



CITY OF MOLALLA
CITY COUNCIL CITY COUNCIL - REGULAR
AGENDA

Civic Center | 315 Kennel Avenue
Wednesday, December 10, 2025 | 7:00 PM

NOTICE: City Council will hold this meeting in-person and through Live-Streaming on the City's YouTube channel, City of Molalla | Oregon. 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. [City Council Meeting Minutes - November 12, 2025](#)
- B. [Joint City Council & Planning Commission Meeting Minutes - November 19, 2025](#)

4. PRESENTATIONS, PROCLAMATIONS, CEREMONIES

- A. [Molalla Police Officer\(s\) - Swearing-In Ceremony](#)
- B. [Police Facility Update](#)
- C. [Reappointment of Planning Commissioner Clint Ancell](#)
- D. [Reappointment of Planning Commissioner Doug Eaglebear](#)

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

- A. [Ordinance No. 2025-12: Amending Molalla Municipal Code, Chapter 2.04.010 City Council Meetings](#)
- B. [Ordinance No. 2025-13: Amending Molalla Municipal Code Chapter 9.14 Exclusion Process from City Property](#)
- C. [Ordinance No. 2025-09: Amending Molalla Municipal Code Chapters 10.72.020, 15.08.010, and 15.08.020](#)

7. ORDINANCES AND RESOLUTIONS

- A. [Ordinance No. 2025-12: Amending Molalla Municipal Code, Chapter 2.04.010 City Council Meetings](#)
- B. [Ordinance No. 2025-13: Amending Molalla Municipal Code Chapter 9.14 Exclusion Process from City Property](#)
- C. [Ordinance No. 2025-09: Amending Molalla Municipal Code Chapters 10.72.020, 15.08.010, and 15.08.020](#)

- D. [Resolution No. 2025-27: Adopting a Master Fee Schedule and Repealing All Prior, Conflicting Fee Resolutions](#)
- E. [Resolution No. 2025-28: Contract Award for Water Intake Pump #2 Replacement, Project 25-14](#)
- F. [Resolution No. 2025-29: Awarding a Contract for Library Relocation and Authorizing the City Manager to Prepare and Execute the Necessary Documents](#)

8. GENERAL BUSINESS

9. STAFF COMMUNICATION

- A. [2025 Year-at-a-Glance \(Council Statistics\)](#)
- B. [Molalla Public Library - Events Update](#)

10. COUNCIL COMMUNICATION

11. RECESS INTO EXECUTIVE SESSION

Held pursuant to Oregon Public Record Law, ORS 192.660(2): (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

12. RECONVENE REGULAR SESSION

13. 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, December 10, 2025

Submitted by: Christie Teets, City Recorder

Approved by: Dan Huff, City Manager

SUBJECT: City Council Meeting Minutes - November 12, 2025

ATTACHMENTS:

[11.12.2025 CC Meeting Minutes.pdf](#)



City of Molalla
City Council - Regular Meeting
Minutes – November 12, 2025
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

CALL TO ORDER

The Molalla City Council Regular Meeting for November 12, 2025 was called to order by Mayor Scott Keyser at 7:00 pm.

COUNCIL ATTENDANCE

Present: Mayor Scott Keyser, Council President Eric Vermillion, Councilor Leota Childress, Councilor Doug Gilmer, and Councilor Martin Bartholomew, Councilor K.C. Bisenius

Absent: Councilor Terry Shankle

STAFF IN ATTENDANCE

Dan Huff, City Manager; Mac Corthell, Assistant City Manager; Sam Miller, Engineering Section Manager; and Christie Teets, City Recorder

APPROVAL OF AGENDA

City Recorder Teets requested that Public Comment be moved to item #4 on the agenda, immediately before Presentations, Proclamations, and Ceremonies. Council agreed to the update by consensus.

CONSENT AGENDA

A. City Council Meeting Minutes – October 29, 2025

ACTION:

Councilor Childress made a motion to approve the Consent Agenda as presented; Council President Vermillion seconded. Motion passed 6-0.

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

NAYS: None.

ABSTENTIONS: None.

PUBLIC COMMENT

Jill Sprague, Jennifer Taylor, of Molalla and Connie Sharpe, of Beavercreek, OR: presented a challenge to the City of Molalla Council and Staff to participate in a citywide Sock Drive. The proposed drive would benefit local senior homes and churches with clothing closets. With the Council's approval, the group requested the drive run from November 12th to December 10th. Group requested a Council representative to partner with the Chamber's representative to conduct an official count. The winning group would receive a trophy. Council agreed to participation by show of thumbs-up.

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

A. Pudding River Watershed Council

Assistant City Manager Corthell introduced the City's new partnership with the Pudding River Watershed Council (PPWC) and programs Executive Director, Kurt Berning, noting that the City's recent designation as a management agency under the updated TMDL brings increased stormwater responsibilities. Mr. Berning explained that although Molalla is commonly associated with the Molalla River, roughly 90% of the City limits actually lie within the Pudding River Watershed. Mr. Corthell reported the City has already benefited from its early partnership with the PPWC, sharing their assistance and expertise has provided cost-effective solutions and strengthened the City's ability to pursue environmental grants. *(For full report see YouTube recording minutes 15:00 – 25:36)*

ORDINANCES AND RESOLUTIONS

A. Resolution No. 2025-23: Authorizing an Intergovernmental Agreement with Clackamas County Relating to the Bear Creek Culvert Replacement and Molalla Ave Shoulders Improvement Project and the Transfer of Responsibility for and Jurisdiction over a Portion of South Molalla Avenue

Assistant City Manager Corthell and Engineering Section Manager Miller shared review of Intergovernmental Agreement with Clackamas County involving two coordinated projects: the County's Culvert Replacement at Bear Creek near 7th and S. Molalla Avenue, and the City's upgrade of the South Molalla Lift Station. The work will resolve long-standing flooding issues and being designed to meet the City's transportation standards, allowing future sidewalks without rework. By partnering with the County, the City will save significantly on costs and avoid procurement responsibilities. The City's share is approximately

\$1.815 million, with funds available through current budgeting, reserves, and SDC eligibility. Mr. Miller noted construction is expected to begin in early 2026, with completion estimated for Fall 2026. *(For full report see YouTube recording minutes 25:00 – 34:46)*

ACTION:

Council President Vermillion moved to approved Resolution No. 2025-23: Authorizing an Intergovernmental Agreement with Clackamas County Relating to the Bear Creek Culvert Replacement and Molalla Ave Shoulders Improvement Project; Councilor Gilmer seconded. Motion passed 6-0.

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

NAYS: None.

ABSTENTIONS: None.

B. Resolution No. 2025-25: Approving a Contract for Water Intake Design Services and Authorizing the City Manager to Prepare and Execute the Necessary Agreements

Mr. Corthell presented the next phase of the Water Intake Project, noting Tetra Tech has performed strongly and will continue with the design phase. The design and permitting work totals approximately \$1.02 million with \$815,000 already budgeted for the current year and shared the City secured a \$4.6 million Infrastructure Finance Authority loan to fully fund the project. *(For full report see YouTube recording minutes 35:03 – 38:24)*

ACTION:

Council President Vermillion moved to adopt Resolution No. 2025-25: Approving a Contract for Water Intake Design Services and Authorizing the City Manager to Prepare and Execute the Necessary Agreements; Councilor Gilmer seconded. Motion passed 6-0.

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

NAYS: None.

ABSTENTIONS: None.

C. Resolution No. 2025-26: Authorizing a Loan from the Special Public Works Fund by Entering into an Interim Financing Contract with the Oregon Infrastructure Finance Authority

Mr. Corthell shared the Infrastructure Finance Authority (IFA) will fund the project. The IFA uses an interim loan process, similar to DEQ's (Department of Environmental Quality) method for the Wastewater Plant. It would not alter City cost. He further noted City continues to seek grant funding not to be repaid. Mr. Corthell explained the water system is currently debt-free, which puts the City in a strong position. *(For full report see YouTube recording minutes 38:24 - 40:59)*

ACTION:

Councilor Childress moved to approve Resolution No. 2025-26: Authorizing a Loan from the Special Public Works Fund by Entering into an Interim Financing Contract with the Oregon Infrastructure Finance Authority; Councilor Gilmer seconded. Motion passed 6-0.

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

NAYS: None.

ABSTENTIONS: None.

