



City of Molalla
City Council - Regular Meeting
Minutes – February 26, 2025
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

CALL TO ORDER

The Molalla City Council Meeting of February 26, 2025 was called to order by Mayor Scott Keyser at 7:15 pm.

Mayor Keyser apologized for the delayed start of the meeting, explaining that the Work Session prior to the Regular Session ran over the allotted time due to important discussions.

COUNCIL ATTENDANCE

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

STAFF IN ATTENDANCE

Dan Huff, City Manager; Mac Corthell, Assistant City Manager; Christie Teets, City Recorder; Cindy Chauran, Finance Director; and Sam Miller, Engineer Section Manager.

APPROVAL OF AGENDA

Approved as presented.

CONSENT AGENDA

- A. Work Session Meeting Minutes - February 12, 2025
- B. City Council Meeting Minutes - February 12, 2025
- C. Library Board Meeting Minutes - February 26, 2024

ACTION:

Councilor Botsford made a motion to approve the Consent Agenda as presented; Council President Vermillion seconded. Motion passed 7-0.

AYES: Gilmer, Shankle, Childress, Vermillion, Botsford, Bartholomew, Keyser

NAYS: None.

ABSENTIONS: None.

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

- A. SingerLewak Auditor Presentation

Kathy Wilson, Director for Assurance and Advisory with SingerLewak, presented the City of Molalla's Annual Comprehensive Financial Report for the fiscal year ending June 30, 2024. She noted the City received its first GFOA Award for last year's report and had submitted the same award this year. The City received a "clean" unmodified opinion on its financial statements, meaning they fairly represent the City's financial position. The report highlighted a positive General Fund balance, with around 50% expenditure covered by the fund balance, which is considered healthy. Mrs. Wilson also discussed a new accounting standard related to error corrections and changes in financial structure and noted the City's \$16 million General Obligation Bond. The Urban Renewal Agency also received a Clean Audit opinion. There were no significant issues, and the City was found to be in compliance with Oregon State Regulations.

PUBLIC COMMENT

None.

PUBLIC HEARINGS

- A. Section Street Tree Removal

Mayor Scott Keyser opened Section Street Tree Removal Public Hearing at 7:35pm; no present Council Members acknowledged potential conflicts of interest.

Assistant City Manager, Mr. Corthell began staff report by reviewing in January 2025, staff informed City Council regarding a tree removal on Section Street to facilitate the relocation of power poles as part of the Section Street repaving project. The Council requested staff notify property owners and tenants, inviting them to a Public Meeting on February 26th for comment. A mailer was sent to 32 addresses with details about the project. The project involves moving power

poles on the north side of Section Street to the outer edge of the City's Right of Way (ROW) to improve safety and meet current standards. The costs for tree removal and pole relocation are covered by the City and PGE, respectively, if done as part of the public project. If not, the developer of a nearby vacant lot will bear the costs for relocating poles and removing the tree. Alternatively, undergrounding the power lines could be an option, but it would cost \$75,000–\$150,000, depending on outcome.

(For a complete account of the discussion, please refer to the YouTube video recording from minutes 21:05 to 26:50)

As there was no public comment for the Public Hearing, Mayor Keyser closed the Public Hearing for Section Street Tree Removal at 7:40pm.

ORDINANCES AND RESOLUTIONS

- A. Resolution No. 2025-03: Awarding a Contract for Banking Services and Authorizing the City Manager to Execute the Contract and All Other Documents Necessary to the Award (Chauran)

Finance Director Chauran shared request for proposal (RFP) for banking services, executed on December 4, 2024. The process is recommended every five to seven years to ensure transparency and guarantee the City is receiving the best deal for its banking services. After evaluating responses from two banks, HomeStreet and Wells Fargo, the recommendation was to switch banking services to HomeStreet. In response to a question from Mayor Keyser, Finance Director Cindy Chauran further explained while the nearest HomeStreet branch is in Lake Oswego, armored car services will handle the City's deposits, eliminating the need for frequent trips to the bank.

ACTION:

Council President Vermillion moved to adopt Resolution No. 2025-03, Awarding a Contract for Banking Services and Authorizing the City Manager to Execute all documents. Councilor Botsford seconded. Motion passed 7-0

AYES: Gilmer, Shankle, Childress, Vermillion, Botsford, Bartholomew, Keyser

NAYS: None.

ABSENTIONS: None.

GENERAL BUSINESS

- A. City Manager Evaluation Process (Teets)

Following the February 12th Work Session, City staff revised the City Manager Evaluation Process document based on Council suggestions, using the scoring guide from Option A and the summary questions from Option B. Recorder Teets confirmed that the final page of the evaluation process requires signed acknowledgment by both the Mayor and City Manager, regardless of whether there is agreement or disagreement with the content. The suggestion of staff was to adopt the evaluation document as a five-year plan, option of modification in the future.

