



City of Molalla
City Council - Regular Meeting
Minutes – January 22, 2025
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

CALL TO ORDER

The Molalla City Council Meeting of January 22, 2025 was called to order by Mayor Scott Keyser at 7:00pm.

COUNCIL ATTENDANCE

Present: Council President Eric Vermillion, Councilor RaeLynn Botsford, and Councilor Martin Bartholomew, Councilor Doug Gilmer, and Mayor Scott Keyser.

Absent: Councilor Leota Childress and Councilor Terry Shankle.

STAFF IN ATTENDANCE

Dan Huff, City Manager; Mac Corthell, Assistant City Manager; Christie Teets, City Recorder; and Dan Zinder, Senior Planner.

GUEST IN ATTENDANCE

Brendan Buckley, consultant from Johnson Economics

APPROVAL OF AGENDA

Approved as presented.

CONSENT AGENDA

- A. City Council Meeting Minutes - January 8, 2025
- B. Strategic Planning Work Session Meeting Minutes - January 11, 2025
- C. Parks CPC Appointment - J. Newland

ACTION:

Councilor Botsford made a motion to approve the Consent Agenda; Council President Vermillion seconded. Motion passed 5-0.

AYES: Vermillion, Botsford, Bartholomew, Gilmer, Keyser

NAYS: None.

ABSENTIONS: None.

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

- A. Goodwill Industries Presentation

Presenters Sally and Cynthia from Goodwill provided an overview of Goodwill Jobs Connection Program services aimed at helping individuals in the community find employment. They explained that their services include assistance with resumes, cover letters, transportation, and work attire. Goodwill Job Connection also helps local businesses find employees. Goodwill Job Connections host job fairs in Oregon City and Molalla. (*You Tube Video 3:00-8:15*)

PUBLIC COMMENT

Char Pennie, Molalla, OR: Ms. Penne raised questions and concern regarding background checks that were recently discussed at the (Strategic Planning Session) goal-setting meeting.

David Potts, Molalla, OR: Mr. Potts, addressed the City Council, suggesting the idea of creating a district-based form of representation for councilors.

PUBLIC HEARINGS

- A. Draft Economic Opportunities Analysis (EOA), Employment Buildable Lands Inventory (BLI) and Comprehensive Plan and Development Code Amendments (Zinder)

Mayor Scott Keyser opened the Draft Economics Opportunities Analysis (EOA) Public Hearing at 7:14pm; no present Council Members acknowledged potential conflicts of interest. Mayor Keyser requested Senior Planner; Dan Zinder, provide Staff Report.

Mr. Zinder opened discussion on the City's Economic Opportunities Analysis (EOA) and the Comprehensive Plan update, which is part of the Urban Growth Boundary (UGB) study. The City hired Johnson Economics to update the

analysis and Buildable Lands Inventory. On December 4, 2024, the Planning Commission held a Hearing and Public Comment, including a request to amend the Central Commercial Zone to allow fueling stations. The Commission recommended the proposed modifications, and the consultant incorporated additional land needs, including specific requirements for large employment sites and data center development. The City faces a shortage of larger industrial sites, though there is a surplus of smaller industrial sites. The conversation highlighted the importance of expanding land options for business recruitment, with a focus on ensuring future job growth for the community. Council consensus was reached to further discuss items at a Work Session. (*You Tube Video 12:00-31:00 | full extent of conversation 12:00-50:00*)

PUBLIC COMMENT

Wendy Kellington, Kellington Law Group: Mrs. Kellington, representing Center Market, suggested modifying the City’s Zoning Code to allow fueling stations in the C1 Zone; further proposing four options for consideration and requested Council include amendments in the Economic Opportunities Analysis (EOA).

Joe Herrera, Meadowbrook, OR: Mr. Herrera advocated for a more aggressive expansion of land for growth, particularly for industrial and manufacturing uses. Mr. Herrera was pleased with the overall information in the analysis.

ACTION:

Council President Vermillion moved to continue Public Hearing at the February 12, 2025 Council Meeting; Councilor Gilmer seconded. Motion Passed 5-0

AYES: Vermillion, Botsford, Bartholomew, Gilmer, Keyser

NAYS: None.