GENERAL BUSINESS:

A. Moving City Council Meeting Start-Time from 7:00pm to 6:00pm

Mayor Keyser shared the proposal to move future Council Meetings to 6:00 p.m. and Work Sessions to 5:00 p.m. Staff noted the change could improve efficiency as employees complete their day at 4:30 p.m. and wouldn't have to wait several extra hours for a meeting to begin. City Manager noted staff would prepare and present an Ordinance at the next meeting. *(For full detailed discussion see YouTube recording minutes 41:29 - 49:00)*

B. RV Parking Ordinance Review and Discussion

Mr. Corthell presented an update sharing staff compiled the key points for discussion and future ordinance drafting such as public streets, the proposal includes a 24-hour limit, extended to 72 hours in front of one's residence or an adjacent lot and prohibits slide-in or truck-bed campers left on streets long-term. Regarding private property, staff highlighted residency concerns: permits would be issued for 30 days to avoid legally establishing residency, with caregiver accommodation permits available for up to one year. Council discussed removing restrictions on smaller campers, confirmed a reset period after 72 hours, and confirmed no extensions beyond 30 days to avoid residency issues. *(For full report see YouTube recording 40:29 - 100:23)*

STAFF COMMUNICATION

- **City Recorder Teets:** shared open Planning Commission seat limited to a City limit residents only.
- **Assistant City Manager Corthell:** reported grants for the Aquifer Storage and Recovery Feasibility Studies have been secured, totaling approximately \$480,000, with data collection and field work beginning in the coming months. He also noted progress on a PAS mitigation study, now about 60% complete, with draft reports expected soon. Additionally,

announced James Clifton has been promoted to Lead Water Plant Operator, Mr. Corthell praised Clifton's dedication and achievements, including previous recognition as Operator of the Year.

- **City Manager Huff:** reported the library design RFP received ten proposals, indicating strong interest in the project. Mr. Huff emphasized that the current budget covers only the design phase, with **no** bonds, increased taxes, or higher fees involved, and the construction funding decisions will be made at a later time. He also discussed potential consideration of hiring a lobbyist or funding a specialist in the future to pursue grant opportunities. Regarding City facilities Mr. Huff confirmed the Library would be relocated to the Civic Center. Community Development team will move to City Hall and the Police Department will move into the new facility in late November/December.

COUNCIL COMMUNICATION

- **Councilor Childress:** shared Fred Meyer Black Friday is a good place to prepare for Sock Drive and added the City's Christmas Tree Lighting is scheduled for Saturday, December 6th and the public is encouraged to attend.
- **Council President Vermillion:** attended C4 meeting as the alternat noting the meeting focused on initiatives, including the Housing Production Strategy presented by Planning Director Don Hardy, the citywide transit report by Transit Director Todd Wood, and an economic update from Economic Director Jamie Strickland, whose energetic presentation stood out.
- **Councilor Bartholomew:** no report.
- **Councilor Gilmer:** shared a Library event November 19th for Medicare eligible individuals at 02:00pm.
- **Councilor Bisenius:** attended the Clackamas County State of the County with county commissioners. The meeting provided a unique opportunity to hear about the county's challenges and opportunities and looks forward to seeing progress.
- **Mayor Keyser:** shared he toured the Wastewater Treatment facility and also visited the new Police Facility, sharing impressive upgraded spaces and equipment. He noted upcoming locations for the transportation referendum confirming volunteers needed to collect signatures before December 30th, with the goal of placing measures on next year's ballot.

[For the complete video account of the City Council Meeting, please go to YouTube
City of Molalla | Oregon – November 12, 2025](#)

ADJOURN

Mayor Keyser adjourned the meeting at 8:20 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, December 10, 2025

Submitted by: Christie Teets, City Recorder

Approved by: Dan Huff, City Manager

SUBJECT: Joint City Council & Planning Commission Meeting Minutes - November 19, 2025

ATTACHMENTS:

[11.19.25 Joint CC and PC Meeting Minutes.pdf](#)



City of Molalla

Joint Session of the Molalla City Council and Planning Commission

Minutes – November 19, 2025

Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

CALL TO ORDER

The Joint Meeting of the Molalla City Council and Planning Commission of November 19, 2025 was called to order by Mayor Scott Keyser at 6:30pm.

COUNCIL ATTENDANCE

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

PLANNING COMMISSION ATTENDANCE

Planning Chair Doug Eaglebear, Planning Commissioner Clint Ancell, Planning Commissioner Martin Ornelas, Planning Commissioner David Potts, Planning Commissioner Brady Rickey and Planning Commissioner Connie Sharp.

STAFF IN ATTENDANCE

Dan Huff, City Manager; Planning Manager, Dan Zinder; Associate Planner, Claressa Davis; and Christie Teets, City Recorder.

PUBLIC COMMENT

Corwin DiMeo, Molalla, OR: commented on the proposed UGB expansion, reiterating concerns that it's based on flawed COVID-era population forecasts that have since been corrected to show much lower growth. He cautioned that using invalid population data could undermine the City's legal basis for the expansion and result in a worst-case scenario forcing expansion into less desirable southern lands.

Jim Gilbert, Molalla, OR: commented in support of Oregon Agriculture with concerns of using outdated population data in the planning process. He noted the 2020 PSU forecast projected a 50% population increase (10,000 to 15,000 people) and 2024 revisions reduced those numbers by about 50% and strongly encouraged using the updated numbers to protect air/water quality, reduce traffic, preserve farmland, and keep the Urban Growth Boundary compact.

City Recorder, Christie Teets, shared Public Comment submissions received via email were shared with Council and Commission. Further noting comments will be added to final agenda packet minutes.

GENERAL BUSINESS

A. Mobile Food Unit – Code Amendment Discussion

Mr. Zinder explained that after four years of working with the City's first food cart standards, staff identified areas for improvement to streamline the approval process for mobile food units, which are vital to commercial communities. Associate Planner Clarissa Davis presented proposed amendments to address confusion in the current Code by: separating land use approval from mobile food unit approval to streamline for approved properties; eliminate redundant standards overseen by Clackamas County Health Authority and Molalla Fire District; and create two simplified tracks an accessory use track for food carts on existing business parking lots and a primary use track for undeveloped properties or food cart pods requiring site design review to address infrastructure needs.

Council asked if there were any food carts waiting to apply under the new standards and Ms. Davis explained she has only answered questions regarding mobile food units and the current process. The proposed changes clarify that the property owner addresses land-use approval and the food cart manages business licensing separately. Council asked whether food carts would be self-contained or connected to City systems. Ms. Davis explained if a mobile food unit wanted to connect to City water and sewer services, they would be required to pay System Development Charges (SDC's) for the increased strain on City infrastructure, however, self-contained units that don't connect would not need to pay those charges and fees would be significantly less. *(For full detailed conversation please revisit Youtube minutes 09:00-20:21)*

B. Urban Growth Boundary (UGB) Update

Mr. Zinder provided update regarding the Urban Growth Boundary (UGB) amendment work plan. The seven-part work plan includes: the Work Plan (2023), Housing Needs Analysis (2023), Housing Production Strategy (HPS) (remanded by DLCD in August, draft expected January 2026, final approval anticipated late spring 2026), Economic Opportunities Analysis (EOA) (March 2025), Efficiency Measures, Goal 14 Analysis (completed June 2025, being reopened for amendment with revisions expected February 2026), and final UGB adoption (anticipated June 2026). The HPS remand requires four conditions be met: robust analysis of benefits/burdens to priority populations, incentives for accessible/affordable housing, identifying affordable housing policies, and shifting from "zombie housing" to stressed property management. Additional requirements include increasing R3 zone density from 8-24 to 12-40 units and adopting middle housing land division standards. The City received a DLCD grant to examine expansion costs (south versus north/west) per the Governor's Office request to ensure infrastructure costs don't undermine affordable housing goals. Planning Manager Zinder also discussed owner comments to DLCD expressing concerns about ambiguous review standards and advocating financial constraints for urban reserves should apply to UGB analysis. *(For full detailed discussion by Council, Commission, and staff please watch YouTube minutes 29:06 - 01:04:03)*

ADJOURN

Mayor Keyser adjourned the Joint Meeting of the Molalla City Council and Planning Commission at 7:27pm.

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

[“City of Molalla | Oregon – Molalla City Council Joint Session for November 19, 2025”](#)

Scott Keyser, Mayor

PREPARED BY:

Crystal Robles, Deputy City Recorder

ATTEST:

Christie Teets, CMC, City Recorder

Attachments:

- Emailed Public Comment – Mr. Corwin DiMeo regarding Urban Growth Boundary (UGB) process.
- Emailed Public Comment – Mr. Jim Gilbert regarding Urban Growth Boundary (UGB).

From: [Corwin DiMeo-Ediger](#)
To: [City Recorder](#)
Subject: Comments for Joint City Council & Planning Commission Meeting 11/19
Date: Wednesday, November 19, 2025 12:03:09 PM

Hi there, I would like to submit the following comments on the UGB process for the joint session tonight. I would also like to read these comments during the meeting.

Remarks below:

My name is Corwin DiMeo. I have spoken at a number of city council meetings regarding the proposed UGB expansion, Oregon's goal 14 factors, and the use of the flawed population data in the current planning process.

I have discussed this before at-length but just as a quick review: the proposed UGB expansion relies on an outdated population forecast heavily skewed by COVID related statistical errors, which projected a significant growth increase in Molalla. A corrected forecast drastically lowered the projected population growth rate, almost eliminating the need for any UGB expansion. Molalla is currently planning for a major UGB amendment based on a "need" which the PSU Population Research Center, Oregon DAS, and DLCD ALL acknowledge does not exist.

The city has continued planning using the incorrect numbers for pragmatic reasons that I fully understand and acknowledge to be valid. There are practical hurdles, staff time, grant conditions, bureaucratic issues, and a variety of other variables to consider. I do not want to relitigate the fundamental concerns I have for the use of the invalid population forecast. What I do want to ask is that you please consider engaging in some additional policy review and planning related to the current approach in order to ensure that the city is prepared with a resilient plan that is responsive to all contingencies.

