



City of Molalla
City Council – Work Session
Minutes – February 12, 2025
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

CALL TO ORDER

The Molalla City Council Work Session of February 12, 2025 was called to order by Mayor Scott Keyser at 6:00pm.

COUNCIL ATTENDANCE

Present: Mayor Scott Keyser, Council President Eric Vermillion, Councilor Leota Childress, Councilor Terry Shankle, Councilor RaeLynn Botsford, Councilor Doug Gilmer. Councilor Martin Bartholomew arrived at 6:15pm.

STAFF IN ATTENDANCE

Christie Teets, City Recorder.

DISCUSSION ITEMS

A. City Manager Evaluation Procedure

City Recorder Teets explained to Council that the City Manager's evaluation is due in March. City staff has been struggling with the current process, as Council has become familiar with staffs writing style. It is difficult to remain anonymous, and it is sometimes uncomfortable for staff to evaluate the City Manager.

Recorder Teets provided four options that are used by other cities for scoring administrator evaluations. Option A is most used, and was most preferred among City Council. Councilor Botsford requested summary questions from Option B, and the matrix for Option A. Council agreed to the request via consensus. City Recorder Teets will make the updates and present the policy for adoption at the February 26th meeting.

Council and staff would like to use the process as a five-year plan. The City Recorder and Council agreed that it could be changed as deemed necessary.

For the complete video account of the Work Session, please go to YouTube
"Molalla City Council Work Session – February 12, 2025"

ADJOURN

Mayor Keyser adjourned the Work Session at 6:35pm.



Scott Keyser, Mayor

ATTEST: 

Christie Teets, CMC - City Recorder

Meeting Minute Attachments:

- City Manager Evaluation Process – City Recorder Notes to Council

Schedule of Events

- 2-12 Work Session – Discuss Format Options, provide Staff direction
- 2-26 City Council – Adopt Format with selected Self Evaluation questions

- 3-12 OGEC Meeting

- 3-26 Executive Session (6pm) – Council to meet with CR to review documents
- 3-26 Regular Session (7pm)
- 3-26 Executive Session (Immediately following Regular Session) – Council to meet with CM to review documents

- 4-23 Salary Discussion

- 5-14 Contract Renewal

Notes: The City Manager evaluation needs to take place before the end of March, as stated in the contract. Salary discussion/decision needs to take place before July 1, 2025 (Fiscal Year adoption).