ABSENTIONS: None.

The Public Hearing for the Draft Economic Opportunities Analysis (EOA), Employment Buildable Lands Inventory (BLI), and Comprehensive Plan and Development Code Amendments is in continuance until February 12, 2025.

B. Ordinance No. 2025-01: Updating MMC Chapter 2.17 Community Program Committee Term Limits

Mayor Scott Keyser opened Public Hearing for Ordinance No. 2025-01 at 7:50p and noted no present Council Members shared a Conflict of Interest.

City Manager Dan Huff provided a Staff Report detailing an Ordinance amendment regarding term limits for Community Program Committees (CPC’s). Mr. Huff confirmed the City has two active CPC’s: Beautification and Culture Committee and a Parks Committee. The proposed amendment would establish a process of members appointed for two-year terms.

PUBLIC COMMENT

None.

Mayor Keyser, seeing no Public Comments, closed the Public Hearing at 7:55pm.

ORDINANCES AND RESOLUTIONS

A. Ordinance No. 2025-01: Updating MMC Chapter 2.17 Community Program Committee Term Limits

Acknowledging that City staff and City Council had no further comments to share, Mayor Keyser called for a motion to hold the First Reading of Ordinance No. 2025-01.

ACTION:

Councilor Botsford made a motion to have the First Reading of Ordinance No. 2025-01: An Ordinance of the City of Molalla, Oregon, amending language in Chapter 2.17 Community Program Committee in the Molalla Municipal Code. Council President Vermillion seconded. Motion passed 5-0.

AYES: Bartholomew, Botsford, Gilmer, Vermillion, Keyser

NAYS: None.

ABSENTIONS: None.

Confirming the vote passed unanimously, Mayor Keyser called for the Second Reading and Adoption of Ordinance No. 2025-01

ACTION:

Councilor Botsford made a motion to have the Second Reading and Adoption of Ordinance No. 2025-01 by title only. Council President Vermillion seconded. Motion passed 5-0.

AYES: Gilmer, Bartholomew, Botsford, Vermillion, Keyser

NAYS: None.

ABSENTIONS: None.

GENERAL BUSINESS

B. Section Street Tree Removal

Assistant City Manager, Mac Corthell lead the discussion and outlined options for relocating power poles and removing a significant tree as part of the Section St. Repaving Project. The tree will be removed, and the poles will be moved back, with one pole near the ADA ramp shifting six feet south. If the project is completed as a City Project, PGE will cover the cost of moving the poles, while the City would pay for tree removal (\$6,500). The Council requested a Public Hearing on the matter to ensure residents of Section St. are aware of the project and have opportunity to voice opinions.

C. Council Goals Created for 2025 - Draft Document

City Manager Dan Huff shared a brief review of draft Strategic Planning Session Goals and discussed the next steps. Mr. Huff noted Focus Areas with red markings are prioritized, and blue markings indicate new items added to the plan. Focus Area 4, which involves Resource Hubs, was highlighted, observing that many initiatives fall outside the City's direct responsibilities. Council discussion regarding Civic Education and Town Hall Sessions in Focus Area 3 lead to a consensus to remove "Town Hall Sessions" and replace with alternative methods for civic engagement. The final document is expected to be presented for possible adoption at the February 12th Council Meeting.

D. Joint Values and Outcomes for the 2025 State Legislative Transportation Package

City Manager Huff and Mayor Keyser revisited a matter discussed previously by C4 regarding the use of the City's logo for a document (*Joint Values and Outcomes for the 2025 State Legislative Transportation Package by the Communities of Clackamas County*) being presented to State Legislators. The Council confirmed their support and, by consensus, agreed to continue supporting the initiative by consensus.

