



**CITY OF MOLALLA
CITY COUNCIL REGULAR MEETING
AGENDA**

Civic Center | 315 Kennel Avenue
Wednesday, January 8, 2025 | 7:00 PM

NOTICE: City Council will hold this meeting in-person and through video Live-Streaming on the City's Facebook Page and YouTube Channel. Written comments may be delivered to City Hall or emailed to recorder@cityofmolalla.com. Submissions must be received by 12:00 p.m. the day of the meeting.

[This institution is an equal opportunity employer.](#)

- 1. CALL TO ORDER AND FLAG SALUTE**
- 2. ROLL CALL**
- 3. PRESENTATIONS, PROCLAMATIONS, CEREMONIES**
 - A. Swearing In Ceremony
 - o Mayor-elect Scott Keyser
 - o Councilor-elect Eric Vermillion
 - o Councilor-elect Doug Gilmer
- 4. CONSENT AGENDA**
 - A. [City Council Meeting Minutes - December 11, 2024](#)
- 5. ORDINANCES AND RESOLUTIONS**
 - A. [Resolution No. 2025-01: Certifying the Results of the November 5, 2024 General Election \(Huff\)](#)
- 6. GENERAL BUSINESS**
 - A. Swearing-In Ceremony: Councilor-elect Martin Bartholomew (Keyser)
 - B. [2025 Council President and Liaison Appointments \(Council\)](#)
 - C. [New Police Facility Update \(Huff\)](#)
- 7. PUBLIC COMMENT**
- 8. PUBLIC HEARINGS**
- 9. STAFF COMMUNICATION**
- 10. COUNCIL COMMUNICATION**
- 11. ADJOURN**



CITY OF MOLALLA

Staff Report

Agenda Category: CONSENT AGENDA

Agenda Date: Wednesday, January 8, 2025

SUBJECT: City Council Meeting Minutes - December 11, 2024

ATTACHMENTS:

[12.11.24 CC Meeting Minutes.docx](#)



City of Molalla
City Council - Regular Meeting Minutes
December 11, 2024
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

CALL TO ORDER

The Molalla City Council Meeting of December 11, 2024 was called to order by Mayor Scott Keyser at 7:00pm.

COUNCIL ATTENDANCE

Present: Council President Jody Newland, Councilor Leota Childress, Councilor Terry Shankle, Councilor Eric Vermillion, Councilor RaeLynn Botsford, and Mayor Scott Keyser.

Absent: Councilor Darci Lightner

STAFF IN ATTENDANCE

Dan Huff, City Manager; Mac Corthell, Assistant City Manager; Christie Teets, City Recorder; Crystal Robles, Records Specialist; Diana Hadley, Library Director; and Cindy Chauran, Finance Director.

City Recorder Christie Teets announced slight audio difficulties for viewers.

APPROVAL OF AGENDA

Approved as presented.

CONSENT AGENDA

- A. Work Session Meeting Minutes - November 13, 2024
- B. City Council Meeting Minutes - November 13, 2024
- C. Joint City Council & Planning Commission Meeting Minutes - November 20, 2024
- D. Sundowner Bar & Grill - OLCC License Update

ACTION:

Councilor Childress made a motion to approve the Consent Agenda; Councilor Vermillion seconded. Motion passed 6-0.

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

NAYS: None.

ABSENTIONS: None.

PUBLIC COMMENT

None.

PUBLIC HEARINGS

None.

ORDINANCES AND RESOLUTIONS

- A. Resolution No. 2024-24: Adopting a Master Fee Schedule and Repealing All Prior, Conflicting Fee Resolutions

Finance Director Cindy Chauran presented the updated Fee Schedule, noting that it is typically updated annually. While it has customarily updated by July 1st, the Fee Schedule update has been moved to January 1, 2025, as other rate increases will occur July 2025.

ACTION:

Councilor Vermillion moved the Molalla City Council adopt Resolution No. 2024-24, by title only; Councilor Botsford seconded. Motion passed 6-0.