ACTION:

Councilor Botsford made a motion to adopt the City Manager Evaluation Process; Council President Vermillion Seconded. Motion passed 7-0

AYES: Bartholomew, Botsford, Vermillion, Childress, Shankle, Gilmer, Keyser

NAYS: None.

ABSENTIONS: None.

- B. Contract Award: Chief Yelkus Park (Corthell)

Assistant City Manager Corthell, updated the Council on the Chief Yelkus Park Playground Project, which is themed around the Molalla Indian Tribe's myth of Coyote and Grizzly. Phase 1 of the park's development includes the construction of a new parking area, storm drainage improvements, playground structures, concrete walkways, a restroom enclosure, bicycle parking, water line extensions, park landscaping, street lighting, and amenities. Several bids were received for the project, with a low bid from Western United Civil Group, LLC at \$667,146, significantly lower than the highest bid.

ACTION:

Council President Eric Vermillion moved to authorize City Manager to execute the Contract with Western United Civil Group for Chief Yelkus Park. Mayor Keyser made an amended motion to appoint Councilors Doug Gilmer and Leota Childress to the Molalla River School District Liaison role. Councilor Gilmer seconded. Motion passed 7-0

AYES: Gilmer, Shankle, Childress, Vermillion, Botsford, Bartholomew, Keyser

NAYS: None.

ABSENTIONS: None.

C. Section Street Tree Removal (Corthell)

Assistant City Manager Corthell reminded Council if no action is taken, the City will proceed with the tree removal and PGE would move the identified poles at PGE own cost. No motion was made by the Council or Mayor Keyser.

STAFF COMMUNICATION

A. Quarterly Report with Statistics - Finance Department (Chauran)

Finance Director, Cindy Chauran, provided an update on the General Fund, noting that property tax revenues are beginning to come in and noting expenses remain just under the 50% threshold, which is on track for the second quarter. The associated statistical page highlighted the key areas the Finance Department has been focused on. Mayor Keyser recognized Director Chauran for her exceptional efforts on the audit and recent financial accolades.

B. OGEC Presentation - March 12, 2025

Recorder Christie Teets reminded everyone of OGEC Training, March 12th, beginning at 6:00 p.m. and the possibility of outside agencies attending meetings as well.

- **City Recorder Teets:** Provided a reminder of an opening on the Budget Committee, Library Board and Planning Commission.
- **Finance Director Chauran:** Noted the Finance Department is working on Budget.
- **Section Engineer Manager Miller:** Nothing to report.
- **Assistant City Manager Corthell:** Praised the Community Development team for their outstanding work during budget season, noting significant progress on the five-year Capital Plan. He highlighted the successful project management by staff including Mr. Millers team and commended Senior Planner Zinder's efforts in managing long-range planning and applications and expressed appreciation of new staff, Jamie, who has provided valuable support. Mr. Corthell shared an update regarding Clark Park, noting a cost-effective plan to repurpose approximately 7,000 yards of dirt excavated from the Wastewater Treatment Plant (WWTP) project to help level the park's sloped fields. This will support the long-term goal of creating new sports fields as outlined in the City's Parks Master Plan and Capital Plan. He provided an update on the upcoming Chief Yelkus Park groundbreaking and extended an invitation to Councilors interested in touring the WWTP site as construction progresses.
- **City Manager Huff:** Provided an update on the new police station, noting that the CLT roof was installed, and work begins on the lower roof deck. Mr. Huff mentioned while the building is visible from the outside, a tour of the interior is now worthwhile and encouraged Council Members to reach out if interested.

COUNCIL COMMUNICATION

- **Councilor Bartholomew:** provided an update on recent and upcoming events at the Molalla Public Library, highlighting continued community engagement.
- **Councilor Gilmer:** Shared he and Councilor Childress, met with two school board members, Mark Lucht and Amy McNeil, for coffee at the Prairie House. Discussed focused on rebuilding communication and agreed to meet once a month to go over relevant business and foster stronger collaboration.
- **Councilor Botsford:** nothing to report.
- **Councilor Shankle:** reminded everyone that swimming lessons will begin on March 10th at the Aquatic Center. A new spring calendar is available starting March 1st additionally, the Aquatic Center is seeking three new board members, with the filing deadline of March 20th. For more information, visit the Aquatic Center's website.
- **Councilor Childress:** provided an update on the upcoming Citywide Cleanup event, scheduled for April 25th and 26th. Volunteers are still needed, and those interested can reach out to Councilor Shankle, Councilor Gilmer, or Terry to sign up. It is open to residents within the City limits.
- **Council President Vermillion:** Announced Parks CPC "Month of March" fundraiser and next meeting on March 20th at 5:30 PM at City Hall. He also expressed gratitude to the staff, including Sam, Cindy, Mac, Dan, and Christie, for their outstanding contributions.

