



City of Molalla
City Council - Regular Meeting
Minutes – August 13, 2025
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

CALL TO ORDER

The Molalla City Council Meeting of August 13, 2025 was called to order by Council President Eric Vermillion at 7:00pm.

COUNCIL ATTENDANCE

Present: Council President Eric Vermillion, Councilor Leota Childress, Councilor Terry Shankle, Councilor Doug Gilmer, and Councilor Martin Bartholomew.

Absent: Mayor Scott Keyser

STAFF IN ATTENDANCE

Mac Corthell, Assistant City Manager; and Christie Teets, City Recorder

APPROVAL OF AGENDA

Approved as presented.

CONSENT AGENDA

- A. Work Session Meeting Minutes - July 23, 2025
- B. City Council Meeting Minutes - July 23, 2025
- C. Personnel Policy Update - Food & Beverage as Compensation
- D. Letter of Support for DLCD Housing Planning Assistance Grant

ACTION:

Councilor Childress moved to approve the Consent Agenda; Councilor Gilmer seconded. Motion passed 5-0

AYES: Gilmer, Shankle, Childress, Bartholomew, Vermillion.

NAYS: None.

ABSENTIONS: None.

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

None.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

- A. Letter to City Council – James Bobst
- B. Letter to City Council – Paige Lantz

Assistant City Manager, Mac Corthell stated he has been in regular communication with Mr. Bobst through both phone calls and emails regarding concerns raised in Mr. Bobst's letter. While Mr. Bobst does have concerns, he expressed gratitude that the Council and staff were being considerate in deliberations.

ORDINANCES AND RESOLUTIONS

- A. Resolution No. 2025-21: Awarding a Contract for Project 24-12, N. Molalla Avenue ADA Crosswalk Construction

Assistant City Manager Corthell's report explained the North Molalla ADA crosswalk project aims to improve safety. The existing crosswalk had been unsafe, with poor visibility and was a site of collisions. As North Molalla Avenue was overlaid, and the City decided to move forward with an upgraded design that met ADA requirements and enhanced safety measures. The project will include traffic calming features and a flashing signal to improve visibility and driver awareness.

ACTION:

Councilor Childress moved the City of Molalla to adopt Resolution No. 2025-21: Awarding a Contract for Project 24-12, N. Molalla Avenue ADA Crosswalk Construction; Councilor Gilmer seconded. Motion passed 5-0.

AYES: Gilmer, Shankle, Childress, Bartholomew, Vermillion.

NAYS: None.

ABSENTIONS: None.

GENERAL BUSINESS:

A. Park Naming Discussion - "Cemetery" Park

Assistant City Manager Corthell reported that the City recently contracted with AntFarm Youth Services to clear overgrown brush from a 2.6-acre creek-side area temporarily referred to as "Cemetery Park" for identification purposes only. Once cleared, the site will be ready for conceptual design. Mr. Corthell noted that the adjacent historic cemetery is not part of the park and underlined the need to consider a park name; he presented several naming options and suggested approaches such as an online survey, a community naming contest, or Council could provide options and then present to the community, sharing the naming process could reflect community culture, input, and/or other limitless options.

Council President Vermillion agreed with engaging the community in the process. Councilor Shankle asked for historical information; Mr. Corthell noted he would reach out to organizations that may be able to assist. Furthermore, he shared the cemetery is a historic pioneer cemetery that predates the City, the surrounding property was dedicated as part of the Stone Place Apartment development. Councilor Childress asked whether the Council should establish a policy, formal criteria in place first, for naming a park prior to a name. Council reached consensus to table the discussion until a park naming policy could be discussed prior to conferring park name options.

B. Farmstands & Cottage Kitchens - Ordinance Update

Assistant City Manager, Mr. Corthell, reported the DLCD (Department of Land Conservation and Development) is currently developing standards for farm stands, and they remain unclear as it is unknown the standards will apply to cities, counties, or specific requirements. Mr. Corthell noted much of the previous discussion had centered on referencing existing standards but expressed uncertainty whether the approach would be appropriate once DLCD's new standards are revealed. Mr. Corthell recommended holding off on local action until the state's position becomes clear and official.

STAFF COMMUNICATION

A. Molalla Public Library Report

City Recorder Teets presented Council with Library Director Diana Haldey's Library Report.

B. Recorder Teets Vacant Council Seat Report

Recorder Christie Teets reported there are six candidates for the City Council position, with a possible seventh. All candidates consented to background checks, and all met the criteria except one that was still in process. Working with City Manager Huff and Mayor Keyser, a new streamlined appointment process is in development and will be used for appointment. The process will feature a panel-style interview format, each council member will ask one question with a two-minute response limit. Questions will be provided to candidates in advance and cover topics including City charter, code knowledge, master plans, visioning process, budgeting, and time commitment willingness. An appointment will be made during Regular session which will be noticed to begin at 7:15 PM on the 27th of August, and the swearing-in on the 10th of September.