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

NAYS: None.

ABSENTIONS: None.

- B. Resolution No. 2024-25: Certifying the Results of the November 5, 2024 General Election

City Recorder Teets shared Molalla Municipal Code requires certification of election results at the first meeting after the results have been canvassed. The November 2024 Election results certification was received on December 2nd; the resolution certifies to-date results.

ACTION:

Council President Jody Newland made a motion to approve Resolution No. 2024-25, Certifying the results of the November 5, 2024 General Election; Councilor Shankle seconded. Motion passed 6-0.

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

NAYS: None.

ABSENTIONS: None.

GENERAL BUSINESS

A. Planning Commission Reappointments

City Recorder Teets informed Council that Planning Commission has three members—David Potts, Brady Ricky, and Connie Sharp—whose terms will be expiring on December 31, 2024. Each individual expressed interest in remaining on the Commission.

ACTION:

Councilor Botsford moved to re-appoint David Potts to a four-year term on the Molalla Planning Commission, Councilor Vermillion seconded. Motion passed 6-0.

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

NAYS: None.

ABSENTIONS: None.

ACTION:

Council President Jody Newland moved re-appoint Brady Rickey to an additional four-year term for the Molalla Planning Commission; Councilor Vermillion seconded. Motion passed 6-0.

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

NAYS: None.

ABSENTIONS: None.

ACTION:

Councilor Vermillion moved to appoint Connie Sharp to an additional four-year term to the Molalla Planning Commission; Councilor Shankle seconded. Motion passed 6-0.

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

NAYS: None.

ABSENTIONS: None.

B. Draft Lease Agreements for Fox Park & Molalla Public Library (Huff)

City Manager Huff provided an update on the two leases being considered, one for the Library and basketball court area, and the other for Fox Park. These leases, provided by the City's Attorney were developed with input from the District's attorneys. Mr. Huff confirmed both leases have a 50-year term, with the School District committing to assessing their properties within the first two years and engaging the City in some discussions. Key points include the District's desire to install a sign identifying the property as District-owned, and Right-of-Access language with 24 hours' notice. A provision about the City being responsible for maintenance of a modular building has been corrected, as no such building exists. The leases are similar, with the primary difference being the names of the properties.

ACTION:

Councilor Botsford made a motion to authorize the City Manager to engage in the Lease with the Molalla River School District; Council President Newland seconded. Motion passed 6-0.

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

NAYS: None.

ABSENTIONS: None.

C. Additional FTE: Associate Planner Position (Huff)

The City Manager requested approval for an additional full-time employee (FTE) in the Community Development Department. The need for an Associate Planner has become more urgent and the City's budget allows it feasible to hire. To answer Councilor Botsford question, Assistant City Manager Corthell added that Senior Planner, Dan Zinder, is the primary staff member in the Planning Department.

ACTION:

Councilor Childress made a motion to approve additional FTE request for the Community Development Department for the purpose of hiring an Associate Planner; Councilor Vermillion seconded. Motion passed 6-0.

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

NAYS: None.

ABSENTIONS: None.

D. Molalla Municipal Code Update - Chapter 2.17, Community Program Committees

Following Staff Report introduction by City Manager Huff, Council and City Staff discussed implementing two-year term limits for Community Program Committees (CPC) to ensure active engagement and create opportunities for new volunteers. Members would reapply every two years, with terms renewable to keep experienced participants.

E. Goal Setting Conference/Strategic Planning Session (Keyser/Huff)

City Manager Dan Huff, discussed plans for upcoming **Strategic Planning Session**, previously called Goal-Setting. The session will shift focus away from department reports, as Council Members receive regular updates through Staff Reports, Quarterly Reports, and Budget discussions. Instead, the session will emphasize on policy-level discussions and unresolved items requiring Council attention. City Staff will provide a summary of completed projects and a list of ongoing or unfinished tasks, such as franchise agreements and recommendation of Street Utility Funding options.