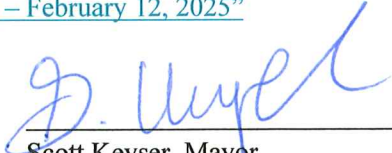
- **Mayor Scott Keyser:** Updated Council on a letter being sent to ODOT regarding ongoing issues with Highway 211 and Main Street. The letter is to be sent to ODOT leadership, state representatives, and Congress. Mayor also encouraged community involvement in open City committee positions. He shared his appointment with the Oregon Mayor’s Association Planning Committee. Lastly, he thanked City staff for their hard work and praised the efficiency of the City Council Meetings.

ADJOURN

Mayor Keyser adjourned the City Council meeting at 8:27pm.

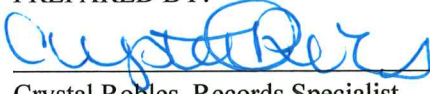
For the complete video account of the City Council Meeting, please go to [YouTube](#)

[“Molalla City Council Meetings – February 12, 2025”](#)



Scott Keyser, Mayor

PREPARED BY:



Crystal Robles, Records Specialist

ATTEST:



Christie Teets, CMC, City Recorder

Meeting Attachments:

- Letter to ODOT (Oregon Department of Transportation)



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February 28, 2025

Subject: Urgent Infrastructure Concerns – Highway 211/Main Street in Molalla

Dear State Leaders,

I write to you today regarding the ongoing infrastructure challenges facing the City of Molalla, specifically the condition of Main Street/Highway 211. This stretch of state highway is a vital artery through our city, serving both residents and businesses. Over the past decade, significant development has taken place along this corridor, yet our community continues to struggle with inadequate road conditions and unresolved safety concerns.

Several years ago, ODOT installed a pedestrian pathway along the north side of the highway. While intended to improve walkability, this pathway presents numerous safety issues. It consists of asphalt without curbing to protect pedestrians from traffic, and the flexible, glued-down pylons offer minimal protection. Additionally, no other walkways in our city are constructed of asphalt—our city’s planning standards prioritize concrete sidewalks with curbing for safety and durability.

Further compounding these concerns are drainage issues. Some rain drains along the path were approved despite being two inches above the walkway, causing water to bypass the drains and flow onto adjacent private properties. In response to these concerns, we previously hosted Rian Windsheimer and Paul Scarlet for a site visit to demonstrate these issues firsthand.

Beyond the pedestrian concerns, Main Street/Highway 211 itself is long overdue for repaving. In the past 20 years, ODOT has repaved the highway east and west of our city limits—from Estacada to Molalla and from Woodburn to Molalla—yet the section running through our city remains untouched. This highway supports significant personal and commercial traffic daily, and its deteriorating condition is a primary complaint among our residents.

Molalla’s residents contribute significantly to state transportation funding, including the \$0.40 per gallon in fuel taxes directed to ODOT. Given this, it is reasonable to expect reinvestment in our local infrastructure. Recognizing ODOT’s current funding challenges, the City of Molalla has proactively sought solutions. We have proposed assuming authority over the section of the highway within our city limits, requesting approximately \$13 million to reconstruct the base, repave the road, and replace the Bear Creek bridge. However, ODOT’s final offer of \$2 million falls far short of what is necessary to complete this project responsibly.

In January 2025, I approached our state legislators to explore potential funding options to bridge this gap. Unfortunately, I was told that securing the additional \$11 million in the current legislative session would be unlikely. This response is deeply concerning, as it forces us to tell our residents—who continue to fund ODOT—that their most critical roadway will continue to deteriorate without a clear solution.

Additionally, as discussions around tolling continue, it is imperative to recognize the potential for Highway 211 to serve as a diversion route for drivers seeking to avoid tolls. If this occurs, the strain on our already failing infrastructure will only accelerate. A proactive solution is needed before this reality worsens our situation.

I am reaching out to you today to ask for leadership, collaboration, and solutions. I urge state leaders to sit down with us and find a viable path forward. The people of Molalla have faced many challenges over the past four years due to broader policy decisions, and they deserve better. Addressing this issue now will not only improve safety and mobility for our community but also demonstrate that their voices are heard and their contributions valued.

I welcome the opportunity to discuss this matter further and work together toward a resolution that benefits both the City of Molalla and the state as a whole.

Sincerely,

Scott Keyser
Mayor, City of Molalla, Oregon