



City of Molalla  
City Council - Regular Meeting  
Minutes – August 14, 2024  
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

**CALL TO ORDER**

The Molalla City Council Meeting of August 14, 2024 was called to order by Mayor Scott Keyser at 7:00pm.

**COUNCIL ATTENDANCE**

Present: Mayor Scott Keyser, Council President Jody Newland, Councilor Leota Childress, Councilor Terry Shankle, Councilor Eric Vermillion, Councilor Darci Lightner, and Student Council Liaison Grace Peterson.

Absent: Councilor Raelynn Botsford.

**STAFF IN ATTENDANCE**

Dan Huff, City Manager; Christie Teets, City Recorder; Mac Corthell, Assistant City Manager; Chris Long, Police Chief.

**APPROVAL OF AGENDA**

Approved as presented.

**CONSENT AGENDA**

- A. City Council Meeting Minutes – July 24, 2024

**ACTION:**

Councilor Vermillion moved to approve the Consent Agenda; Councilor Shankle seconded. Motion passed 6-0.

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

NAYS: None.

ABSENTIONS: None

**EXECUTIVE SESSION ANNOUNCEMENT**

Mayor Keyser made an announcement that prior to the regular City Council meeting, an Executive Session had been held pursuant to Oregon Public Record Law, ORS 192.660(2): (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions. He stated that no decisions had been made during the meeting.

**PRESENTATIONS, PROCLAMATIONS, CEREMONIES**

- A. Police Officer Swearing-In

Police Chief Long read the Oath of Office to newly hired Officer Heather Hisel, followed by Mayor Keyser swearing her in.

**PUBLIC COMMENT**

None.

**PUBLIC HEARINGS**

- A. Ordinance No. 2024-03: Amending Molalla Municipal Code to Define “Overnight” as Used in Molalla Municipal Code, Title 10, Vehicles and Traffic

Assistant City Manager Corthell stated that he had requested that Officer Murphy canvas local businesses regarding late business hours proposed for this ordinance. Staff is proposing an ordinance that defines overnight parking as 2:00 am to 6:00 am. People are encouraged to obtain a permit from City Hall if they choose to park in a city owned lot during these hours.

Mayor Keyser opened the Public Hearing for Ordinance No. 2024-03: Amending Molalla Municipal Code to Define “Overnight” as Used in Molalla Municipal Code, Title 10, Vehicles and Traffic at 7:08pm. Seeing that there were no audience members to speak for or against the ordinance, he closed the Public Hearing at 7:09pm.

## **ORDINANCES AND RESOLUTIONS**

- A. **Ordinance No. 2024-03**: Amending Molalla Municipal Code to Define “Overnight” as Used in Molalla Municipal Code, Title 10, Vehicles and Traffic

Mayor Keyser invited Asst. City Manager Corthell to provide any additional comments, Mr. Corthell stated that he had nothing further to add.

### **ACTION:**

Council President Newland moved to hold the First Reading of Ordinance No. 2024-03 by title only; Councilor Vermillion seconded. Motion passed 6-0.

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

NAYS: None.

ABSENTIONS: None.

### **ACTION:**

Council President Newland moved to hold the Second Reading and Adoption of Ordinance No. 2024-03 by title only; Councilor Vermillion seconded. Motion passed 6-0.

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

NAYS: None.

ABSENTIONS: None.

- B. **Resolution No. 2024-17**: Authorizing the City Manager to Execute a Contract for Water Intake Pre-Design

Assistant City Manager Corthell explained that the only bid received for the Water Intake Design was a company by the name of Tetra-Tech. He felt that this was fortunate, as Tetra-Tech has worked with the City for the past 28 years and has knowledge of our current system. He is requesting Council approve the contract.

### **ACTION:**

Councilor Vermillion moved to approve Resolution No. 2024-17, A Resolution Authorizing the City Manager to Execute a Contract for Water Intake Pre-Design; Councilor Childress seconded. Motion passed 6-0.

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

NAYS: None.

ABSENTIONS: None.

- C. **Resolution No. 2024-18**: Setting Funding Levels for the Sidewalk Improvement Program

Assistant City Manager Corthell explained that funding had been approved the last fiscal year for sidewalk improvements, with a continuation for this fiscal year. This is an approved line item in the budget, however, staff is requesting that funding levels be set for the program. Individuals can apply for the grant through the Community Development Department. This program is designed more for homeowners than large corporations. Council President Newland verified with Mr. Corthell that the grants are available on a first-come first-served basis. He concurred. The total amount allotted for this project is \$350,000, as approved during the Budget process. Mr. Corthell explained that his estimation of an average job is \$10,400. Mayor Keyser feels this is a great opportunity for community members.

### **ACTION:**

Councilor Vermillion moved to approve **Resolution No. 2024-18**: Setting Funding Levels for the Sidewalk Improvement Program; Council President Newland seconded. Motion passed 6-0.

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

NAYS: None.

ABSENTIONS: None.

