



**CITY OF MOLALLA
CITY COUNCIL REGULAR MEETING
AGENDA**

Civic Center | 315 Kennel Avenue
Wednesday, September 24, 2025 | 7:00 PM

NOTICE: City Council will hold this meeting in-person and through video Live-Streaming on the City's Facebook Page and YouTube Channel. Written comments may be delivered to City Hall or emailed to recorder@cityofmolalla.com. Submissions must be received by 12:00 p.m. the day of the meeting.

[This institution is an equal opportunity employer.](#)

1. CALL TO ORDER AND FLAG SALUTE

2. ROLL CALL

3. CONSENT AGENDA

- A. [Work Session Meeting Minutes - September 10, 2025](#)
- B. [City Council Meeting Minutes - September 10, 2025](#)

4. PRESENTATIONS, PROCLAMATIONS, CEREMONIES

5. PUBLIC COMMENT

(Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The City Council does not generally engage in dialogue with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the City Council.)

6. PUBLIC HEARINGS

7. ORDINANCES AND RESOLUTIONS

- A. [Resolution No. 2025-22: League of Oregon Cities Voting Delegate](#)

8. GENERAL BUSINESS

- A. [Council Liaison Appointment - Chamber of Commerce](#)
- B. [Parks CPC Update and Discussion](#)

9. STAFF COMMUNICATION

10. COUNCIL COMMUNICATION

11. ADJOURN

Agenda posted at City Hall, Library, and the City Website at <http://www.cityofmolalla.com/meetings>. This meeting location is wheelchair accessible. Disabled individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-829-6855.



CITY OF MOLALLA

Staff Report

Agenda Category: CONSENT AGENDA

Agenda Date: Wednesday, September 24, 2025

Submitted by: Christie Teets, City Recorder

Approved by: Dan Huff, City Manager

SUBJECT: Work Session Meeting Minutes - September 10, 2025

ATTACHMENTS:

[09.10.2025 WS Meeting Minutes.draft.pdf](#)



City of Molalla
City Council - Work Session
Minutes – September 10, 2025
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

CALL TO ORDER

The Molalla City Council Work Session of September 10, 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 Doug Gilmer, and Councilor Martin Bartholomew.

STAFF IN ATTENDANCE

Present: City Manager, Dan Huff; Assistant City Manager, Mac Corthell; Chief of Police, Chris Long; Police Lieutenant, Bobby Call; Code Compliance Officer, Kyle Murphy; and City Recorder, Christie Teets.

GENERAL BUSINESS

A. Ordinance No. 2025-09 RV Parking on Public Streets

Code Compliance Officer Murphy proposed changes from a previous Work Session and Council input, as outlined in Exhibit A. A key additional change was proposed to MMC Chapter 15.08.010 regarding inhabitants and use of recreational vehicles, which would reduce the allowable consecutive occupancy period from 10 days to 72 hours for RVs, trailers, fifth wheels, and similar mobile living units without a permit. A clarification question arose about whether this regulation applies to both public and private property or just private property, with the recommendation that it should only apply to private property since 30-day permits wouldn't be issued for public right-of-way use. He also addressed the unfinished topic of RV bumpouts on public right-of-way to gather feedback on the current proposed language changes.

Assistant City Manager clarified the intent behind the proposed changes to MMC 15.08.010, he stressed that public property use should instead be governed by the City's Camping Ordinance, which already designates a location behind City Hall for RV camping. Under this approach, the 72-hour limit would apply only to private property, while public property use would remain restricted to the designated camping site.

Consensus reached among Council agreeing camping should not be allowed on private property except as permitted under the City's Camping Ordinance, and camping on public property be limited to 72 hours and additional time will require a permit.

Code Compliance Officer Kyle Murphy raised several concluding questions for Council consideration. First, he confirmed the decision of no bumpouts on public property, then asked about trailer attachment requirements, specifically whether all trailers must remain connected to vehicles while on public right-of-way, noting that current language only addresses slide-out campers.

Mr. Corthell also raised a question about extending the 30-day permit limit for specific situations where people need to live in RVs longer-term. Council consensus settled on tying extended RV occupancy permits to active building permits, allowing possible extensions through the existing building permit process.

City Recorder Teets informed the Mayor and Council since their discussion on the RV ordinance matters appeared to be complete, they would need to adjust the Regular Session agenda by removing the General Business item. For the full discussion, see the YouTube video recording of the Work Session (timestamp 6:27-47:35)

For the complete video account of the City Council Meeting, please go to YouTube
[City of Molalla | Oregon – September 10, 2025](#)

ADJOURN

Mayor Keyser adjourned the Work Session at 6:40 PM.