Specifically, I'm asking for a review of the systemic impacts of overexpansion and planning for alternatives if the current legislative amendment process being pursued with the governor's office fails.

It may seem relatively harmless to simply move forward with planning using the incorrect forecast numbers. Unfortunately, there is a body of research and scholarship which demonstrates that diverging from a data driven approach results in adverse outcomes.

Overexpansion of UGBs has a variety of regressive and damaging downstream impacts, functionally replicating the effects of poorly managed urban sprawl while compromising the core benefits of having a UGB in the first place. There are complex, largely negative impacts on land supply and demand, it encourages harmful

speculation practices, there novel goal 14 considerations, utility cost burdens on existing taxpayers, harms to infill momentum and incentives, and damage to the environment and local economic diversity. I mention all of this largely because the sunk cost argument of money and time spent on the current plan is insignificant compared to the long term social, environmental, and economic harms caused by overexpansion.

The city also remains in talks with the governor's office related to the viability of a potential legislative amendment to bypass the existing planning process and pursue a partial or full northward expansion.

While not specific to UGB or land use planning, the state of Oregon uses very basic tests to determine if exceptions, waivers, or exemptions meet reasonable standards before they are even considered for review. These tests vary but generally include, at a minimum, a "necessity" test.

If a city brought me a proposal for a large UGB expansion which circumvented the planning and land prioritization process and they informed me that the basis of their request was provably false data, that proposal would immediately fail the necessity test. I say this while fully acknowledging that if an expansion does occur, a northward expansion would be less destructive. I'm simply concerned that the use of the invalid population data undermines the city's legal basis for its request for an exception.

There is a non-zero chance that the legislative amendment pathway fails and the entire plan is remanded and put back to the standard DLCD pipeline. This would result in what amounts to a worst-case scenario: a massive forced expansion into the exception lands using the original invalid and inflated population forecast. While my preference is that the city and DLCD discuss the viability of restarting the process with the correct numbers, my basic request is that additional analysis and planning be performed to ensure that the city has an established course of action in response to all eventualities.

Thank you.

From: [Dan Zinder](#)
To: [Christie Teets](#)
Subject: FW: Testimony - Nov. 19 City Council & Planning Commission mtg.
Date: Wednesday, November 19, 2025 9:48:15 AM

Christie - this came as testimony for the general comments section.

Best,
Dan Zinder
503.759.0226

-----Original Message-----

From: Jim Gilbert <jgilbert@oregonsbest.com>
Sent: Wednesday, November 19, 2025 9:27 AM
To: Sadie Cramer <cityrecorder@molalla.net>
Cc: Corwin DiMeo-Ediger <corwinjde@gmail.com>; Fran Taylor <taylorbillfran@gmail.com>; Dan Zinder <dzinder@cityofmolalla.com>
Subject: Testimony - Nov. 19 City Council & Planning Commission mtg.

November 19, 2025

AVOID A UGB EXPANSION - SAVE OUR FARMLAND!

Dear Mayor Keyser, City Council and Planning Commission members, I've been making a living growing nursery stock in the Liberal area since 1982. I'm a strong supporter of Oregon agriculture and a member of our local Community Planning Organization (CPO). Agriculture is the second largest economic sector in our state. It employs many thousands of Oregonians, both directly and in the many supporting industries. It is also a big part of our local economy, with livestock and thousands of acres of vegetables, hazelnuts, berries and other crops being grown and raised in our region. We all benefit from Oregon's unique land use planning program that has protected our fertile and productive ag lands for over 50 years.

You are now involved in the planning process, considering an expansion of the Urban Growth Boundary. You are basing the need for this expansion on population forecast numbers from 2020, which anticipates a 50% growth in population in the next 20 years. What you are not using are the updated population forecast numbers from 2024, which forecasts a population increase of approx, 2500, 50% less than the older numbers.

Using the updated forecast numbers will reduce or even eliminate the need to expand the UGB. Please use this updated population forecast and save the fertile farmland surrounding the city for growing food and other crops for generations to come. It will also help maintain air and water quality, greatly reduce future infrastructure costs, put less cars on the road and maintain our pleasant, rural lifestyle.

Thank you,

Jim Gilbert

Northwoods Nursery
28696 S. Cramer Rd.
Molalla, OR 97038
wk. 503-651-3737
cell 503-502-6925
www.northwoodsnursery.com

An Oregon Story - Saving Our Beaches, Farmland & More Watch & Share the Film:
<https://www.anoregonstory.com/oregon-story-film>



CITY OF MOLALLA

Staff Report

Agenda Category: PRESENTATIONS, PROCLAMATIONS, CEREMONIES

Agenda Date: Wednesday, December 10, 2025

Submitted by: Chris Long, Police Chief

Approved by: Dan Huff, City Manager

SUBJECT: Molalla Police Officer(s) - Swearing-In Ceremony



CITY OF MOLALLA

Staff Report

Agenda Category: PRESENTATIONS, PROCLAMATIONS, CEREMONIES

Agenda Date: Wednesday, December 10, 2025

Submitted by: Dan Huff, City Manager

Approved by: Dan Huff, City Manager

SUBJECT: Police Facility Update

ATTACHMENTS:

[MPD-Council Report 12.10.2025.pdf](#)

[MPD Council Update - Dec 2025.Mackenzie.pdf](#)



City of Molalla- New Police Facility CITY COUNCIL REPORT

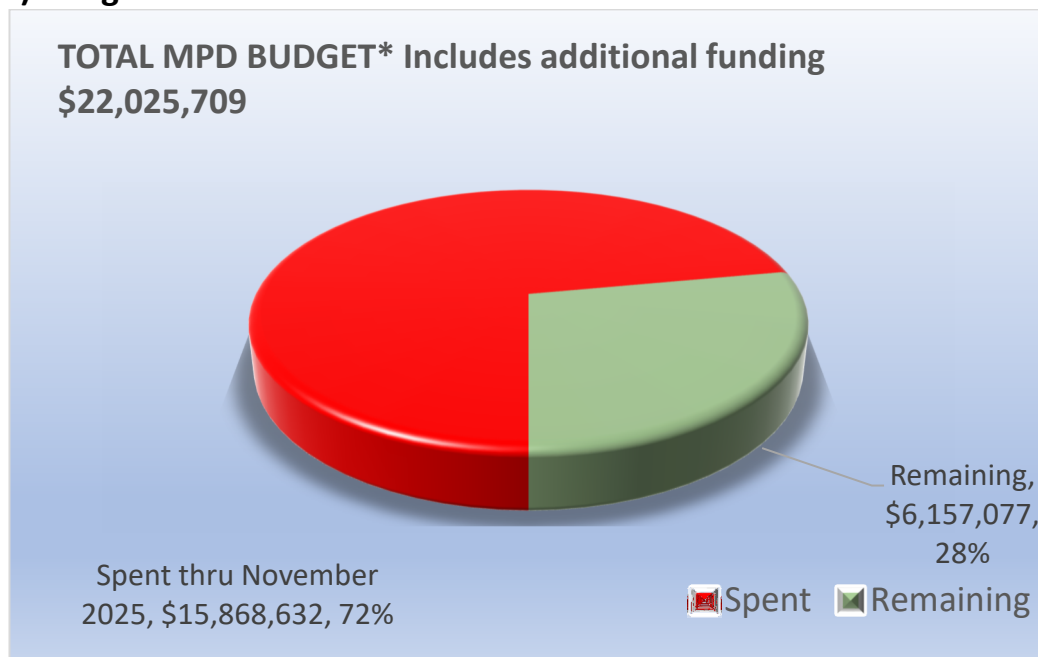
DATE: December 10, 2025

REPORT: City Council Update on New Police Facility

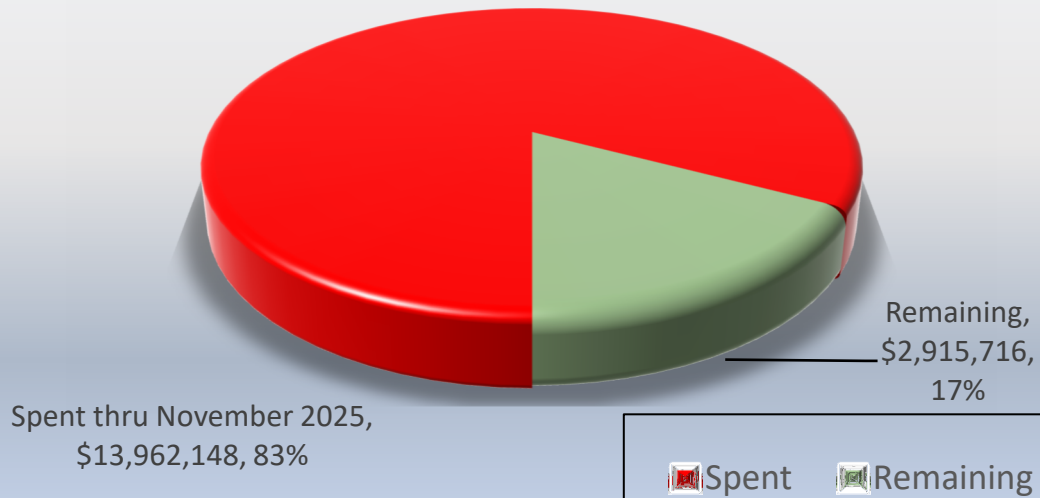
PREPARED BY: Joshua Dodson, Owner's Rep./Project Manager