STAFF COMMUNICATION

- **City Recorder, Christie Teets:** Shared open opportunities on the Library Board, Budget Committee, and Planning Commission. Budget and Planning roles are available to residents within the city limits. Additionally, the Council was asked to mark their calendars for February 12th, 6 PM Work Session.
- **Assistant City Manager, Mac Corthell:** Provided a Fourth-Quarter Report highlighting several ongoing and upcoming projects. Notably, the Wastewater Treatment Plant broke ground on January 17th, the project is progressing well. The Community Development Department is working on several key projects, including the Stormwater Master Plan, with a potential goal of March Adoption, and collaborating with various consultants for Parks, Urban Growth Boundary, and Economic Development initiatives. Mr. Corthell also shared the City would soon welcome a highly qualified Associate Planner and most notably the Quarterly Report continues to be improved and evolved for better clarity and engagement.
- **City Manager, Dan Huff:** Highlighted Molalla's historical development, adding the original downtown area was once surrounded by mills. Mr. Huff noted the main commercial corridor along Highway 211 (Main Street) is something to keep in mind and recognize the importance in considering the town's layout when deciding on gas stations in the C1 and C2 Zones, noting Molalla has a role as a Commuter Town, with many residents driving to work, the need for commercial development in the right locations is important in discussions.

COUNCIL COMMUNICATION

- **Councilor Bartholomew:** No Report.
- **Councilor Gilmer:** No Report.
- **Councilor Botsford:** Shared reminder for the Chamber's Banquet and noted the theme of "Let's Have a Ball" sports related; sharing one does not have to dress-up, however, attendees usually participate in the fun of themed-attire.
- **Council President Vermillion:** Noted Counselor Gilmer and he attended the Parks CPC Meeting, where Kristy Hodgkinson was elected Chair, and Nicole Jung was elected Vice-Chair. The Committee has been active, with their recent Sign Class raising \$420 after overhead costs. Current fundraiser is a Sees Candy campaign on

Facebook. Councilor Vermillion shared various potential fundraisers in the future, discussion of BMX Track, and Annual Parks CPC Garage Sale in July.

- **Mayor Scott Keyser:** Shared updates on recent activities, including a meeting with Clackamas County Commissioners where he clarified Molalla's homeless issues. He shared his YouTube accounts *Molalla Happenings* and *The Spice* and Share the Love events. Mayor Keyser read-aloud a statement where he emphasized the importance of collaboration within the City Council, encouraged Council Members to engage actively in their roles, and reflected on City's Goals. *(Statement read-aloud will be attached to Meeting Minutes)*

ADJOURN

Mayor Keyser adjourned the City Council meeting at 8:45pm.

For the complete video account of the City Council Meeting, please go to [YouTube](#)

"Molalla City Council Meetings – January 22, 2025"



Scott Keyser, Mayor

PREPARED BY:



Crystal Robles, Records Specialist

ATTEST:



Christie Teets, CMC, City Recorder

Meeting Minute Attachments:

- Community Development Department – Fourth-Quarter Quarterly Report
- Mayor Keyser's 1/22/25 Council Statement

Economic Opportunities Analysis Updates (EOA)

City Council

January 22, 2025



Updates

The updates did not change overall stated land need (~73 acres surplus) but did provide further site specific need. This gives the City flexibility in our UGB expansion to bring in additional large sites for employment land even though we're currently operating at a surplus of our 20-year land supply. Existing sites cannot meet those needs. This

information will also bolster arguments for zone changes for more efficient use of properties currently in the UGB.



Data Centers

- Data centers have been an industry where our region has seen growth. City was approached by a data center in fall with a serious inquiry about locating in Molalla.
- Data Centers typically need a site between 20-100 acres. Our inquiry was regarding a site with 50-100 acres.
- The City's UGB currently does not have such a site with contiguous ownership.
- The need for such a site has been added to our 20 year forecast.