Scott Keyser, Mayor

PREPARED BY:

ATTEST:

Crystal Robles, Deputy City Recorder

Christie Teets, CMC - City Recorder



CITY OF MOLALLA

Staff Report

Agenda Category: CONSENT AGENDA

Agenda Date: Wednesday, September 24, 2025

Submitted by: Christie Teets, City Recorder

Approved by: Dan Huff, City Manager

SUBJECT: City Council Meeting Minutes - September 10, 2025

ATTACHMENTS:

[09.10.2025 CC Meeting Minutes.draft.pdf](#)



City of Molalla
City Council - Regular Meeting
Minutes – September 10, 2025
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

CALL TO ORDER

The Molalla City Council Meeting of September 10, 2025 was called to order by Mayor Scott Keyser at 7:01pm.

On the evening of September 11th, marking both the national anniversary and the fifth anniversary of regional wildfires that devastated the area, Mayor Keyser called for a moment of silence, acknowledged recent tragic losses the community had endured, and requested reflection to contemplate life's fragility, honor memories, and express gratitude to the heroes who work daily to protect and safeguard their communities daily.

COUNCIL ATTENDANCE

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

STAFF IN ATTENDANCE

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

APPROVAL OF AGENDA

Mayor Keyser announced Council had completed discussion related to General Business Item 8A during the earlier Work Session.

ACTION:

Council President Vermillion moved to remove item 8A from the Agenda; Councilor Childress seconded. Motion passed 6-0.

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

NAYS: None.

ABSTENTIONS: None.

CONSENT AGENDA

A. Work Session Meeting Minutes - August 27, 2025

B. City Council Meeting Minutes - August 27, 2025

ACTION:

Councilor Childress made a motion to approve the Consent Agenda as presented; Councilor Shankle seconded.

Motion passed 6-0.

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

NAYS: None.

ABSTENTIONS: None.

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

A. Swearing-In Ceremony - Newly Appointed Councilor Bisenius

Mayor Keyser announced City Council had received a resignation in June from City Councilor Raelynn Botsford and a Resolution was adopted to vacate her position. After an application process, the Council appointed K.C. Bisenius in August. Mayor Keyser swore in K.C. Bisenius to the Molalla City Council.

B. Proclamation No. 2025-01: Fallen City of Molalla K-9 Peace Officer

Mayor Scott Keyser presented Proclamation Number 2025-01, which he noted was an rare but important recognition for the City. The proclamation honored K9 Benz, who faithfully served the Molalla Police Department alongside his partner Officer Brenner, displaying courage, loyalty, and commitment throughout his years of service protecting the City, assisting in critical investigations, and serving as a guardian for officers and citizens. The proclamation recognized K9 Benz was a beloved member of the Police Department family whose passing was deeply felt throughout the community. Mayor Keyser proclaimed that K9 Benz shall forever be remembered as a true guardian of Molalla, with his legacy standing as a lasting example of courage, loyalty, and devotion. *(For full Proclamation please refer to YouTube video recording minutes 01:14:17 – 01:16:43)*

PUBLIC COMMENT

None.

PUBLIC HEARINGS

A. Ordinance No. 2025-08: Modifying the Development Code by Allowing Fueling Stations in the Central Commercial (C-1) Zoning District, Subject to Special Use Standards

Mayor Keyser confirmed no conflict of interest by Council, Public Hearing for Ordinance 2025-08, was opened at 7:11pm. Mayor Keyser did share Mr. Singh with Center Market had reached out to him a few times, however, made it clear no business was discussed during those contacts, and he referred Mr. Singh to City Staff.

Assistant City Manager Corthell presented Ordinance No. 2025-08, which would allow fueling stations in the C1 Zone Subject to Special Use Provisions. Due to ODOT comments, the Ordinance would separate automotive service stations from gas stations; and automotive service stations (mechanic shops) will continue to be prohibited in C1 Zones. Gas stations will be newly permitted in C1 Zones in addition to previously allowed locations. He shared following Council's April 9th Work Session guidance to consider advantages and drawbacks, staff developed Special Use Standards addressing setbacks, screening, access, and proximity to residential uses. The Ordinance would split the previous combined automotive use into two separate categories and establish new development standards. In response to Council comments from the August 27, 2025 meeting, the proposed standards were revised to specify screening between fueling stations should be sight-obscuring and only apply to side and rear. *(For full discussion, questions, and amendment recommendations please refer to YouTube video recording minutes: 01:17:59-01:21:01)*

PUBLIC COMMENT

None.