- ☐ **1) Project Vitals:** 1.6-acre site, 17,832 SF single story new police facility located at old bowling alley property off 150 Grange Ave., project funded by \$16M bond plus other funding, Construction GMP contract is \$16,877,864, Project Budget is projected at \$22,025,709, construction complete by December 2025.
- ☐ **2) Project Team:** City of Molalla and Police Department, Joshua Dodson Owner's Rep., Mackenzie Architects, P&C Construction, NV5 for geotechnical and hazmat services, Elevate Cx for building commissioning services, Intertek/PSI for Special Inspections

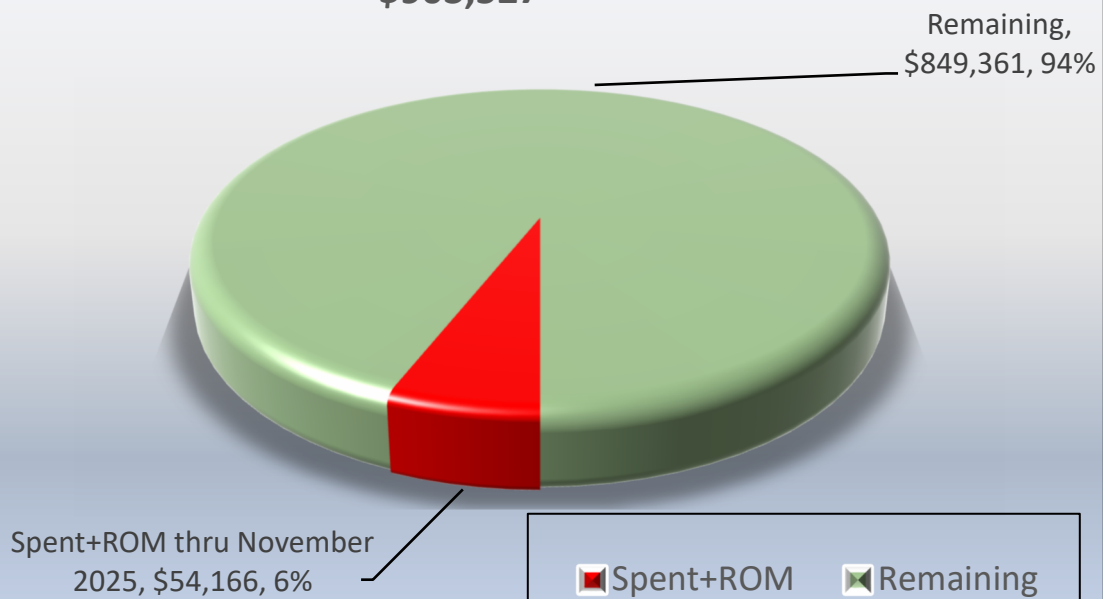
☐ **3) Budget Status:**



TOTAL MPD GMP- P&C Construction
\$16,877,864



TOTAL MPD GMP Contingency- P&C Construction
\$903,527



❑ **4) Scope/Design Updates:**

Design Update from Mackenzie- Here at council meeting to provide update.

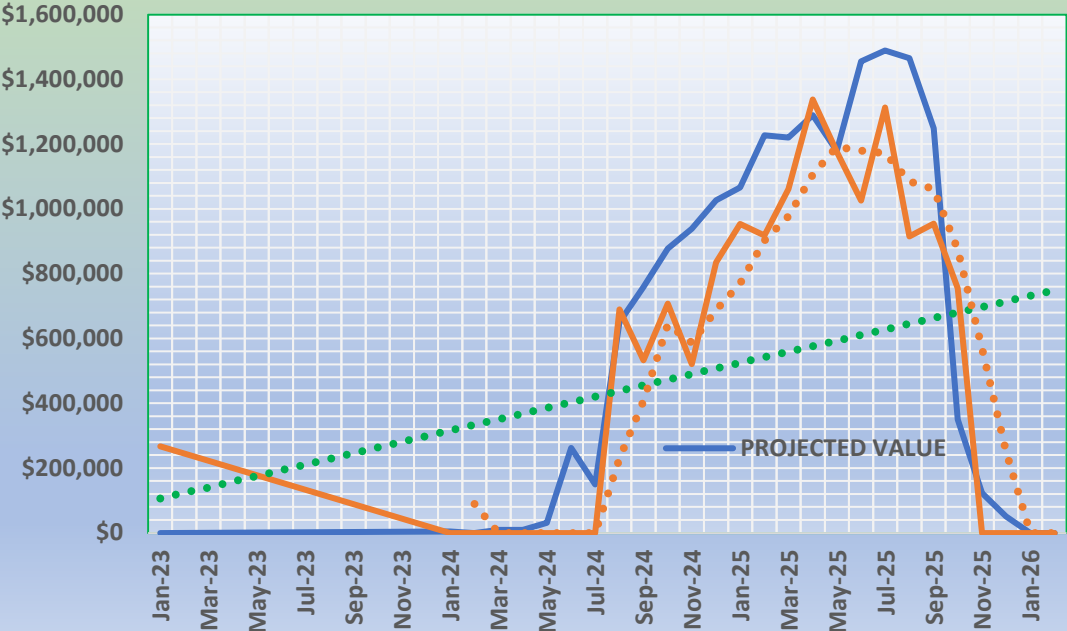
❑ **5) Construction Updates:**

Construction Updates from P&C Construction- Here at council meeting to provide update. **Substantial Completion Achieved 11/21/2025!**

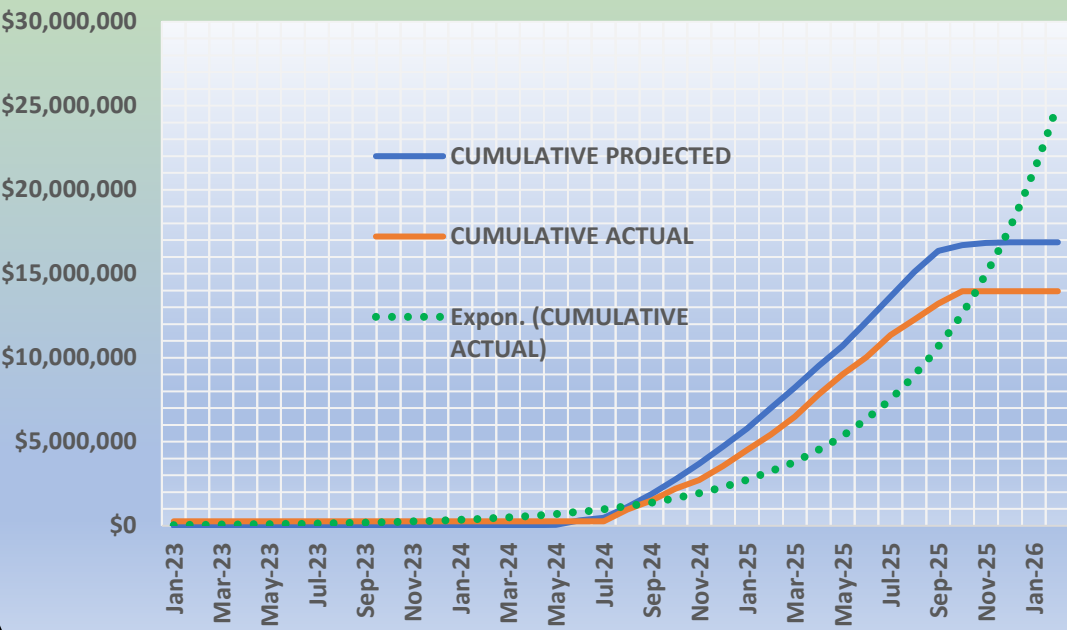
EWA -Early Work Amendment- Abatement/Demolition Old Bowling Alley Building/Site Prep		Spring/Summer 2023	2023	MOLALLA POLICE FACILITY DEVELOPMENT TIMELINE
Bond Election- PASSED!		November 2023		
Design/Permitting		Q1'-Q2'2024	2024	
Site Mob.- Construction Begins		July 2024		
Site demo & grading, excavate footings, foundations		August 2024		
Concrete/Masonry stemwalls, MEP underground utilities		September 2024		
Site utilities rock fill site and pad		October 2024		
Pour slab on grade, storm detention system		November 2024		
Exterior masonry, MEP rough in		December 2024		
Interior masonry, structural steel and joists		January 2025		
Low roof frame MEPS, and metal decking CLT, MEPS		February 2025		
High roof, interior metal stud framing		March 2025		
Low roofing and site walls		April 2025		
Carport		May 2025		
Interior		June 2025		
Interior		July 2025		
Interior		August 2025		
Site improvements		September 2025		
Closeout/Punch List		October 29, 2025		
Substantial Completion		November 2025		
Final Completion		December 2025		