Council President Jody Newland praised the communication, noting that receiving regular updates throughout the year reduced the need for formal department reports at the Strategic Planning Session; providing more time needed to set goals for the future of Molalla.

STAFF COMMUNICATION

City Recorder Teets

A. Budget Committee & Library Board Vacancies:

City Recorder Teets provided an update on several boards and commission seat vacancies. She reported that the Budget Committee has three upcoming vacancies due to terms expiring in May 2025, with members Glen Boreth, Levi Davis, and Darcy Lightner affected. Boreth has resigned and is not seeking reappointment, while Lightner's continued service depends on the outcome of the upcoming election. Staff are waiting for a response from Mr. Davis. Additionally, a vacancy on the Library Board has arisen due to the resignation of Robert Thompson. Recorder Teets encouraged interested individuals to apply via the City's website or contact her directly for more information.

In response to Mayor's question, Library Director Hadley clarified that for the Library Board, applicants can be from either within the city limits or the unincorporated area. In response to a question, Recorder Teets confirmed the terms for both the Library Board and Budget Committee are three years each.

B. League of Oregon Cities Elected Essentials Training - February 5, 2025

City Recorder Teets invited Council members to attend the upcoming *Elected Essentials Workshop* in Salem on February 5th, emphasizing its value for gaining important updates on topics like public meeting laws, records management, and social media regulations.

C. Molalla Staff Presentation Materials - MRSD Work Session, November 21, 2024

City Recorder Teets updated the Council on a recent presentation to the Molalla River School District (MRSD) Board. Assistant City Manager Corthell attended the MRSD work session on November 21st, where he presented on the City's Local Government Internship Program and the Urban Growth Boundary (UGB).

D. Pavement Condition Index (PCI) Program

Assistant City Manager Corthell briefly spoke on the Pavement Condition Index (PCI) Program, acknowledging that the Council would discuss during 2025 Budget season. He noted the goal is to allocate as much funding as possible within the budget, with further talks expected during the Strategic Planning Session. Mayor Keyser expressed frustration about the current state of city roads and the need for solutions.

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

The City Council recognized Crystal Robles for her outstanding service, presenting her with a special Award in Appreciation of her contributions to the Molalla City Council from 2019 to 2024. Mayor Keyser congratulated Ms. Robles on her employment with the City of Molalla and thanked her for her contributions to City Council.

Council President Jody Newland was recognized for her exceptional service to Molalla over the past six years. Appointed in 2018 and re-elected in 2020, she served in various roles, including Council President, and contributed to multiple boards and community events. Known for her dedication, outreach, and advocacy, Jody Newland played a key role in shaping Molalla's future. Her resignation will leave a lasting impact, and the Council expressed deep gratitude for her service, hoping she will continue contributing to the community in the future.

City Manager Huff expressed the City's heartfelt gratitude to Councilor Newland for her tireless leadership and service. He highlighted her dedication to making Molalla a thriving community and her personal sacrifices in her role; contributions extended beyond the City Council, serving on various boards and committees, including the Parks Community Program Committee, Police Facility CPC, and Budget Committee. Mr. Huff conveyed the City's sincere appreciation for her distinguished service and wished her the best for the future.

STAFF COMMUNICATION

Library Director Diana Hadley: Thanked Council President Newland and provided update Library Liaison shared updates on the library's programs, including the success of *Make It Monday* and *STEAM* nights, which are both thriving and requiring additional staff. Unfortunately, after two years of attempting to serve Colton with the bookmobile, it was decided to discontinue that service due to low attendance. Director Hadley introduced the City's Vision Plan, which asks the community for feedback on key issues.

Finance Director Cindy Chauran: praised Councilor Newland for her wholehearted commitment and leadership, setting a strong example for future Council Members. She then provided an update on the City's Financial Audit, which was completed and published on December 4, 2024 and was an improvement over last year.

Records Specialist Crystal Robles: expressed heartfelt thanks to Newland for her leadership and guidance.