Mayor Keyser closed Public Hearing for Ordinance 2025-08 at 07:14pm.

ORDINANCES AND RESOLUTIONS

A. Ordinance No. 2025-08: Modifying the Development Code by Allowing Fueling Stations in the Central Commercial (C-1) Zoning District, Subject to Special Use Standards

Assistant City Manager Corthell clarified an exhibit showing the actual modified language, item 1C required a sight-obscuring fence between 6 to 8 feet in height. This addition was made to ensure that neighboring properties would be shielded.

Mayor Keyser noted the First Reading of Ordinance 2025-08 took place on August 27, 2025 Council Meeting.

ACTION:

Councilor Childress moved to hold the Second Reading of Ordinance 2025-08: Modifying the Development Code by Allowing Fueling Stations in the Central Commercial (C-1) Zoning District, Subject to Special Use Standards; Councilor Gilmer seconded. Motion passed 7-0.

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

NAYS: None.

ABSTENTIONS: None.

ACTION:

Councilor Gilmer moved to Adopt Ordinance 2025-08: Modifying the Development Code by Allowing Fueling Stations in the Central Commercial (C-1) Zoning District, Subject to Special Use Standards; Council President Vermillion seconded. Motion passed 7-0.

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

NAYS: None.

ABSTENTIONS: None.

GENERAL BUSINESS:

A. Ordinance No. 2025-09: RV Parking on Public Streets

Item removed from Agenda.

STAFF COMMUNICATION

- **City Recorder Teets:** Reported she would be assuming the role of Staff Liaison for the Parks CPC (Community Program Committee) and is next meeting scheduled for September 17th, along with City Manager Huff and Council Liaisons. Ms. Teets confirmed Mr. Huff will provide a detailed staff report at the September 24th Council meeting.
- **Assistant City Manager Corthell:** Assistant City Manager Corthell addressed community concerns about traffic issues related to the Middle School construction project. The School District obtained a grading permit and developed a traffic control plan that specifically prohibited queuing on Hezzie Lane due to its underdeveloped, narrow width that makes two-way traffic and emergency vehicle access dangerous. He emphasized this is a solvable problem and has already contacted the project manager and traffic engineer to develop a revised plan, similar to sequencing challenges on other City projects.
- **City Manager Huff:** Noted nothing further to add.

COUNCIL COMMUNICATION

- **Councilor Bisenius:** Thanked the Council for the opportunity to represent the community and looked forward to working with Council.
- **Councilor Bartholomew:** Shared he would be setting up a meeting with the senior Librarian at the Public Library to discuss needs and see how he can be of assistance.
- **Councilor Gilmer:** Requested to place the Parks CPC on the next available Council Agenda to revisit discussion.
- **Councilor Shankle:** Shared the Molalla Aquatic District has a Board Position open.
- **Councilor Childress:** Excitedly shared the Groundbreaking Ceremony for the Molalla Middle School would be September 15th at 4:15pm on the north side of the school.
- **Council President Vermillion:** Reiterated the Parks CPC next meeting and shared support for Councilor Gilmer's request to add a Parks CPC discussion to the next agenda. He also expressed thoughts and prayers to Officer Brenner, his Family, and the Molalla Police Department.
- **Mayor Keyser:** Discussed correspondence from Miss Lori Hall at Clackamas Community College seeking a volunteer Council member for their Bond Oversight committee via Zoom. The Mayor expressed his thoughts and prayers for the Molalla Police Department and Officer Brenner, noting that plush K9 Benz dolls are still being sold to support the K9 Department's future reestablishment, and emphasized Council's budget responsibility for continuing the program. He announced the Fire Department's 9/11 Memorial Service with the VFW at 9 a.m. and reflected on the anniversary of local wildfires and recent national tragedies. The Mayor reported doing an interview on Lars Larson's Radio Show the previous Monday that brought ODOT attention to Molalla issues, resulting in ODOT calling City staff within hours. He emphasized holding ODOT accountable to constituents and maintaining pressure for improvements.

[For the complete video account of the City Council Meeting, please go to YouTube
City of Molalla | Oregon – September 10, 2025](#)

ADJOURN

Mayor Keyser adjourned the meeting at 7:35 PM.

Scott Keyser, Mayor

PREPARED BY:

ATTEST:

Crystal Robles, Deputy City Recorder

Christie Teets, CMC - City Recorder

Attachments:

- Mayor Keyser's opening statement.
- Assistant City Manager Corthell's Middle School Traffic Plan September 9, 2025 email to Ron Stewart.