DATE: 12.1.2025					
CONTRACTOR CASH FLOW ANALYSIS					
MONTH/YEAR	PROJECTED VALUE	CUMULATIVE PROJECTED	ACTUAL VALUE	CUMULATIVE ACTUAL	COMMENTS
Jan-23	\$0	\$0	\$266,663	\$266,663	Pay App#1,2 and #2 retainage for early site demo package
Jan-24	\$4,500	\$4,500	\$0	\$266,663	
Feb-24	\$0	\$4,500	\$0	\$266,663	
Mar-24	\$8,960	\$13,460	\$0	\$266,663	
Apr-24	\$8,960	\$22,420	\$0	\$266,663	
May-24	\$30,980	\$53,400	\$0	\$266,663	Pay App#3 is named Pay App#2 RETENTION
Jun-24	\$262,230	\$315,630	\$0	\$266,663	
Jul-24	\$149,370	\$465,000	\$0	\$266,663	
Aug-24	\$650,000	\$1,115,000	\$689,819	\$956,482	Pay App#4 through 8/30/2024
Sep-24	\$758,898	\$1,873,898	\$533,124	\$1,489,606	Pay App#5 through 9/30/2024
Oct-24	\$877,258	\$2,751,156	\$707,697	\$2,197,303	Pay App#6 through 10/31/2024
Nov-24	\$938,459	\$3,689,615	\$521,172	\$2,718,475	Pay App#7 through 11/30/2024
Dec-24	\$1,026,143	\$4,715,758	\$834,783	\$3,553,258	Pay App#8 through 12/31/2024
Jan-25	\$1,066,125	\$5,781,883	\$952,936	\$4,506,194	Pay App#9 through 1/31/2025
Feb-25	\$1,226,489	\$7,008,372	\$918,130	\$5,424,324	Pay App#10 through 2/28/2025
Mar-25	\$1,219,889	\$8,228,261	\$1,060,818	\$6,485,142	Pay App#11 through 3/31/2025
Apr-25	\$1,288,962	\$9,517,223	\$1,337,877	\$7,823,019	Pay App#12 through 4/30/2025
May-25	\$1,178,532	\$10,695,755	\$1,176,777	\$8,999,796	Pay App#13 through May 2025
Jun-25	\$1,455,000	\$12,150,755	\$1,025,244	\$10,025,040	Pay App#14 through June 30, 2025
Jul-25	\$1,489,552	\$13,640,307	\$1,313,166	\$11,338,206	Pay App#15 through July 31, 2025
Aug-25	\$1,465,225	\$15,105,532	\$915,023	\$12,253,229	Pay App#16 through August 31, 2025
Sep-25	\$1,248,975	\$16,354,507	\$954,132	\$13,207,361	Pay App#17 through 9/30/2025
Oct-25	\$349,875	\$16,704,382	\$754,787	\$13,962,148	Pay App#18 through October 31, 2025
Nov-25	\$122,682	\$16,827,064	\$0	\$13,962,148	
Dec-25	\$50,800	\$16,877,864	\$0	\$13,962,148	
Jan-26	\$0	\$16,877,864	\$0	\$13,962,148	
Feb-26	\$0	\$16,877,864	\$0	\$13,962,148	
GMP	\$16,877,864		\$13,962,148		

Contractor Monthly Cash Flow Analysis P&C Construction



Contractor Cumulative Cash Flow Analysis P&C Construction



☐ **6) Interesting Things/Challenges:**

- a) Substantial Completion achieved 11/21/2025
- b) FFE Procurement
- c) Interior lighting matching outdoor lighting auto
- d) Continued use of very little GMP contingency
- e) Potential project savings forecast- \$680K+

☐ **7) Pictures:**



Figure 1- 11.21.2025- New PGE light poles installed



Figure 2- 11.21.2025- Team walking exterior for punch list



Figure 3- 11.21.2025 Team on roof during punch list walk



Figure 4- 11.21.2025- Team during punch list walk



Figure 5- 811.21.2025- Team during punch list walk in Sally Port



Figure 6- 11.21.2025- Team during punch list walk



Figure 7- 11.20.2025- Team during exterior civil/Landscape punch list walk



Figure 8- 11.13.2025- Front Entrance Art

END OF REPORT







CITY OF MOLALLA

Staff Report

Agenda Category: PRESENTATIONS, PROCLAMATIONS, CEREMONIES

Agenda Date: Wednesday, December 10, 2025

Submitted by: Christie Teets, City Recorder

Approved by: Dan Huff, City Manager

SUBJECT: Reappointment of Planning Commissioner Clint Ancell

RECOMMENDATION/RECOMMENDED MOTION:

I move to appoint Clint Ancell to an additional four-year term to the Molalla Planning Commission.

BACKGROUND:

Commissioner Ancell's current term expires on December 31, 2025. He expressed interest in serving an additional four-year term.



CITY OF MOLALLA

Staff Report

Agenda Category: PRESENTATIONS, PROCLAMATIONS, CEREMONIES

Agenda Date: Wednesday, December 10, 2025

Submitted by: Christie Teets, City Recorder

Approved by: Dan Huff, City Manager

SUBJECT: Reappointment of Planning Commissioner Doug Eaglebear

RECOMMENDATION/RECOMMENDED MOTION:

I move to appoint Doug Eaglebear to an additional four-year term to the Molalla Planning Commission.

BACKGROUND:

Mr. Eaglebear's term is set to expire on December 31, 2025. He has expressed interest in serving an additional four-year term on the Planning Commission.



CITY OF MOLALLA

Staff Report

Agenda Category: PUBLIC HEARINGS

Agenda Date: Wednesday, December 10, 2025

Submitted by: Dan Huff, City Manager

Approved by: Dan Huff, City Manager

SUBJECT: Ordinance No. 2025-12: Amending Molalla Municipal Code, Chapter 2.04.010 City Council Meetings

RECOMMENDATION/RECOMMENDED MOTION:

Conduct the Public Hearing for Ordinance No. 2025-12.

BACKGROUND:

During a recent City Council meeting, a discussion took place about the desire to begin City Council meetings at 6:00pm. This ordinance amends current Molalla Municipal Code language in Chapter 2.04.010.

ATTACHMENTS:

[Ordinance No. 2025-12 Amending Chapter 2.04.010 City Council Meetings.pdf](#)



ORDINANCE NO. 2025-12

AN ORDINANCE OF THE CITY OF MOLALLA, OREGON. AMENDING MOLALLA MUNICIPAL CODE, CHAPTER 2.04.010 CITY COUNCIL MEETINGS

WHEREAS, Molalla Municipal Code, Chapter 2.04.010 City Council Meetings currently states “the regular meetings of the City Council of the City of Molalla shall be held on the second and fourth Wednesday of each month in the Molalla Adult Community Center at 7:00 p.m.”; and
WHEREAS, the Molalla City Council desires to update the start time and location of City Council meetings.

Now, Therefore, the City of Molalla ordains Chapter 2.04.010 City Council Meetings shall state:

Section 1. The regular meetings of the City Council of the City of Molalla shall be held on the second and fourth Wednesday of each month in the Molalla Civic Center at 6:00 p.m.

Section 2: Effective Date. This Ordinance shall take effect 30 days after enactment.

The First Reading was held on December 10, 2025 and moved to a Second Reading by _____ vote of the City Council.

The Second Reading was held on December 10, 2025 and adopted by the City Council by _____ vote of the City Council.

Signed this 10th day of December 2025.

Scott Keyser, Mayor

ATTEST:

Christie Teets, CMC
City Recorder



CITY OF MOLALLA

Staff Report

Agenda Category: PUBLIC HEARINGS

Agenda Date: Wednesday, December 10, 2025

Submitted by: Kyle Murphy, Code Compliance Specialist

Approved by: Dan Huff, City Manager

SUBJECT: Ordinance No. 2025-13: Amending Molalla Municipal Code Chapter 9.14 Exclusion Process from City Property

RECOMMENDATION/RECOMMENDED MOTION:

Conduct Public Hearing for Ordinance No. 2025-13: Amending Molalla Municipal Code Chapter 9.14 Exclusion Process from City Property.

BACKGROUND:

The recommended amendments brings this section of the Molalla Municipal Code up to date.

ATTACHMENTS:

[Ordinance No. 2025-13: 9.14.020 Exclusion from city property.pdf](#)



ORDINANCE NO. 2025-13

AN ORDINANCE OF THE CITY OF MOLALLA, OREGON. AMENDING MOLALLA MUNICIPAL CODE CHAPTER 9.14 EXCLUSION PROCESS FROM CITY PROPERTY

WHEREAS, City Parks are intended for the enjoyment and recreation of the general public, and the City has a duty to maintain order and prevent behaviors that threaten public safety, property, or the welfare of others; and

WHEREAS, certain conduct in parks, including violations of City ordinances, state laws, or park rules, may endanger visitors, staff, or park resources, and may require the exclusion of individuals to preserve the integrity and accessibility of public spaces; and

WHEREAS, the exclusion of individuals from parks should be conducted in a fair, consistent, and transparent manner, with due process protections, including written notice, the right to appeal, and consideration of the severity of the violation; and

WHEREAS, this ordinance is consistent with Oregon state law and municipal best practices regarding the exclusion of persons from public parks and facilities.