City Recorder Christie Teets: acknowledged Councilor Newland's extensive contributions, highlighting her work as Parks CPC Chair, her involvement in Celebrate Molalla, Spring Clean-Up Day, and as a master sugar cookie baker and balloon animal maker, and while the list that was not in-depth, it demonstrated Newland's commitment to Molalla.

Assistant City Manager Mac Corthell: Mr. Corthell began by expressing appreciation for the lunch provided by the Council, emphasizing how much it meant to the staff. He then spoke about Councilor Jody Newland's numerous contributions, particularly in improving the City's Parks, and highlighted a deeper, more personal admiration for her dedication to preserving democracy and volunteering. Mr. Corthell noted that teaching her children the value of volunteering was a significant part of her legacy.

City Manager Dan Huff: thanked the Council for the lunch provided, acknowledging that while staff may not always express their gratitude outwardly, they truly appreciate the gesture. Mr. Huff thanked Councilor Newland for her contributions and his overall appreciation.

COUNCIL COMMUNICATION

- **Councilor Vermillion:** thanked Councilor Newland for her leadership, inspiration, and the joy she brought to the City Council. He then acknowledged the success of the City's Operation Santa Claus and Food Drive, with a total of 14,640 lbs. of canned food collected. Finally, he praised Assistant City Manager Mac Corthell and staff for their outstanding presentation at the Molalla School Board Meeting.
- **Councilor Botsford:** thanked Councilor Newland for her service and reminded everyone about the Chamber's White Elephant event the following day at the Molalla Fire Department.
- **Councilor Shankle:** Councilor expressed deep gratitude to Councilor Jody Newland, both for her service and her friendship. She also praised Councilor Newland for being an incredibly dependable volunteer, always helping with various community activities, and teaching her children the values of volunteerism and citizenship.
- **Councilor Childress:** expressed deep appreciation for Councilor Newland, stating that while there is so much to say about her, they would simply miss her terribly. She also gave a reminder about a Christmas Caroling at Fox Park on Saturday at 6:00 PM.

- **Council President Newland:** provided an update on the recent Parks fundraiser, held at the library; raising over \$400, for future park improvements. The next Park CPC meeting will be January 9, 2025 at 5:30 PM at City Hall.
- **Mayor Scott Keyser:** provided a reminder for Swearing-In on January 8th, he discussed the importance of attending City Day at the Capitol Day on January 28, 2025 suggesting Council to schedule individual meetings with State Legislators. Additionally, the Mayor reminded everyone about holiday safety, urging responsibility and avoiding drinking and driving.

ADJOURN

Mayor Keyser adjourned the City Council meeting at 8:31pm.

For the complete video account of the City Council Meeting, please go to YouTube [“Molalla City Council Meetings – December 11, 2024”](#)

Scott Keyser, Mayor

PREPARED BY:

Crystal Robles, Records Specialist

ATTEST:

Christie Teets, CMC, City Recorder

DRAFT



CITY OF MOLALLA

Staff Report

Agenda Category: ORDINANCES AND RESOLUTIONS

Agenda Date: Wednesday, January 8, 2025

Submitted by: Christie Teets, City Recorder

Approved by: Dan Huff, City Manager

SUBJECT: Resolution No. 2025-01: Certifying the Results of the November 5, 2024 General Election (Huff)

FISCAL IMPACT: \$4,592.80 - Clackamas County automatic recount fee.

RECOMMENDATION/RECOMMENDED MOTION:

I move to approve Resolution No. 2025-01: Certifying the Results of the November 5, 2024 General Election.

BACKGROUND:

Molalla Municipal Code 2.02.190, Election notice and results, letter E states: "The Recorder must provide certification of the election results to the Council at the first Council meeting after the results are certified by the County Clerk." Election results were certified via Resolution No. 2024-25 at the December 11, 2024 City Council meeting.