Councilor Childress voiced concern the proposed interview questions were too demanding and might discourage applicants, noting requirements weren't crafted using the City Charter. Recorder Teets clarified the questions were designed to gauge candidates' awareness of how City government operates rather than test expertise. Councilors discussed this item at great length addressing various questions, concerns, and timing, leading Ms. Teets to suggest Councilors privately submit top questions to ensure the most important topics are covered should time fall short. *(For full discussion please refer to YouTube video minutes 22:50 – 40:10)*

STAFF COMMUNICATION

• Assistant City Manager Corthell,

Assistant City Manager Corthell provided a detailed update on several projects and operations. Summary of highlights reported that the Highway 211/Onaway project has been delayed due to ODOT that required design modifications but is scheduled for completion in November, with paving anticipated in late September or early October 2025, weather permitting. He also announced positive developments with the City's NPDES permit, noting that DEQ accepted revisions that correct prior standards and reduce costly monitoring requirements. Corthell highlighted progress on Chief Yelkus Park, playground is in and is nearing completion. Construction at the Wastewater Treatment Plant, may allow lagoon biosolid removal five years ahead of schedule. He introduced a new utility hire and shared strong candidate pools for Water Operator I and Associate Planner positions, emphasized that Molalla continues to attract high-quality applicants.

COUNCIL COMMUNICATION

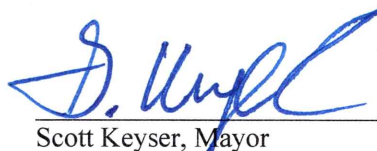
- Councilor Bartholomew, noted he continues to share Library events.
- Councilor Gilmer, shared concern and advisement for 100.00 counterfeit bills circulating through the community.

- Councilor Shankle, No Report
- Councilor Childress, Celebrate Molalla 11AM to 6PM the 23rd of August, sharing record numbers, excitement, vendors/music/food, and thankful for volunteers.
- Council President Vermillion, shared the Mayor and City Manager Huff were attending the Oregon Mayor's Association conference, where the Mayor served as Chair of the Planning Committee while City Manager was scheduled to teach a session on Mayor–City Manager Relations. Council President also recognized the success of National Night Out and the Parks CPC Garage Sale, which raised \$2,710.96 plus additional proceeds for a total of \$2,784, and announced the next CPC meeting scheduled at City Hall and the upcoming Molalla Chamber networking meeting at the fire hall.

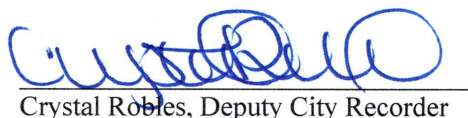
For the complete video account of the City Council Meeting, please go to YouTube
[City of Molalla | Oregon – August 13, 2025](#)

ADJOURN

Council President adjourned the meeting at 7:48 PM


 Scott Keyser, Mayor

PREPARED BY:


 Crystal Robles, Deputy City Recorder

ATTEST:


 Christie Teets, CMC - City Recorder

Attachments:

- Draft policy for Interviews and Selection for Filing City Councilor Vacancy



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DATE: August 6, 2025
TO: Honorable Mayor Scott Keyser and City Council
FROM: Christie Teets, City Recorder
SUBJECT: Interviews and Selection for Filling City Councilor Vacancy

BACKGROUND: On June 11, 2025 Councilor Raelynn Botsford submitted her resignation to the Molalla City Council.

Chapter 7.33 of the Molalla City Charter states that Council vacancies shall be filled by a majority of the remaining members of the Council. The term of office for the appointee runs from appointment until expiration of the term of office of the last person elected to that office. Councilor Botsford’s term will expire on December 31, 2026.

On June 25, 2025, Resolution No. 2025-15 declared Councilor Botsford’s seat vacant. City Council and City staff worked together to announce the vacancy, with applications due on Friday, August 18, 2025.

The application period was open from June 25th – August 15th, and four applications were received. The City Recorder has verified that the candidates meet the requirements to be considered for office.

Applicants are:

- Regina Sheaves
- Steven Roberts
- Corinne Thomas-McCloud
- Kevin “KC” Bisenius

Interview Process:

Candidates will be seated together and interviewed by Council and take turns answering questions. There will be a time limit of two minutes per answer. The selected the questions are listed below; Council may choose to ask additional or follow-up questions.

Interview questions:

1. The City is guided by the Molalla Municipal Charter and Code, Master Plans, and State guidelines. Having that knowledge, how would you describe the role of City Council and the role a Councilor plays in governing the City?
2. The Molalla City Council adopted a Vision and Action Plan in 2020, that expires in 2030. What do you consider important factors in the group decision making process?
3. Do you anticipate that any conflicts of interest will arise if you are appointed to the Council; and, if so, how would you handle them?
4. Based on your experiences or general awareness of the City, what do you consider to be the strengths and challenges for the City?
5. Are you aware that the City works from 17 different funds? What is your view of the overall economic health of Molalla?
6. Participating in City Council requires a time commitment for events outside of City Council meetings. Are you willing and/or available to participate?

Voting Process:

- Each Council member will vote for one person among the candidates using a nominating ballot. Ballots will contain each candidate's name, with a space to score 1-4:

4 points = highest score

1 point = lowest score

The City Recorder will tally votes for candidates and announce them to the City Council.

- If there is a tie vote, the City Recorder will provide a second ballot and scoring will take place again.
- The candidate with the highest score will be appointed during the regular City Council meeting.

STAFF RECOMMENDATION: Proceed with interviews of qualified candidates and then follow the voting process outlined as described above.

SUGGESTED MOTION: The candidate receiving the majority vote on the final ballot will be appointed as City Councilor during the regular meeting. The candidate will be sworn in at the next City Council meeting on September 10, 2025.

ALTERNATIVES: Decline to fill the vacancy through the recommended process and re-open the City Council vacancy process.

FISCAL IMPACT: None