This evening, on the eve of September 11th, as we also mark the fifth anniversary of the wildfires that devastated our region, and in the midst of the tragic losses we have endured this past week, I ask that we take a moment of silence. Let us reflect on the fragility of life, honor the memory of those we have lost, and extend our deepest gratitude to the heroes who protect and safeguard our communities each day.

Mac Corthell

From: Mac Corthell
Sent: Tuesday, September 9, 2025 3:54 PM
To: Ron Stewart
Cc: Dan Huff; Sam Miller
Subject: Middle School Traffic Plan
Attachments: 20250827 ROW71-2025 Approved Permit.pdf

Hi Ron,

I went out to the Middle School for pickup time today and verified that vehicles are staging on Hezzie Ln for pickup, which is prohibited by the right of way permit. Given this issue, Sam will be reaching out to your project manager and traffic engineer to revise the traffic control plan and I wanted to give you a heads up.

As an aside, I made a suggestion to the Middle School Principal that, while in no way incumbent on the school district, it may be beneficial to place a few sandwich boards in the "No Parking" area on Hezzie Ln. north of West Ln., where folks are parking for weekend sports. Those signs could simply notify folks that parking is available at the middle school and elementary school lots. I also mentioned that another easy option could be to move the fence back from the road about 6 feet or so along that section and allow folks to park on the private property. That could be submitted as one sheet of the traffic control plan so the city could approve the temporary parking along the fence, but off the right of way. The reason Hezzie cannot have cars parked along the east side currently is that the road is $\frac{3}{4}$ width and parking is allowed in front of the residences, so the width can easily become insufficient for emergency vehicles and for two vehicles to pass. As I mentioned, this is in no way incumbent on the district, but I think it might remedy some of the issues occurring out there.

Best,

Macahan "Mac" Corthell, J.D.

Assistant City Manager

City of Molalla

315 Kennel Ave. | PO Box 248 | Molalla, OR 97038

Phone – [503.759.0243](tel:503.759.0243)

