councilor Thompson made a motion to authorize the Mayor to appoint Ms. Hinkle to the Planning Commission, Councilor Griswold seconded. Motion carried (6-0), all ayes.

Mayor Rogge appointed Jamie Hinkle to the Molalla Planning Commission effective immediately.

- **MOLALLA WARMING CENTER USE OF THE PAL BUILDING FOR WINTER 2016/17**

The Molalla Christian Church DBA Molalla Warming Center is seeking an agreement with the City of Molalla to lease the building referred to as the PAL building, located at 200 Kennel Avenue, Molalla, for the 2016/17 winter season. The steering committee for this project is Bob Laver, Joni Laver, George Pottle, Sherrie Rhodes, and Leota Childress.

Councilor Childress recused herself from the conversation and left the dais due to a conflict of interest with her participation on the steering committee for this item.

Mayor Rogge stated she was set against the PAL building being used for the warming center due to issues with the Adult Center next door, theft to the neighbors, the senior living facility across the street, in addition; she stated that the City has many infrastructure and operation issues that need to be addressed and we cannot be in the business of social service, this is a service that needs to be handles by the faith based community potentially rotating through their facilities. She committed to



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the committee that due to the lateness of the season and the lack of another facility she would support it for one year only.

Rod Lucich, Chief of Police, was asked to speak on the warming center concerns and the impact on the community. He supports this service but needs to address some issues that have changes over the last year. The concerns/issues is the difference with the folks previously using this service, compared to now we are receiving a larger young adult community that have significant drug issues. His job is protection of people and their property; he is concerned that it will pull this population into the City. He feels obligated to serve notice that the element that may be coming in out of the cold may elevate the risk factor to those serving in and living around the PAL building.

Councilor Thompson was originally opposed but after discussions with the steering committee he feels he can agree to one season. Councilor Griswold support the Chiefs concerns.

Leota Childress, citizen, spoke to issues discussed and disagrees that Molalla doesn't have homeless person/family services. They are simply providing a place to sleep on freezing nights. In the three years of service the numbers of people served has been to 13-17, they have not seen an influx of homeless. The volunteers have training on how to handle issues and keep the facility safe.

Councilor Boreth asked Citizen Childress some volunteer training questions and he asked the Chief if the concerns were any different if the facility was at the PAL building or a local church and he said no. Councilor Klein questioned the volunteer ratio and what is capacity. Citizen Childress said minimum of two volunteers at all times. The fire department dictates maximum capacity.

Citizen Childress said that if approved they would need to paint the interior of the building, this will be done by volunteers at no expense of the City, they will also have the carpets cleaned. They will need to repair a small water leak in one of the restrooms.

Dan Huff reported that on a staff level the building is currently in use for City storage, it is not a vacant building. CM Huff recommends that any decision tonight should be for one year only. This building is earmarked for a specific use and preparations are beginning for that use. The warming center is not a budgeted item and the City should not expend any funds for repairs, use, or operations.

Citizen Childress reported to Council that the steering committee is seeking a five month lease from November 1, 2016 to March 30, 2016. The warming center steering committee will pay for the City to lease a storage facility to house the City assets currently stored there for the duration of the lease.

Dave Campbell, of Toliver Road, originally set against the warming center and had all of the same concerns that Council has he expressed a moral obligation to not leave these people out in the cold.

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Jennifer Satter, of Molalla Avenue, volunteered since day one and is now the volunteer coordinator. The mission is to provide a place to sleep when it below freezing. It is not to provide social service it is a stop gap for someone who has nowhere else to go. She has never felt unsafe while volunteering.

Discussion ensued regarding lease agreement drafting, indemnification clauses for the City, right to rescind ability. Councilor Thompson made a motion to direct staff to negotiate an agreement with the Molalla Warming Center Steering Committee to utilize the facility from November 1, 2016 to March 30, 2016 with a right to rescind and authorize the City Manager to enter into this contract, Council Klein seconded. Motion carried (4-1), Councilor Griswold nay.