Forecasted Land Need

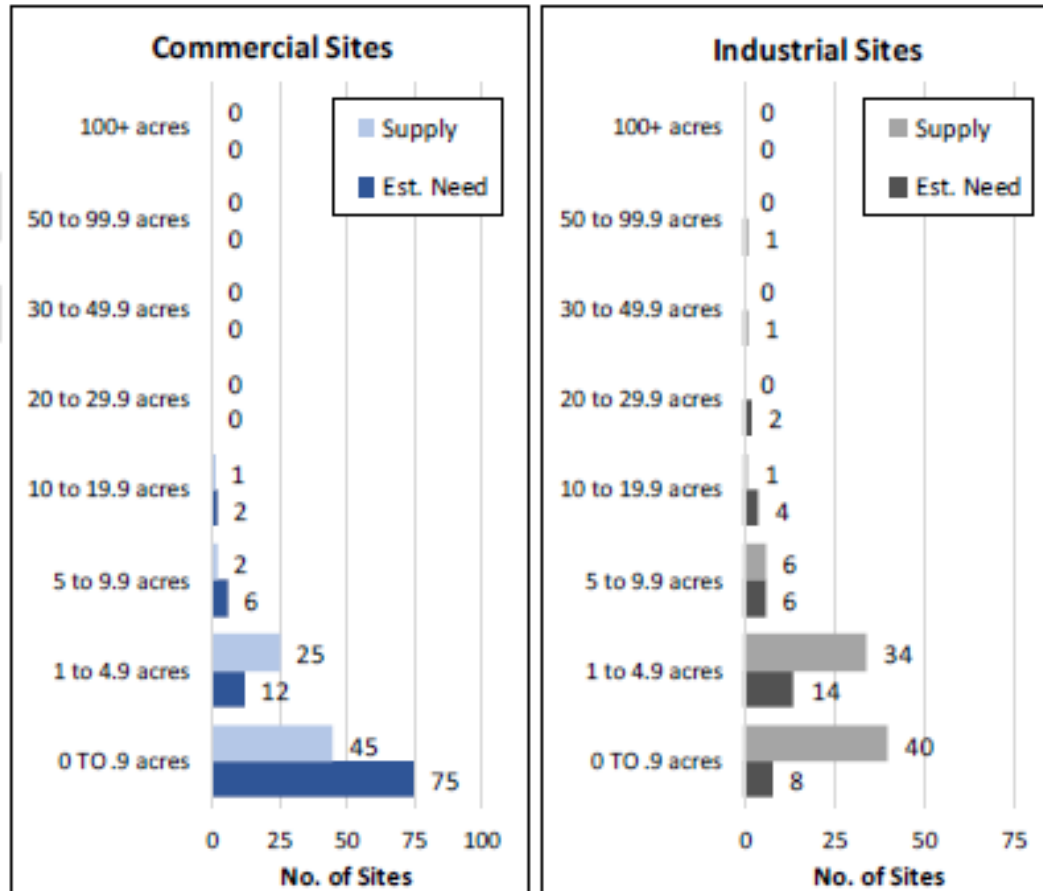
**FIGURE 7.7: ESTIMATE OF FORECASTED 20-YEAR SITE NEED
BY LAND USE AND SITE SIZE (ACRES)**

LAND USE	0 TO .9 acres	1 to 4.9 acres	5 to 9.9 acres	10 to 19.9 acres	20 to 29.9 acres	30 to 49.9 acres	50+ acres	TOTAL (sites)	TOTAL (acres)
Office	32	5	2	1	0	0	0	40	21
Institutional	4	3	2	0	0	0	0	9	13
Retail	39	4	2	1	0	0	0	46	36
Commercial Total:	75	12	6	2	0	0	0	95	70
Flex/B.P	1	5	2	1	0	0	0	9	18
Gen. Ind.	5	4	2	1	1	0	0	13	12
Warehouse	2	5	2	2	1	1	0	13	48
Industrial Total:	8	14	6	4	2	1	0	35	78
Data Center	0	0	0	0	0	0	1	1	50
TOTAL:	83	26	12	6	2	1	1	131	198

Source: Oregon Employment Department, BEA, Johnson Economics LLC

Available Sites

FIGURE 7.8: SUMMARY OF FORECASTED 20-YEAR SITE NEED VS. SITE SUPPLY
BY LAND USE AND SITE SIZE (ACRES), MOLALLA



Address to the City Council

Opening Remarks

First off, I would like to say Happy Belated New Year to everyone. Last year had its ups and downs, but for the most part, we all survived and now move on to bigger and better things. Councilor Gilmore and Councilor Bartholomew, welcome to the city council. Please don't hesitate to ask the senior council or me any questions you may have.