At that time, an automatic recount was underway between candidates Darci Lightner and Martin Bartholomew. On December 12, 2024, the elections were certified by Clackamas County Elections Office, noting Martin Bartholomew as the final Councilor-elect.

ATTACHMENTS:

[5A Resolution No. 2025-01 Certifying the Results of the November 5, 2024 General Election.docx](#)

[5A1 20241212 City of Molalla General Election Complete.pdf](#)

[5A2 CERTIFICATE OF ELECTION.Bartholomew.docx](#)



RESOLUTION NO. 2025-01

A RESOLUTION OF THE CITY OF MOLALLA, OREGON
CERTIFYING THE RESULTS OF THE NOVEMBER 5, 2024 GENERAL ELECTION

WHEREAS, an election having been held on the 5th day of November 2024, for the purpose of voting for Council positions of Mayor and three Councilors; and

WHEREAS, the tabulation of votes cast as said election having been filed in the office of Clackamas County Elections Office on November 5, 2024; and

WHEREAS, the race between Candidates Bartholomew and Lightner were within the automatic recount criteria, and

WHEREAS, the City of Molalla’s Elections Officer being the proper office to do so, having canvassed the votes for said election, finds that they were as follows:

COUNCILOR – ELECT THREE	TOTAL VOTES CAST
Martin Bartholomew	1777
Doug Gilmer	1990
Darci Lightner	1767
Thomas Lutrell	1015
Eric Vermillion	2214

(Candidates with the three highest vote tallies will be elected to City Council.)

Now, Therefore, the City of Molalla Resolves:

Section 1. The certified election results attached to this resolution as “Exhibit A” are now made a part of the record of proceedings of the City Council.

Section 2. Effective Date. This Resolution shall be effective upon adoption.

Signed this 8th day of January 2025.

Scott Keyser, Mayor

ATTEST:

Christie Teets, CMC
City Recorder

CERTIFICATE OF ELECTION



STATE OF OREGON)
COUNTY OF CLACKAMAS) ss
CITY OF MOLALLA)

I, Christie Teets, hereby certify that I am the duly appointed, qualified, and acting City Recorder of the City of Molalla, Oregon and

I FURTHER CERTIFY that, upon receipt of the Certificate of the Clackamas County Election results, Martin Bartholomew, having the most votes cast for election to Councilor is qualified to take the oath of office on January 8, 2025, and serve for four years.

WITNESS my hand and the seal of the City of Molalla on this 8th day of January 2025.

Christie Teets, CMC
City Recorder | Elections Officer



CITY OF MOLALLA

Staff Report

Agenda Category: GENERAL BUSINESS

Agenda Date: Wednesday, January 8, 2025

Submitted by: Christie Teets, City Recorder

Approved by: Dan Huff, City Manager

SUBJECT: 2025 Council President and Liaison Appointments (Council)

RECOMMENDATION/RECOMMENDED MOTION:

Appoint Council liaisons via consensus.

BACKGROUND:

MMC Chapter III, Section 9 states that at the first meeting each year, the council must elect a president from its membership. The president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform duties.

The first meeting of the year is also the time for Council liaison appointments.

2024 Appointments:

Council President - Jody Newland

Council Chamber Liaison - RaeLynn Botsfod

Council Library Liaison - Crystal Robles/Eric Vermillion

Council Parks CPC Liaison - Jody Newland/Crystal Robles

Council Beautification & Culture CPC Liaison - Terry Shankle

Council C4 Alternate - Eric Vermillion



CITY OF MOLALLA

Staff Report

Agenda Category: GENERAL BUSINESS

Agenda Date: Wednesday, January 8, 2025

Submitted by: Christie Teets, City Recorder

Approved by: Dan Huff, City Manager

SUBJECT: New Police Facility Update (Huff)

RECOMMENDATION/RECOMMENDED MOTION:

No action required. For information only.