**CONTINUED BUSINESS**

- **PACIFIC FIBRE PRODUCTS ENTERPRISE ZONE AUTHORIZATION APPLICATION AND EXTENDED ABATEMENT AGREEMENT**

Tabled until November

**RESOLUTIONS**

None

**STAFF AND COUNCIL REPORTS**

CM Huff reports that the Leadership boot camp for newly elected individuals is open and will be provide for any on Council and to those that are running for office.

PWD Fisher provided a lengthy list of all of the projects currently in process and gave Council a status update.

Councilor Boreth notes that the SDC methodologies are on the website but asked that we put it on the main page, or at least a link. Encourage all to vote and be an informed voter.

Councilor Childress presented the brochure that invites all to the banner open house on Thursday October 27, 2016 and hopes that the banners will be up by January. Asked PWD to make the project chart more user friendly. She inquired about the Chamber of Commerce's ability to decorate for Christmas. PWD Fisher said the contractor is aware of the tree lighting target date and it is factored into their planning.

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Councilor Griswold appreciates the Veteran's Proclamation. He notes Molalla Elementary is also having a presentation at 10:00am and all are welcome.

Motion to adjourn made by Councilor Childress. Councilor Klein seconded. Motion carried (6-0), all ayes at 8:30 pm.

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Sadie Cramer, City Recorder

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Mayor Debbie Rogge



**Public Works Department**

117 N Molalla Avenue

PO Box 248

Molalla, Oregon 97038

Phone: (503) 829-6855

Fax: (503) 829-3676

**October 26, 2016**

TO: Sadie Cramer, City Recorder

FROM: Gerald Fisher, Public Works Director

**RE: Summary of Projects Noted at October 26<sup>th</sup> Council Meeting**

Hi Sadie,

As requested, the following is a list of the projects and Public Works related items for the minutes that were given to City Council at the October 26<sup>th</sup> meeting.

***15-06 Water Rights Certificate***

Consultant is working with Oregon Water Resources to transfer the water rights held by the City at Trout Creek to the new water rights location at the raw water intake in Molalla River.

***15-07 City Hall Remodel***

Contractor will complete the Police Department office improvements and PD will relocate to their new office on the parking lot side of City Hall. Parking lot improvements will follow shortly after and public access will be provided to the new PD offices.

***15-10 System Development Charge Methodology Update***

Waiting for Council hearing on December 14<sup>th</sup> in accordance with statutory requirements.

***15-11 Wastewater Treatment Plant Lagoon Leak Test***

Test completed and Consultant determined that test passed. Draft report completed and sent to DEQ for review.

***16-01 Molalla Avenue Improvements***

Contractor's schedule shows the west side sidewalk completed by the end of November and base lift of paving completed by Thanksgiving week. Schedule is subject to change but the completion date is still December 22<sup>nd</sup>.

***16-08 Lola Avenue Improvements (CDBG)***

Draft survey documents to HUD for review and approval. Once approvals are received, the City and County will begin the survey to determine area eligibility for improvements.

***16-10 Wastewater Treatment Master Plan***

Staff intends to advertise request for proposals sometime in November as time allows.

***16-11 Transportation System Master Plan***

Staff is working with ODOT staff to develop the request for proposals.

***16-12 Code Update***

Staff is editing code related to Public Works for adoption with the Development Code update.

***16-13 Wastewater Treatment Plant O&M Manual***

Consultant is developing operation and maintenance manual for review and approval by DEQ.

***16-14 Bear Creek Byway Pathway***

Staff requested bids for pavement, electrical, and excavation work. PGE in the process of finalizing lighting design.

***16-15 I&I Project***

Contractor continuing to video sanitary sewer mains as cleaned by crew.