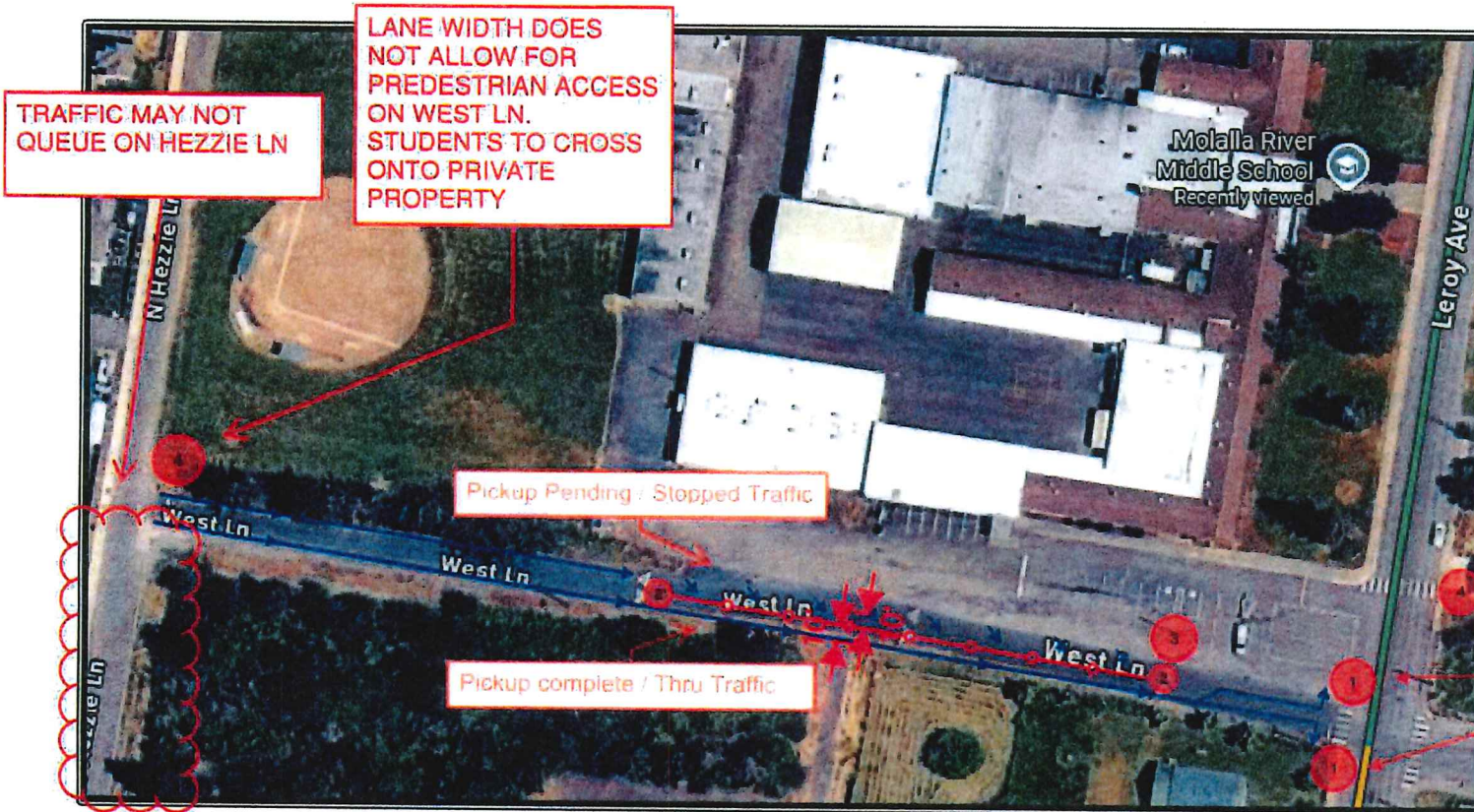
Email – mcorthell@cityofmolalla.com

Website – <http://www.cityofmolalla.com>

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Traffic Control Plan

Molalla River Middle School | School Release & Student Pick-up



"DO NOT ENTER"
ON DEPLOYABLE FLAGS
OR BARRICADES

SIGNAGE TO BE REMOVED
PROMPTLY BY END OF
TRAFFIC CHANGE

1. **5' tall signs:** temporarily installed that state
~~"ONE WAY"~~ **DO NOT ENTER**
2:00 - 2:45
School Days"
2. **Traffic Cones:** placed each day to separate one way traffic, Northern Lane for pickup, Southern Lane for thru traffic.
The northern lane, traveling Eastbound, is temporarily stopped traffic for safe pickup of students. After pickup is complete, traffic merges into Southern Lane, traveling Eastbound, to turn left or right on Leroy Avenue. **REMOVE PROMPTLY AT END OF TRAFFIC CHANGE. MINIMUM LANE WIDTH 10'.**
3. **Student Resource Officer:** stationed during pick up and drop off time to assist in directing traffic.
4. **Crossing Guards:** provided by School staff to assist with student safe travel

STAFF SHALL BE PRESENT AND COMPETENT TO DIRECT TRAFFIC AT ANY TIME TRAFFIC CONTROL CHANGE IS IN PLACE
STAFF SHALL PROMPTLY ALLOW FOR EMERGENCY VEHICLE ACCESS IN SUCH EVENTS
NO TRAFFIC CONTROL DEVICES OR PROCEDURES SHALL BE IMPLEMENTED OUTSIDE OF APPROVED WINDOW
MRSD SHALL PROVIDE NOTICE OF TRAFFIC CONTROL CHANGE TO AFFECTED USERS (FIRST STUDENT, PARENTS), ETC.



CITY OF MOLALLA

Staff Report

Agenda Category: ORDINANCES AND RESOLUTIONS

Agenda Date: Wednesday, September 24, 2025

Submitted by: Scott Keyser, Mayor

Approved by: Dan Huff, City Manager

SUBJECT: Resolution No. 2025-22: League of Oregon Cities Voting Delegate

RECOMMENDATION/RECOMMENDED MOTION:

I move to appoint Mayor Keyser and Council President Vermillion as voting delegates for the upcoming League of Oregon Cities Annual Business Conference.

BACKGROUND:

LOC holds an annual business meeting where an election is held to consider and fill vacancies on the LOC's Board of Directors. The next business meeting is scheduled to occur on October 4, 2025.

Any member city wishing to participate in telephonic or electronic voting during the LOC's annual business meeting must appoint its voting delegate and an optional alternate voting delegate via a written resolution adopted by its city's governing body.

Historically, delegates are the Mayor and Council President.