ATTACHMENTS:

[MPD-Council Report 1.8.2025.pdf](#)



City of Molalla- New Police Facility

CITY COUNCIL REPORT

DATE: January 8, 2025

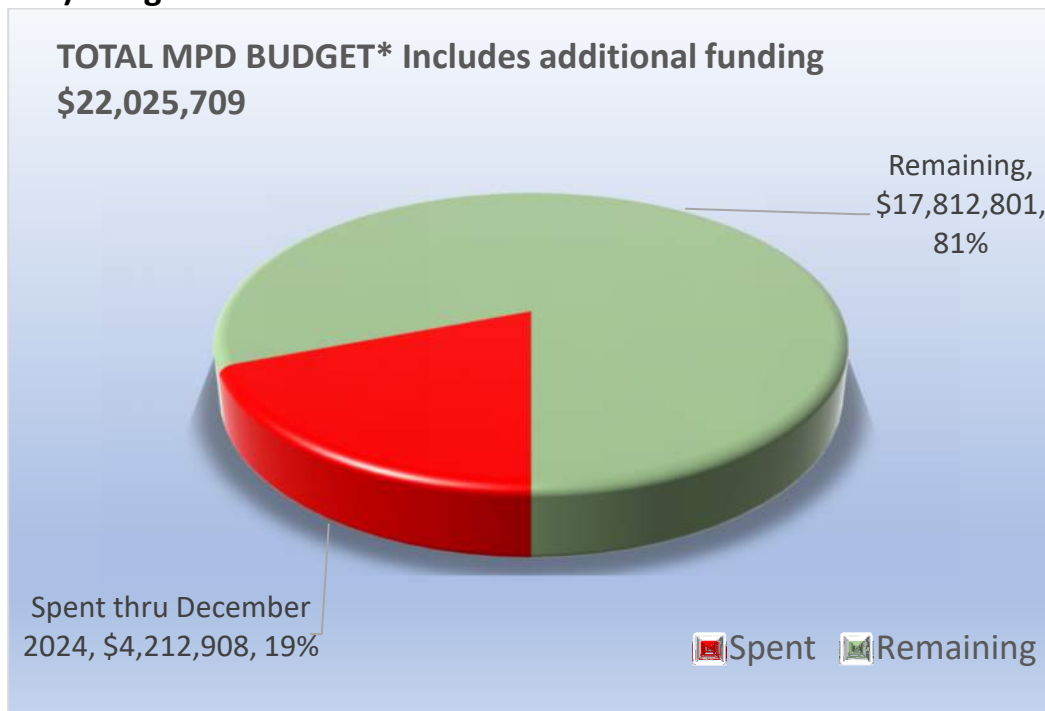
REPORT: City Council Update on New Police Facility