Now, Therefore, the City of Molalla ordains:

Section 1. The City of Molalla Municipal Code, Chapters 9.14.020 and 9.14.050 are hereby amended in accordance with Exhibits A, attached hereto and incorporated herein by reference.

Section 2. Effective Date. This Ordinance shall take effect 30 days after enactment.

The First Reading was held on December 10, 2025 and moved to a Second Reading by _____ vote of the City Council. The Second Reading was held on _____ and adopted by the Molalla City Council.

Signed this ____ day of _____ 2025.

Scott Keyser, Mayor

ATTEST:

Christie Teets, CMC
City Recorder

Exhibit A

Key:

- Removals are represented by a ~~striketrough~~.
- Additions are represented by ***bold and italic text***.
- Existing, unmodified language is represented by standard text.

9.14.020. Exclusion from city property.

A. In addition to any other remedy or penalty provided by law, a peace officer or other person specifically authorized by the City Manager may exclude a person who violates a provision of state or local law from that city property for a period of up to ~~180~~ 90-days. Where conduct and circumstances elevate to the level of creating a clear compromise to the safety and well-being of citizens or staff, the City Manager may extend the exclusion from city property to up to one year. Such extensions must be ~~done~~ ***made*** in writing and occur within 10 days of the issuance of the original exclusion order.

B. A person excluded pursuant to subsection A may not enter or remain upon that city property during the exclusion period. If the exclusion is from City Hall or other city ~~building~~ ***buildings*** and it is necessary for the excluded subject to file documents, pay a debt, or otherwise conduct necessary business, the transaction must be conducted by telephone, mail or e-mail if possible. If the excluded party is required to appear in a municipal court proceeding or must appear in person to conduct business, the excluded party will notify the City Manager at least 24 hours in advance of the pending appearance in municipal court or on city property.

C. A person will be given a warning and an opportunity to comply with the law or rule before an exclusion notice is issued unless the exclusion is based on:

1. Conduct punishable as a ***crime in the State of Oregon*** ~~felony~~; or
2. ***Unlawful activity related to*** controlled substances or alcoholic beverages; or
3. Actions actually or likely to result in personal injury or property damage; or
4. The person having been previously warned or excluded ***under this ordinance*** ~~for the same conduct in a separate situation.~~

~~D. An exclusion notice will not be issued if the person promptly complies with the warning under subsection C.~~

~~E. An exclusion notice will be written and include:~~

- ~~1. The signature of the issuing party and date of issuance;~~
- ~~2. The effective dates of the exclusion period;~~
- ~~3. The places from which the person is excluded;~~
- ~~4. The provisions of law violated;~~
- ~~5. A brief description of the offending conduct;~~
- ~~6. A statement of the consequences for failure to comply; and~~
- ~~7. The appropriate municipal court procedures.~~

D. The code does not authorize exclusion of a person lawfully exercising free speech rights or other rights protected by state or federal law. *However, a person engaged in such protected activity who commits acts that are not protected, but that violate applicable provisions of law or rules of conduct, shall be subject to exclusion as provided by this chapter.*

E. No person shall enter or remain in any public place at any time during which there is in effect a notice of exclusion issued under this chapter excluding that person from that place. An exclusion issued under the provisions of this chapter shall be for the following timeframes:

1. Thirty days for an exclusion based on an offense not covered by subsection (E)(2) or (E)(3) of this section.

2. Ninety days if:

i. The basis for the exclusion would, upon conviction, be punishable as a misdemeanor offense under the laws of the State of Oregon or Ordinances of the City of Molalla. A criminal conviction is not required to enforce or uphold this exclusion; or

ii. The person to be excluded has been excluded from any public place at any time within two years before the date of the present exclusion.

3. One hundred eighty days if:

i. The basis for the exclusion would, upon conviction, be punishable as a felony offense under the laws of the State of Oregon. A criminal conviction is not required to enforce or uphold this exclusion; or

ii. Notwithstanding MMC 9.14.020(E)(2)(i), the basis for the exclusion would, upon conviction, be punishable as a sex offense under the laws of the State of Oregon. A criminal conviction is not required to enforce or uphold this exclusion; or

iii. The person to be excluded has been excluded from one or more public places on two or more occasions within two years before the date of the present exclusion.

F. Written notice shall be given to any person excluded from any public place. The notice shall identify the provision of law upon which the exclusion was issued and contain a brief description of the offending conduct, the places of exclusion, and the start date and end date of the exclusion period.

9.14.050. Violation—Penalty.

~~A. Violation of any of the provisions of this chapter shall be punishable by a fine up to \$500.00.~~
A person who violates a notice of exclusion from public places issued under this chapter commits the crime of Criminal Trespass in the Second Degree which shall be punishable in accordance with ORS 164.245.



CITY OF MOLALLA

Staff Report

Agenda Category: PUBLIC HEARINGS

Agenda Date: Wednesday, December 10, 2025

Submitted by: Kyle Murphy, Code Compliance Specialist

Approved by: Dan Huff, City Manager

SUBJECT: Ordinance No. 2025-09: Amending Molalla Municipal Code Chapters 10.72.020, 15.08.010, and 15.08.020

RECOMMENDATION/RECOMMENDED MOTION:

Conduct Public Hearing for Ordinance No. 2025-09: Amending Molalla Municipal Code Chapters 10.72.020, 15.08.010, and 15.08.020.

BACKGROUND:

This item was set as a City Council goal in 2025. Staff has consulted with City Council at various meetings throughout the year. The ordinance presented is a culmination of input by Council and staff.

ATTACHMENTS:

[Ordinance No. 2025-09 10.72.020 Storage of vehicles or personal property on public property - Designated time limits.pdf](#)



ORDINANCE NO. 2025-09

**AN ORDINANCE OF THE CITY OF MOLALLA, OREGON.
AMENDING MOLALLA MUNICIPAL CODE CHAPTERS 10.72.020,
PARKING, STORAGE, AND MAINTENANCE OF INOPERABLE VEHICLES, AND
15.08.010, AND 15.08.020, INOPERABLE VEHICLES**

WHEREAS, During the City's 2025 Goal-Setting process, Council directed staff to review and update Molalla Municipal Code regarding the parking of recreational vehicles on public streets; and

WHEREAS, Recreational vehicles parked within the public right-of-way for extended periods limit the public's equal access to such right-of-way and may, in some circumstances, create public safety hazards; and

WHEREAS, The City of Molalla seeks to regulate recreational vehicle parking in a manner that promotes safe and equitable use of the public right-of-way for all residents; and

WHEREAS, Upon review of the applicable Code provisions, the City determined that further clarification is necessary concerning the permitted and prohibited habitation and use of recreational vehicles on both public and private property.

Now, Therefore, the City of Molalla ordains:

Section 1. City of Molalla Municipal Code, Chapters(s) 10.72.020, 15.08.010, 15.08.020, are hereby amended in accordance with Exhibit A, attached hereto and incorporated herein by reference.

Section 2. Effective Date. This Ordinance shall take effect 90 days after enactment.

The First Reading was held on December 10, 2025, and moved to a Second Reading by _____ vote of the City Council. The Second Reading was held on _____ and adopted by the Molalla City Council.

Signed this ____ day of _____ 2025.

Scott Keyser, Mayor

ATTEST:

Christie Teets, CMC
City Recorder

Exhibit A

Key:

- Removals are represented by a ~~strikethrough~~.
- Additions are represented by ***bold and italic text***.
- Existing, unmodified language is represented by standard text.

MMC Chapter 10.72.020. Storage of vehicles or personal property on public property – Designated time limits.

A. No person shall park, store, or permit to be parked or stored, an inoperable vehicle or other motor vehicle, ~~trailer~~, bus, ~~camper~~, motor home, recreational vehicle, boat, or other personal property on any public street, right-of-way or other public property in excess of 72 ***consecutive*** hours without express written permission of the City Manager or designee. This section shall not apply to vehicles or other property being stored or impounded by the City of Molalla or any other municipal entity.

1. ***An inoperable vehicle, other motor vehicle, bus, or other personal property is considered parked, stored, or permitted to be parked or stored if it remains in the same one-half mile radius without first exiting the one-half mile radius, unless the vehicle or property is removed from public property for at least 24 consecutive hours.***

B. Notwithstanding MMC 10.72.020(A), no person shall park, store, or permit the parking or storage of any recreational vehicle, motor home, camper, trailer, boat, or similar property on any public street, right-of-way, or other public property for more than 24 consecutive hours without the express written authorization of the City Manager or their designee.

~~B. 1. Except that a~~ A recreational vehicle, motor home, ~~or camper~~, ***trailer, boat, or similar property*** may be parked on public property ~~longer than the period allowed in subsection A of this section~~ ***for up to but not exceeding 72 consecutive hours*** if:

- ~~1. i.~~ It is owned by the resident or guest of the resident of the property in front of which it is parked; and
- ~~2. ii.~~ It is ***legally*** parked in the public street or right-of-way in front of or along-side the lot, ***or adjacent lot***, of the resident; and
- ~~3. iii.~~ It is parked in a manner which does not interfere with traffic or create a hazard by obstructing the view of drivers.; ~~and~~
- ~~4. It is parked in such location no longer than 10 days in any calendar year.~~

2. The exception provided in subsection B (1) of this section shall apply to no more than one recreational vehicle, motor home, camper, trailer, boat, or similar property per residence for each instance the exception is invoked.