ATTACHMENTS:

[Resolution No. 2025-22 LOC Voting Delegate.pdf](#)



RESOLUTION NO. 2025-22

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON
IDENTIFYING A VOTING DELEGATE AND ONE ALTERNATE VOTING DELEGATE
TO REPRESENT THE CITY AT THE LEAGUE OF OREGON CITIES
2025 ANNUAL BUSINESS MEETING**

WHEREAS, the League of Oregon Cities ("LOC") is a consolidated department of Oregon's 241 incorporated cities which was founded in 1925 to be, among other things, the go-to place for and about cities and a dynamic resource hub for advocacy, education, and best practices; and

WHEREAS, each year, the LOC holds an annual business meeting wherein an election is held to consider and fill vacancies on the LOC's Board of Directors and if applicable, other items for consideration including but not limited to amendments to the LOC's governing documents.

WHEREAS, the LOC annual business meeting is scheduled to occur on October 4, 2025.

WHEREAS, any member city wishing to participate in telephonic or electronic voting during the LOC's annual business meeting must appoint its voting delegate and an optional alternate voting delegate via a written resolution adopted by its city's governing body.

WHEREAS, a copy of this resolution must be provided to the LOC's Executive Director, or General Counsel, no later than September 24, 2025.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Molalla City Council that:

SECTION 1. The City Council of Molalla, Oregon, wishes to appoint the following designated individuals as its voting delegate and alternate voting delegate:

Voting delegate: Mayor Scott Keyser – skeyser@cityofmolalla.com

Alternate delegate: Council President Eric Vermillion – evermillion@cityofmolalla.com

ADOPTED and signed by the Molalla City Council on this 24th day of September 2025.

Scott Keyser, Mayor

ATTEST:

Christie Teets, CMC
City Recorder



CITY OF MOLALLA

Staff Report

Agenda Category: GENERAL BUSINESS

Agenda Date: Wednesday, September 24, 2025

Submitted by: Christie Teets, City Recorder

Approved by: Dan Huff, City Manager

SUBJECT: Council Liaison Appointment - Chamber of Commerce

RECOMMENDATION/RECOMMENDED MOTION:

I move to appoint Councilor Bisenius as the Molalla Chamber of Commerce Council Liaison.

BACKGROUND:

Recently appointed Councilor Bisenius has expressed interest in becoming the Molalla Chamber of Commerce City Council liaison. This position has been open for several months, therefore an appointment would be appropriate.



CITY OF MOLALLA

Staff Report

Agenda Category: GENERAL BUSINESS

Agenda Date: Wednesday, September 24, 2025

Submitted by: Christie Teets, City Recorder

Approved by: Dan Huff, City Manager

SUBJECT: Parks CPC Update and Discussion

RECOMMENDATION/RECOMMENDED MOTION:

Staff is seeking guidance from City Council.

BACKGROUND:

At the September 10th City Council meeting, City Recorder Teets announced that she and City Manager Huff would be meeting with Parks CPC members the following week to address discrepancies and concerns provided in the Public Comment submitted by the Chair and Co-Chair.

On September 17th, a quorum of Parks CPC members were not present, therefore the meeting was not held. Chair Hodgkinson and Vice Chair Jung submitted prepared resignations to the City Recorder that evening. As of the date of this staff report, the City Recorder has received letters of resignation to the Parks CPC from all remaining members.

Included in this staff report are documents related to the Public Comment response, that was intended to be discussed at the meeting.

ATTACHMENTS:

[CPC - City Council Public Comment 08.27](#)

To say we as a group were surprised by the discussion of potentially closing our successful program is an understatement.

At our most recent meeting, members expressed their disappointment at learning secondhand about this possibility. As dedicated volunteers, we feel both hurt and disrespected. In the future, we urge that decisions of this magnitude be communicated directly to city volunteer groups before public discussion.

The staff report indicates that our group is using 18–24 hours of staff time each month. We respectfully disagree with this estimate. To improve clarity, we request a log of staff hours, including which projects they were applied to. This would allow us to identify tasks we can complete on our own, reducing our reliance on city staff.

We also note that some of the additional hours may stem from city requirements that were not in place when we began. For example, we are now required to have a city liaison at meetings to take minutes, despite our group being capable of handling this ourselves. Similarly, the liaison has voluntarily taken on tasks we could easily complete independently. Any questions we may have directed towards the city can be answered by our city council liaisons. Previously the city volunteered us the use of their advertising specialist. That since has been taken from us and we will be handling all advertising on our own in the future. Meeting at city hall, which requires staff time to open the building, is another example of unnecessary use of staff resources. These are areas where our group can reduce the city's burden. If we had been made aware of overuse of staff hours prior to this staff report, I am confident that our group would have found ways to handle things on our own.

The staff report provided tonight shows the amounts we were able to give to help fund city park projects. It does not highlight the groups growth.