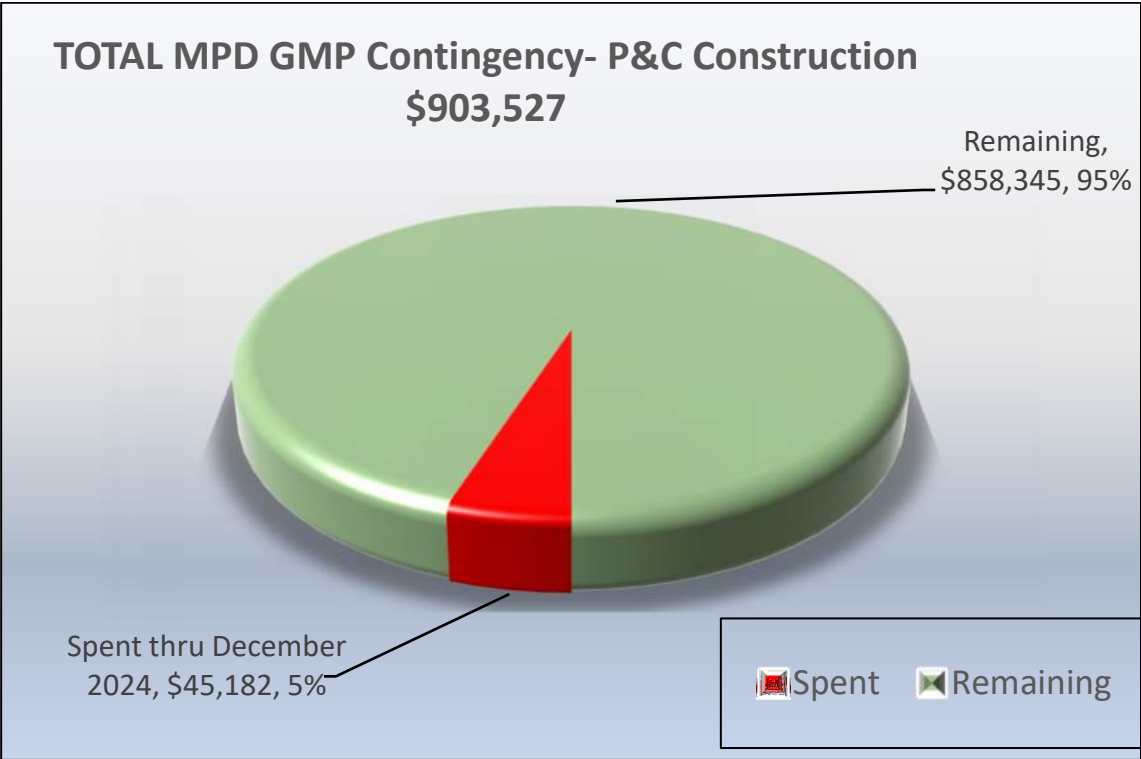
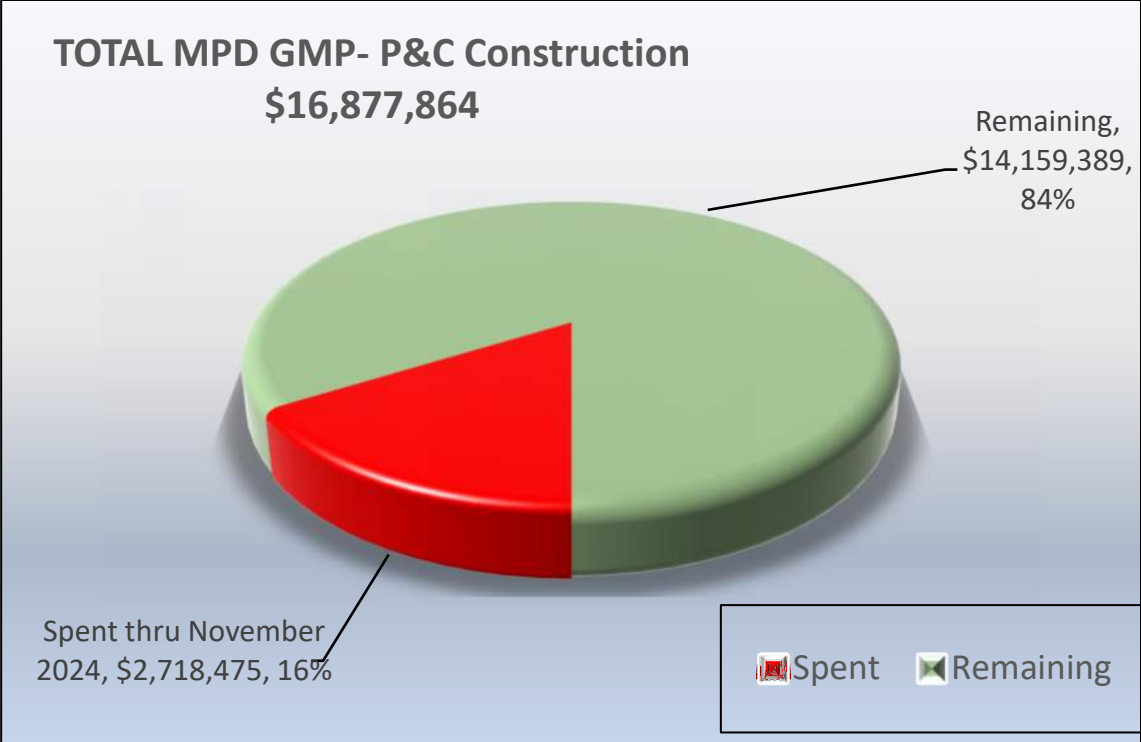
PREPARED BY: Joshua Dodson, Owner's Rep./Project Manager