- D. **Resolution No. 2024-19**: Authorizing City Staff to Conduct a Sole Source Procurement And Adopting the Findings – (Meter Ends)

Mr. Corthell explained that additional utility meters need to be purchased, as many are old and the City is rotating them as funds become available. This project began last year and now that we are in a new fiscal year, staff is requesting to use the same source to purchase them from as in the previous year.

**ACTION:**

Councilor Childress moved to approve Resolution No. 2024-19: Authorizing City Staff to Conduct a Sole Source Procurement And Adopting the Findings; Councilor Vermillion seconded. Motion passed 6-0.

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

NAYS: None.

ABSENTIONS: None.

- E. Resolution No. 2024-20: Approving an Intergovernmental Agreement (IGA) with the Department of Land Conservation and Development (DLCD) for Housing Production Strategy and Urban Growth Boundary Work

Mr. Corthell explained that this item is a formalization of a grant that was received from DLCD. The need for the IGA is that DLCD manages the contract for the City. Staff is seeking approval for DLCD to manage the grant.

**ACTION:**

Councilor Vermillion moved to approve Resolution No. 2024-20, Approving an IGA with DLCD for Housing Production Strategy and Urban Growth Boundary Work; Councilor Shankle seconded. Motion passed 6-0.

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

NAYS:

ABSENTIONS:

**GENERAL BUSINESS**

- A. Police Facility Update

City Manager Huff introduced Joshua Dodson, OTAK Project Manager for the new Police Facility. P & C staff members Chana Frederick and Jason Bragg, were also in attendance. Mr. Dodson explained that the project was initially expected to cost between 16.8 – 17.6 million. The GMP amount is listed at roughly 16.8 million. The entire group is pleased that the project is staying within budget. Staff is requesting Council approval for the Guaranteed Maximum Price.

Ms. Frederick feels a savings benefit could be due to the wait time until the bond had past. Mayor Keyser asked about the cost savings, to which Mr. Huff explained that the right thing to do is to keep the cost to taxpayers as low as possible.

**ACTION:**

Council President Newland moved to authorize the final GMP amendment value of \$8.2 million to continue with constuction of the new Police Facility; Councilor Vermillion seconded. Motion passed 6-0.

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

NAYS:

ABSENTIONS:

- B. OLCC Licensing Update – Intro to CAMP (Cannabis Alcohol Management Program)

City Recorder Teets explained the updated process through OLCC for applying and renewing liquor licenses, as provided in the staff report.

**STAFF COMMUNICATION**

- City Manager Huff asked community members to contact City staff directly regarding projects or visit the Molalla Current. He also announced that the slide in the tot-park portion of Fox Park has been removed, due to deterioration. A portion of Parks CPC fundraising monies and a donation from Molalla Communications will fund the replacement slide.
- City Recorder Teets provided an Election update; candidates for Mayor are Scott Keyser and Jennifer Satter. Candidates for Council are Darci Lightner, Eric Vermillion, Doug Gilmer, Martin Bartholomew, and Tom Luttrell. Ms. Teets commended the police staff for a great event at National Night Out, and loved the location at Clark Park.

- Police Chief Long shared that the Police Department is currently fully staffed, which is great. Chief reminded everyone that school starts in a few weeks, and to be mindful of young walkers on the road. He is attending weekly meetings at the construction site for the new facility.
- Assistant City Manager Corthell announced the Town Hall meeting being held for the Parks Master Plan. It will be on August 21<sup>st</sup> at the Library. He also provided a few Public Works updates.

**COUNCIL COMMUNICATION**

- Student Council Liaison Peterson encouraged the community to make donations to the Food Bank. They are open Monday and Wednesday. She also recommended that juniors and seniors consider volunteering around the community, as it looks great on a resume or scholarship application.
- Councilor Vermillion enjoyed participating in the the Groundbreaking Ceremony for the Police Station. He thought National Night Out was a great event.
- Councilor Lightner had nothing to report.
- Councilor Shankle shared an idea for a kids craft at Celebrate Molalla. This years craft will involve pinecones, pumpkins, and the other usual crafts. She also announced that the Aquatic Center will be closed from September 2 – 29.
- Councilor Childress announced that Celebrate Molalla will take place on Saturday, August 24<sup>th</sup>, with vendors, musicians, and food. Coordinators are still in need of volunteers.
- Council President Newland announced the multiple Parks CPC Fundraisers that are underway; raffle baskets, paint classes, ornaments, tshirts, and snacks at Music in the Park. She also announced the succession plan for the Parks CPC.
- Mayor Keyser enjoyed the Groundbreaking Ceremony for the Police Department, as well as National Night Out. He commented on the political tension in the city, and encouraged folks to contact the City with questions.

[For the complete video account of the City Council Meeting, please go to YouTube  
“Molalla City Council Meetings – August 14, 2024”](#)

**ADJOURN**

Mayor Keyser adjourned the meeting at 8:07pm.

  
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Scott Keyser, Mayor

ATTEST:

  
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Christie Teets, CMC - City Recorder