- In 22/23 we raised \$2,886.50
- In 23/24 we raised \$5,390.57
- In 24/25 we raised \$11,500.18

Agenda Item 8B
 Submitted By K. HodaKinson
 Date 8-27-25

You can see our growth. To bring a sudden stop to this group would undo all the hard work we've done to make a name for ourselves in the community.

Regarding finances, we have discussed multiple times in our meetings and with the city manager about our need for a bank account to be able to accept card payments. We understand we are at a cross-road and establishing a non-profit would allow for continued growth. Dissolving the group at this stage would undo years of progress and momentum.

It has also been suggested that our CPC is no longer needed since no new parks are planned in the immediate future. However, our work has never been limited to new parks. Many of our projects focus on updating and maintaining existing facilities. For example, we are actively working toward:

- Updating Clark Park play equipment.
- Providing gap funding to bring Trugreen service back to our parks.
- Completing the toddler area at Fox Park.

In closing, while this process has strained our once strong relationship with city staff, we remain committed to serving the community. We sincerely hope the city will partner with us to rebuild trust, clarify expectations, and continue improving our parks together.

Public Comment Kristy Hodgkinson and Nicole Jung August 27, 2025 City Council Meeting

The Chair and Co-Chair have had an opportunity to make comments to City Council. Many of the comments made were not only critical of City staff but disparaged our ethics and integrity.

City Staff would like to respond to multiple comments made that we believe were misleading to City Council members and to the public.

To say we as a group were surprised by the discussion of potentially closing our successful program is an understatement.

At our most recent meeting, members expressed their disappointment at learning secondhand about this possibility. As dedicated volunteers, we feel both hurt and disrespected. In the future, we urge that decisions of this magnitude be communicated directly to city volunteer groups before public discussion.

There was no disrespect intended. There are processes and procedures that we have to follow. It would have been inappropriate for Mr. Huff or Mayor Keyser to discuss topics with other boards and commissions without speaking with the full Council first. The City Manager is bound a Code of Ethics, like any other employee. Proper protocol was taken as an item must be placed on an agenda before Council can discuss it. Mayor Keyser requested at the July 23rd meeting that this item be discussed at the August 27th meeting, as the City Manager and Mayor Keyser were out of town for the August 13th meeting.

The staff report indicates that our group is using 18-24 hours of staff time each month. We respectfully disagree with this estimate. To improve clarity, we request a log of staff hours, including which projects they were applied to. This would allow us to identify tasks we can complete on our own, reducing our reliance on city staff.

A detailed list will not be provided. However, an example is the Storybook walk that Chair Hodgkinson asked staff to look into regarding funds. Several staff members were included in this research: the Deputy City Recorder, City Recorder, City Manager, Library Director & members of her staff, the Senior Account and Finance Director, Assistant City Manager and Executive Administrative Assistant. It was finally determined by the OSU Extension service that proof of grant monies no longer existed as it was past retention schedule. (2014)

We also note that some of the additional hours may stem from city requirements that were not in place when we began. For example, we are now required to have a city liaison at meetings to take minutes, despite our group being capable of handling this ourselves.

This is a disregard of Oregon Government Ethics Commission and Public Meeting Law. Each member of this committee attended the OGEC training on March 12th. A staff liaison will remain appointed.

Similarly, the liaison has voluntarily taken on tasks we could easily complete independently. Any questions we may have directed towards the city can be answered by our city council liaisons. Previously the city volunteered us the use of their advertising specialist. That since has been taken from us and we will be handling all advertising on our own in the future. Meeting at city hall, which requires staff time to open the building, is another example of unnecessary use of staff resources.

As stated previously, a staff liaison will remain appointed.

These are areas where our group can reduce the city's burden. If we had been made aware of overuse of staff hours prior to this staff report, I am confident that our group would have found ways to handle things on our own.

Mr. Huff had a conversation related to staff time and the committee finding ways to handle things on their own during a meeting with Chair Hodgkinson and Jody Newland on June 17th. His message then was that CPC's do not have a 'staff' and that it was important to figure out ways to handle things on their own.

Assistant City Manager Corthell also provided directions to all CPC members regarding staff liaisons assignments on July 1st. Suggesting you were unaware was misleading to City Council.

The staff report provided tonight shows the amounts we were able to give to help fund city park projects. It does not highlight the groups growth.

- In 22/23 we raised \$2,886.50
- In 23/24 we raised \$5,390.57
- In 24/25 we raised \$11,500.18

You can see our growth. To bring a sudden stop to this group would undo all the hard work we've done to make a name for ourselves in the community.

City Response: Separate handout.