**Other Departmental Items**

Brenda Siegel has been hired as the new Senior Engineering Technician. She will be performing construction inspection for both public and private projects, performing studies such as traffic safety, assisting with code enforcement, and managing certain City funded projects.

Staff has contacted the ODOT Maintenance Division for this area and offered to coordinate between the two agencies for installation of a new storm sewer line at the intersection of Hart Avenue and Main Street (Hwy 211). We are waiting to hear back from ODOT.

Staff will begin work on a rate study for water, sewer, stormwater, street capital, and street maintenance once the SDC methodology update is approved by Council.

Staff is currently working on street maintenance mapping from the recent Pavement Condition Index report.

Let me know if you need anything else. Thanks Sadie.

Cc: Dan Huff, City Manager

# City Of Molalla

## City Council Meeting



### Agenda Category: New Business

**Subject:** Public Works – Crew / Foreman Vehicle

**Recommendation:** Council to Authorize Expenditure

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

**Fiscal Impact:** Approval Not to Exceed \$45,000 as budgeted in the FY 2016/17 Adopted Budget (104-401-540-1000, 105-501-540-1000, 106-601-540-1000 Budgeted at \$15,000 each)

**Background:**

The Public Works Maintenance is currently the third owner of the 2007 Dodge Ram. This vehicle was originally owned by Weyerhaeuser, given to the Police Department, and then to the Public Works Department. The vehicle will cost more to repair and maintain than it is worth. In addition to replacing the Dodge, the public works department is in need of a vehicle that can tow the trailer loaded with heavy equipment (i.e.: the mini-hoe), the current vehicle that can tow is also the service truck with the tools. When hooked up to the trailer, the tools and equipment can be a considerable distance from the job/repair site.

Included are the 3 comparable quotes were received for purchase:

- **DSU Peterbilt & GMC Inc.**  
2017 GMC Sierra 2500HD 4WD Crew Cab Work Truck - \$41,641.63
- **Hubbard Chevrolet**  
2017 Chevrolet Silverado 2500HD 4WD Crew Cab 153.7" - \$41,995.24
- **Dick's Country Chrysler Jeep Dodge**  
2017 2500 SLT Crew Cab 4X4 Dodge - \$50,239.00

Public Works and Administration recommends an approval by council to purchase and license the 2017 GMC Sierra 2500HD 4WD Crew Cab Work Truck not to exceed \$45,000.00

SUBMITTED BY: Gerald Fisher, Public Works Director

APPROVED BY: Dan Huff, City Manager

**RESOLUTION 2016-18**

**RESOLUTION MAKING TRANSFERS  
WITHIN THE GENERAL LEDGER FOR THE CITY OF MOLALLA**

**WHEREAS**, transfers within the 2016/2017 budget need to be made in order to balance certain budget line items; and

**WHEREAS**, necessary transfers are set forth in Exhibit A (below) and these transfers are standard accounting practice transfer discussed during the budgeting process;

Now, therefore, **BE IT RESOLVED** by the City Council of the City of Molalla, Oregon, that;

1. The Finance Director is directed to execute transfers set forth in Exhibit A (below) totaling \$797,811.08 without delay.
2. This resolution shall take effect upon adoption.

Passed and adopted by the Molalla City Council on this 9th day of November, 2016 by a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays.

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Deborah Rogge, Mayor

Attest this 9th day of November, 2016:

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Sadie Cramer, City Recorder

**EXHIBIT A** – Adopted budget transfers for debt in budget year 2016/2017

Sewer SDC's (540-541-560-1300)	\$183,156.00	
CWSRF from Sewer SDC (520-521-390-4700)		\$183,156.00
Sewer Proprietary Fund (105-501-560-5600)	\$315,550.00	
Sewer Debt Retirement (420-421-390-4200)		\$315,550.00
Water Proprietary Fund (106-601-560-5300)	\$299,105.08	
Water Debt Retirement (430-431-390-4300)		\$299,105.08
Total	\$797,811.08	\$797,811.08