3. A recreational vehicle motor home, camper, trailer, boat, or similar property must be removed from all public property within the City of Molalla for a minimum of 24 consecutive hours before it may return to public property within the City of Molalla.

C. No person shall park, store, drop, unload, or leave standing any slide-in camper, truck bed camper, pickup camper, cabover camper, or similar detachable non-towable camping structure on any public street, right-of-way, or other public property while disconnected from a motor vehicle.

~~C. A motor vehicle, trailer, bus, camper, motor home, recreational vehicle, boat, or other personal property is considered parked, stored, or permitted to be parked or stored if it remains in the same one-half mile radius without first exiting the one-half mile radius.~~

D. Any attempt to delay, alter, or circumvent the effectiveness of the tow process by re-positioning a vehicle on the roadway without permanently removing the vehicle may be a violation of ORS 162.235 (Obstructing governmental or judicial administration) which is a Class A misdemeanor.

MMC 15.08.010 Inhabitation and use of recreational vehicles on Private Property

~~Except as provided in Title 10 or 18 of this code, no person shall inhabit or use for more than 10 consecutive days any recreational vehicle, trailer, fifth wheel or other such mobile living unit, without having obtained a permit therefor.~~

- A. No person shall inhabit, use, or permit the inhabitation or use of any recreational vehicle, camper, motor home, trailer, fifth wheel, or similar mobile living unit on private property for longer than the time allowed under Molalla Municipal Code 9.16.020 (Unlawful Camping) without first obtaining a permit in accordance with the terms of MMC 15.08.020.*
- B. Inhabitation and use of recreational vehicles on public property shall be governed by Molalla Municipal Code 9.16.015 (Regulating and Prohibiting Public Camping on Public Property).*

MMC 15.08.020 Permits.

- A. Any person desiring to inhabit or use a recreational vehicle, **camper, motor home**, trailer, fifth wheel or other such mobile living unit for more than ~~seven consecutive days~~ **the time allowed under Molalla Municipal Code 9.16.020 (Unlawful Camping)** shall apply for an **RV Extended Stay** permit from the City Manager.*

1. ~~The fee for such permit shall be set by the City Council by resolution.~~ Upon receipt of an application for such a permit, the City Manager or designee may issue a permit therefor, for a period not exceeding 30 days, if the unit contains satisfactory sanitary facilities and if the use or inhabitation of the unit will not create a menace to public health or a public nuisance.

2. *Notwithstanding the time limit described in MMC 15.08.020(A)(1), permits may be initially issued for a period of up to one year to allow a caregiver to reside on the private property of the patient for whom they provide care, based on medical necessity.*

i. The exception for medical necessity described in MMC 15.08.020(A)(2) is only applicable if there are no reasonable caregivers quarters available in any building approved for human occupancy on the site.

ii. The City shall require a physician's statement regarding the medical necessity of a caregiver at any time during the permit application process or while the permit is in effect. The permit shall not be issued for a timeframe longer than that described in the physician's statement.

3. *It is a violation of this section for any recreational vehicle, camper, motor home, trailer, fifth wheel, or similar mobile living unit to connect to the City sewer system or to discharge any waste inside the City of Molalla, except at an approved grey or blackwater dump station, or solid waste disposal facility, as applicable.*

B. The owner and, as applicable, lawful tenant of private property upon which a recreational vehicle, camper, motor home, trailer, fifth wheel, or other such mobile living unit is inhabited or used shall:

1. Sign the application for the permit described in MMC 15.08.020(A); and

2. Be (jointly and severally) liable for all damages and fines arising out of non-compliance with this chapter; and

3. Grant the City of Molalla Public Works or Code Compliance staff the right of entry to inspect the sanitary sewer system and all connections thereto.



CITY OF MOLALLA

Staff Report

Agenda Category: ORDINANCES AND RESOLUTIONS

Agenda Date: Wednesday, December 10, 2025

Submitted by: Dan Huff, City Manager

Approved by: Dan Huff, City Manager

SUBJECT: Ordinance No. 2025-12: Amending Molalla Municipal Code, Chapter 2.04.010 City Council Meetings

RECOMMENDATION/RECOMMENDED MOTION:

I move to hold the First Reading of Ordinance No. 2025-12: Amending Molalla Municipal Code, Chapter 2.04.010 City Council Meetings by title only.

If unanimous:

I move to hold the Second Reading and Adoption of Ordinance No. 2025-12: Amending Molalla Municipal Code, Chapter 2.04.010 City Council Meetings.



CITY OF MOLALLA

Staff Report

Agenda Category: ORDINANCES AND RESOLUTIONS

Agenda Date: Wednesday, December 10, 2025

Submitted by: Kyle Murphy, Code Compliance Specialist

Approved by: Dan Huff, City Manager

SUBJECT: Ordinance No. 2025-13: Amending Molalla Municipal Code Chapter 9.14 Exclusion Process from City Property

RECOMMENDATION/RECOMMENDED MOTION:

I move to hold the First Reading of Ordinance No. 2025-13: Amending Molalla Municipal Code Chapter 9.14 Exclusion Process from City Property by title only.

If unanimous:

I move to hold the Second Reading and Adoption of Ordinance No. 2025-13: Amending Molalla Municipal Code Chapter 9.14 Exclusion Process from City Property by title only.



CITY OF MOLALLA

Staff Report

Agenda Category: ORDINANCES AND RESOLUTIONS

Agenda Date: Wednesday, December 10, 2025

Submitted by: Kyle Murphy, Code Compliance Specialist

Approved by: Dan Huff, City Manager

SUBJECT: Ordinance No. 2025-09: Amending Molalla Municipal Code Chapters 10.72.020, 15.08.010, and 15.08.020

RECOMMENDATION/RECOMMENDED MOTION:

I move to hold the First Reading of Ordinance No. 2025-09: Amending Molalla Municipal Code Chapters 10.72.020, 15.08.010, and 15.08.020, by title only.

If unanimous:

I move to hold the Second Reading and Adoption of Ordinance No. 2025-09: Amending Molalla Municipal Code Chapters 10.72.020, 15.08.010, and 15.08.020, by title only.



CITY OF MOLALLA

Staff Report

Agenda Category: ORDINANCES AND RESOLUTIONS

Agenda Date: Wednesday, December 10, 2025

Submitted by: Cindy Chauran, Finance Director

Approved by: Dan Huff, City Manager

SUBJECT: Resolution No. 2025-27: Adopting a Master Fee Schedule and Repealing All Prior, Conflicting Fee Resolutions

FISCAL IMPACT:

Varies throughout Departments

RECOMMENDATION/RECOMMENDED MOTION:

I move to approve Resolution No. 2025-27: Adopting a Master Fee Schedule and Repealing All Prior, Conflicting Fee Resolutions

BACKGROUND:

Administrative fees are intended only to recover costs, not provide a revenue windfall. They help ensure that those activities that run through the City but provide benefit only to the individual (or are required only by the individual) are paid for by the individual. Adjustments should be made to keep pace with costs, although consideration is also given to the cost of implementation and comparative costs of other agencies.

Changes of note proposed to go into effect January 1, 2026, include an increase of 2.5% (adjusted to whole numbers) for Land Use and Permitting fees. Presently, the City's land use and permitting program operates at a loss. This is due to the low cost of these processes in comparison to similarly situated cities. The proposed increase is intended to account for inflation and prevent operating at a greater loss than the present.

Public Works fees are proposed to increase 2.5% (adjusted to whole numbers) due to the increased cost of equipment for both purchase and maintenance, and increased cost of materials.

Increases for police personnel costs that are billed out for special services are proposed to increase to offset those costs.

Exhibit A lists the current fees and proposed changes, if any. Changes are in **bold**. **Exhibit B** will be the final adopted "booklet" version published on the City web page if all proposed changes are agreed upon.

ATTACHMENTS:

[Resolution 2025-27 Fee Schedule.pdf](#)

[Master Fee Schedule 2026 Exhibit A.pdf](#)

[Master Fee Schedule 2025 Exhibit B.pdf](#)



RESOLUTION NO. 2025-27

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON
ADOPTING A MASTER FEE SCHEDULE AND REPEALING ALL PRIOR,
CONFLICTING FEE RESOLUTIONS**

WHEREAS, The City Council has the authority to implement administrative fees; and

WHEREAS, Administrative fees are intended to recoup the cost, or a portion of the cost, of administrative processes and materials that fall outside the scope of those provided to the broader tax base; and

WHEREAS, Fees are not meant to generate excess income for the City, and the fees imposed by this resolution are not taxes subject to the property tax limitation of Article XI, Section 11(b) of the Oregon Constitution; and

WHEREAS, City staff desires to maintain a master fee schedule to provide the public; and

WHEREAS, An annual review and adjustment of fees is best practice.