Regarding finances, we have discussed multiple times in our meetings and with the city manager about our need for a bank account to be able to accept card payments. We understand we are at a cross-road and establishing a non-profit would allow for continued growth. Dissolving the group at this stage would undo years of progress and momentum.

City Response

In response to group's momentum: It is important to note the CPC made the decision to withdraw from both National Night Out and Celebrate Molalla before the scheduled council discussion on August 27. The group's decision eliminated an opportunity for community engagement for two of the largest City events.

It has also been suggested that our CPC is no longer needed since no new parks are planned in the immediate future. However, our work has never been limited to new parks. Many of our projects focus on updating and maintaining existing facilities. For example, we are actively working toward:

- Updating Clark Park play equipment.
- Providing gap funding to bring Trugreen service back to our parks.
- Completing the toddler area at Fox Park.

City Statement:

The projects listed above originated from staff recommendations presented by City Manager Huff during various meetings beginning in 2024. Specifically, Mr. Huff proposed the Clark Park Playground equipment revamping project to the Community Parks Committee (CPC), however, members felt that the equipment was adequate at that time and the project should not be pursued.

In Spring after the new pavilion was built, Mr. Huff brought the equipment project back up in a June 2025 meeting with Member Newland and Chair Hodgkinson. It was then taken to the full CPC for discussion.

As of the August 27th staff report, the CPC had not made a formal motion identifying updating playground equipment at Clark Park as a project.

Regarding TruGreen service: The City has not identified this as a project nor do we have a line item designated. This would not be a gap funding item, but a fully funded item that would require \$30,000 per year from the Parks CPC for service.

Completing the toddler area at Fox Park: This item was worked on, there is no need for future work. It is an ongoing City project that has been in development since the installation of updated playground equipment at Fox Park. City Manager Huff reminded Member Newland and Chair Hodgkinson during the June 2025 meeting that this project was on hold until the new fiscal year and provided additional clarification regarding the toddler section project during a CPC meeting, with relation to the new budget year.

In closing, while this process has strained our once strong relationship with city staff, we remain committed to serving the community. We sincerely hope the city will partner with us to rebuild trust, clarify expectations, and continue improving our parks together.

City Response: City staff feels strained by this process as well.

Regarding rebuilding trust: This is a small town, and we hear things. From staff standpoint, it doesn't feel like rebuilding trust is the goal when we hear that Parks members are disparaging staff and Council at their place of work and around the community. Building trust looks like mutual respect and finding common ground. Rebuilding trust will need to be done by all parties. Our community deserves better.

Regarding clarifying expectations: This is outlined in Municipal Code Chapter 2.17.040.

Staff will:

- Assist in posting the agenda
- Provide Meeting Minutes
- Provide Accounting Updates Quarterly
- Other guidance as provided by City Manager
- The City shall receive and disburse funds for the Committee in accordance with the City's accounting and purchasing practices and provide guidance to the Committee on fundraising and finance matters. In short, we will continue to doing what we have been able to do.
- Provide an area for meetings – City Hall 5:30-6:30

Member responsibilities:

- Bound by Molalla Municipal Code
- Abide by Code of Conduct
- Communicate respectfully to and with all city staff

Staff Report in Reference:

The City has benefited from their fundraising as efforts have provided Gap Funding towards the following Parks:

Location	Total Cost of Project	Parks CPC Contribution	Total
Fox Park Playground	\$180,133	\$0	
Fox Park Tot Playground	\$14,794	\$3,300	
Strawberry Park	\$429,241	\$0	
Chief Yelkus Park	\$1,181,430	\$8,028	
Clark Park Pavilion	\$48,715	\$4,517	\$15,845

KH/NJ Statement:

The staff report provided tonight shows the amounts we were able to give to help fund city park projects. It does not highlight the groups growth.

- In 22/23 we raised \$2,886.50
 - In 23/24 we raised \$5,390.57
 - In 24/25 we raised \$11,500.18
- Total = \$19,777.25

City Response:

The information above is misleading to Council and community. Account balances were provided to CPC members regularly.

FY 22/23 Parks Ending Fund Balance was \$2,886.50; CPC raised \$411.50 (Additional funds through community donations and the sale of bowling pins.)

FY 23/24 Parks Ending Fund Balance was \$5,390.57; CPC raised \$3,670.57 (Additional funds from business donations and the sale of bowling pins)

FY 24/25 Parks Ending Fund Balance was \$11,500.18; CPC raised \$7,475.80 (Additional funds were from community donations, bowling pin sales, and bowling lane auction sales)

Total = \$11,557.87