Gratitude to the Voters

I want to thank the voters of Molalla for the opportunity to serve another four years as Mayor of this great city. An 80% voter approval rating is almost unheard of these days. Over the past four years, many said our city was a freight train of policy and progress. Challenge accepted. Over the next four years, I look forward to raising the standard and accomplishing even more with all of you and our city staff. Challenges will arise, but this team is remarkable at finding solutions or forging ahead.

Our Culture of Collaboration

Our culture emphasizes decorum and collaboration. I believe every member has a voice and ideas that deserve to be heard. You were elected by the voters to represent their thoughts and vote accordingly. We are also tasked with creating policies to protect the city and our residents from all potential threats. Achieving this requires listening to voters, city staff, and colleagues to make Molalla the best it can be. Some ideas may cost nothing to implement; others will require resources. Ultimately, the council controls the process, and majority rules. If the process feels rushed, we will slow it down to ensure informed decisions. If we don't get it right the first time, we'll keep trying until we do.

Roles and Responsibilities

I want to remind the council that we have three employees: the Judge, the City Attorney, and the City Manager. We communicate directly with the City Manager, Mr. Huff. If you feel the need to contact the City Attorney, please consult with me or Mr. Huff beforehand. This is not to screen your reasoning but to save the city money, as we are billed for every interaction with the City Attorney. As for the rest of the city staff, they report to Mr. Huff. We do not interfere with their duties. If you have concerns about their performance, address them through Mr. Huff.

Mr. Huff's extensive tenure as City Manager is exceptional, and he is highly respected by staff and peers alike. Last year, he was even elected President of his professional association. Mr. Huff is a resource who wants to see the city succeed. Share your ideas with him—he will either explain why they can't work or help you develop them.

Handling Challenges

Over the next two to four years, we won't always agree or make each other happy. Mistakes will happen. If issues arise, address them directly with the person involved. If you need support, reach out to Council President Vermillion, Mr. Huff, or me. No one likes being attacked, so kindly state your concerns and propose solutions.

Preparation for Meetings

Please read your council packets the weekend before meetings. Staff invests significant time in preparing these materials to help us succeed, and not using them is disrespectful. If you have questions, email Mr. Huff beforehand to ensure he can provide necessary information during the meeting. Respecting staff's efforts helps us function more efficiently. Imagine packing for a trip without knowing the destination; staff deserves to know what to prepare for our meetings.

Setting the Standard

In my first four years as Mayor, I worked hard to learn my role, be present, and set a high bar. For the next four years, I've set an even higher standard for myself. This position is not just about showing up every two weeks to vote; it requires active participation. I will hold you accountable for your liaison roles and public event attendance. Our council is only as strong as its weakest link. If you're committed, I will support you in excelling in your role.

With most of our infrastructure being rebuilt over the next three years, it's vital to be engaged and present for these accomplishments. Other cities struggle to secure even one project like ours. Embrace your liaison roles, attend meetings, and share updates with the council. This fosters excitement and collaboration.

Encouraging Ideas

Encourage outside-the-box thinking. Not all ideas are perfect, but they deserve consideration. Dismissing ideas outright discourages participation. If an idea doesn't fit your perspective, propose improvements rather than shutting it down. We represent the same voters, and their voices should guide us.

Commitment to Attendance

Council meetings are held on the second and fourth Wednesdays of each month. Please prioritize attendance; voters notice when we're absent. During my first term, I missed one meeting due to

COVID and was four minutes late to another. I take this responsibility seriously and expect the same from all of you. To help staff with meeting minutes, raise your hand to speak. This is not about control but clarity.

Shared Responsibility

Lastly, I ask for your involvement. Over the past four years, I've been the first call for 10,300 residents with issues or complaints, often serving as a public punching bag for decisions made by all of us. In the next four years, I will forward or involve you individually in some complaints to share the load. When handling complaints, consult Mr. Huff first to avoid making promises or statements that complicate matters. He is an invaluable resource.

Closing Remarks

Thank you for your commitment to the voters of Molalla. Let's set the standard in Oregon for how cities should be run.

A handwritten signature in blue ink, appearing to read "S. Huff", is written diagonally across the lower right portion of the page.