- 1) Project Vitals:** 1.6-acre site, 17,832 SF single story new police facility located at old bowling alley property off 150 Grange Ave., project funded by \$16M bond plus other funding, Construction GMP contract is \$16,877,864, Project Budget is projected at \$22,025,709, construction complete by December 2025.

- 2) Project Team:** City of Molalla and Police Department, Joshua Dodson Owner's Rep., Mackenzie Architects, P&C Construction, NV5 for geotechnical and hazmat services, Elevate Cx for building commissioning services, Intertek/PSI for Special Inspections

3) Budget Status:





❑ 4) Scope/Design Updates:

Design Update from Mackenzie- “Mackenzie has been working to close out our last permit for the project and was able to get that completed prior to the holidays. They’ve been answering contractor questions and reviewing product submittals as they support construction efforts. Additionally, they’ve made several visits to the site to monitor construction progress and make sure everything is built to plans and specs.” David Linton

❑ 5) Construction Updates:

Construction Updates from P&C Construction- “The project construction schedule is proceeding on as quickly as possible. All interior concrete has been completed, and all exterior building brick will be wrapping up in the next couple of weeks. Masonry work has shifted to the few interior walls and will be constructed close to the bottom of roof. The building is preparing for the first round of structural components in preparation for the steel and building joist deliveries.” Jason Bragg

MOLALLA POLICE FACILITY DEVELOPEMENT TIMELINE

	2023	2024	2025
EWA -Early Work Amendment- Abatement/Demolition Old Bowling Alley Building/Site Prep	Spring/Summer 2023	November 2023	
Bond Election- PASSED!		Q1'-Q2'2024	
Design/Permitting		July 2024	
Site Mob.- Construction Begins		August 2024	
Site demo & grading, excavate footings, foundations		September 2024	
Concrete/Masonry stemwalls, MEP underground utilities		October 2024	
Site utilities rock fill site and pad		November 2024	
Pour slab on grade, storm detention system		December 2024	
Exterior masonry, MEP rough in			January 2025
Interior masonry, structural steel and joists			February 2025
Low roof frame MEPS, and metal decking CLT, MEPS			March 2025
High roof, interior metal stud framing			April 2025
Low roofing and site walls			May 2025
Carpport			June 2025
Interior			July 2025
Interior			August 2025
Interior			September 2025
Site improvements			October 29, 2025
Closeout/Punch List			November 2025
Substantial Completion			December 2025
Final Completion			

❑ 6) Interesting Things/Challenges:

- a) Celebration- Team collaboration and problem solving each week
- b) Management of GMP contingency- smartsheet log
- c) Constructing in high water table
- d) Specialty Building materials coming together, CLT, metal, concrete, masonry, bullet resistant glass, etc..

❑ 7) Pictures:



Figure 1- 12.12.2024- Team walk post OAC meeting- final interior slab and masonry wall progress



Figure 2- 12.12.2024- Masonry wall installation, scaffolding



Figure 3- 12.12.2024- Building entrance



Figure 4- 11.21.2024- Masonry wall installation with rainbow



Figure 5- 11.6.2024- Big hole in ground for new storm detention system



Figure 6- 11.14.2024- New underground storm system installed



Figure 7- 11.6.2024- Pouring concrete slab



Figure 8- 11.6.2024- pouring concrete slab entry zone



Figure 9- Concrete slab pour, below grade waterproofing of utility penetrations

END OF REPORT

The Five Behaviors of a Cohesive Team

Patrick Lencioni