Now, Therefore, the City of Molalla Resolves as follows:

- Section 1.** The Master Fee Schedule in Exhibit B, attached hereto and incorporated by reference, is hereby adopted.
- Section 2.** All previous fee resolutions that deal with the same fees described in Exhibit A are hereby repealed.
- Section 3.** This Resolution becomes effective on January 1, 2026, and remains effective until repealed or otherwise superseded by Resolution of the Molalla City Council.

Signed this 10th day of December 2025.

Scott Keyser, Mayor

ATTEST:

Christie Teets, CMC
City Recorder

Resolution 2025-27 : Master Fee Schedule

Exhibit A

DEPARTMENT/Division/Fee	Current Fee	Fee Authority	Proposed Fee	Notes
COMMUNITY DEVELOPMENT DEPARTMENT				
Planning Division				
<i>Building Permit - Residential</i>				
<i>Single Family Residence or Accessory Dwelling Unit</i>	\$ 495.00	Resolution 2024-24	\$ 505.00	
<i>Duplex</i>	\$ 825.00	Resolution 2024-24	\$ 845.00	
<i>Multifamily</i>	\$715 + \$100/unit	Resolution 2024-24	\$735 + \$100/unit	
<i>Accessory Buildings, Non-Living Space</i>	\$ 165.00	Resolution 2024-24	\$ 170.00	
<i>Non-Exempt Remodels - not increasing sq footage</i>	\$ 220.00	Resolution 2024-24	\$ 225.00	
<i>Residential Additions</i>	\$ 275.00	Resolution 2024-24	\$ 280.00	
<i>Building Permit - Non-Residential</i>				
<i>0-5,000 sq ft</i>	\$ 495.00	Resolution 2024-24	\$ 510.00	
<i>5,001-10,000 sq ft</i>	\$ 605.00	Resolution 2024-24	\$ 620.00	
<i>10,001-50,000 sq ft</i>	\$ 907.50	Resolution 2024-24	\$ 930.00	
<i>50,001-100,000 sq ft</i>	\$ 1,017.50	Resolution 2024-24	\$ 1,040.00	
<i>More than 100,000 sq ft</i>	\$ 1,210.00	Resolution 2024-24	\$ 1,240.00	
<i>Parking Lot, Paving/Landscaping</i>	\$ 440.00	Resolution 2024-24	\$ 450.00	
<i>Tenant Improvement or Remodel-not increasing sq footage</i>	\$ 495.00	Resolution 2024-24	\$ 505.00	
<i>Legislative Applications</i>				
<i>Annexation</i>	\$4,125 + \$3,757 deposit if election required	Resolution 2024-24	\$4,200 + Actual Cost of Election	Actual Cost of Election to be estimated by City Recorder and paid by applicant as a deposit with application. Applicant will be reimbursed for overpayment or billed for underpayment.
<i>Comprehensive Plan Amendment</i>	\$ 4,235.00	Resolution 2024-24	\$ 4,325.00	
<i>Zone Change</i>	\$ 3,630.00	Resolution 2024-24	\$ 3,720.00	
<i>Land Use Applications</i>				
<i>Code Interpretation - Type II</i>	\$ 1,210.00	Resolution 2024-24	\$ 1,240.00	
<i>Code Interpretation - Type IV</i>	\$ 3,630.00	Resolution 2024-24	\$ 3,720.00	
<i>Partition - Preliminary Plat</i>	\$ 1,925.00	Resolution 2024-24	\$ 1,970.00	
<i>Partition - Final Plat</i>	\$ 385.00	Resolution 2024-24	\$ 395.00	
<i>Subdivision - Preliminary Plat</i>	\$ 3,630.00	Resolution 2024-24	\$ 3,720.00	
<i>Subdivision - Final Plat</i>	\$ 660.00	Resolution 2024-24	\$ 675.00	
<i>Master Plan - Concept Plan</i>	\$ 3,630.00	Resolution 2024-24	\$ 3,720.00	
<i>Master Plan - Detailed Dev. Plan</i>	\$ 1,815.00	Resolution 2024-24	\$ 1,860.00	
<i>Master Plan - Site Design Review</i>	\$ 1,815.00	Resolution 2024-24	\$ 1,860.00	
<i>Middle Family Housing Land Division</i>	N/A	NEW	\$ 3,100.00	Includes preliminary plat, final plat, and 2 single family residential building permits

DEPARTMENT/Division/Fee	Current Fee	Fee Authority	Proposed Fee	Notes
<i>Similar Use Determination - Type II</i>	\$ 1,210.00	Resolution 2024-24	\$ 1,240.00	
<i>Similar Use Determination - Type III</i>	\$ 1,760.00	Resolution 2024-24	\$ 1,800.00	
<i>Conditional Use Permit</i>	\$ 3,025.00	Resolution 2024-24	\$ 3,100.00	
<i>Extension of Nonconforming Use Status - Type III</i>	\$ 1,815.00	Resolution 2024-24	\$ 1,860.00	
<i>Site Design Review - Type II</i>	\$ 1,925.00	Resolution 2024-24	\$ 1,970.00	
<i>Site Design Review - Type III</i>	\$ 3,850.00	Resolution 2024-24	\$ 3,945.00	
<i>Temporary Use - Type II</i>	\$ 1,100.00	Resolution 2024-24	\$ 1,125.00	
<i>Adjustment of Code Standard</i>	\$ 605.00	Resolution 2024-24	\$ 620.00	
<i>Variance</i>	\$ 3,025.00	Resolution 2024-24	\$ 3,100.00	
<i>Modification of approval - Type 1</i>	\$ 385.00	Resolution 2024-24	\$ 395.00	
<i>Modification of approval - Type 2</i>	\$ 1,100.00	Resolution 2024-24	\$ 1,125.00	
<i>Modification of approval - Type 3</i>	\$ 3,575.00	Resolution 2024-24	\$ 3,660.00	
<i>Appeal of a Type 2 Decision</i>	\$ 2,200.00	Resolution 2024-24	\$ 2,255.00	
<i>Appeal of a Type 3 Decision</i>	\$ 2,750.00	Resolution 2024-24	\$ 2,815.00	
<i>Historical Designation or Removal</i>	\$ 1,210.00	Resolution 2024-24	\$ 1,240.00	
Miscellaneous				
Street Performer	N/A	NEW	\$ 25.00	Annual Permit
<i>Addressing</i>	\$82.50 per address	Resolution 2024-24	\$85 per address	
<i>LUCS Review for State Permit</i>	\$ 247.50	Resolution 2024-24	\$ 250.00	
<i>Pre-Application Meeting - Type 1</i>	\$ 165.00	Resolution 2024-24	\$ 170.00	
<i>Pre-Application Meeting - Type 2</i>	\$ 495.00	Resolution 2024-24	\$ 500.00	
<i>Pre-Application Meeting - Type 3</i>	\$ 935.00	Resolution 2024-24	\$ 955.00	
<i>Zoning Verification Letter</i>	\$ 110.00	Resolution 2024-24	\$ 115.00	
<i>Excavation/Grading Application Review</i>	\$ 110.00	Resolution 2024-24	\$ 115.00	
<i>Excavation/Grading Permit</i>	Greater of \$55 or \$0.22 per cubic yard	Resolution 2024-24	Greater of \$60 or \$0.25/Cubic Yard	If County grading permit is required, this permit is not applicable.
<i>Demolition Permit</i>	\$ 137.50	Resolution 2024-24	\$ 140.00	
<i>Erosion Control Application Review</i>	\$ 82.50	Resolution 2024-24	\$ 85.00	
<i>Erosion Control Permit < 1 acre</i>	\$ 137.50	Resolution 2024-24	\$ 140.00	
<i>Erosion Control Permit > 1 acre</i>	\$ -	Resolution 2024-24		DEQ 1200-C required to be submitted to City
<i>Change of Use/Occupancy</i>	\$ 192.50	Resolution 2024-24	\$ 195.00	
<i>Mobile Food Unit as Accessory to a Primary Use</i>	\$ 192.50	Resolution 2024-24	\$ 195.00	MFU's as Primary Use, See Site Design Review
<i>Home Occupation Permit</i>	\$ 192.50	Resolution 2024-24	\$ 195.00	Business use in residential structure
<i>Other Type I Application</i>	\$ 192.50	Resolution 2024-24	\$ 195.00	
<i>Property Line Adjustment</i>	\$ 825.00	Resolution 2024-24	\$ 845.00	
<i>Micro-Generation of Power (Solar)</i>	\$ 110.00	Resolution 2024-24	\$ 115.00	
<i>Sign Permit</i>	\$ 165.00	Resolution 2024-24	\$ 200.00	
<i>Tree Permit</i>	\$ 27.50	Resolution 2024-24	\$ 30.00	
<i>Parks Fee in Lieu of Land Dedication</i>	Calculated	Resolution 2025-10	Calculated	Dedication Area Calculated under MMC 17- 3.6.030(B) / Total Buildable Area of Parcel * Real Market Value

DEPARTMENT/Division/Fee	Current Fee	Fee Authority	Proposed Fee	Notes
Additional Planning Inspection	\$82.50/hr (each staff member)	Resolution 2024-24	\$85/hr	1 initial inspection and 1 follow-up inspection is included in application fee

DEPARTMENT/Division/Fee	Current Fee	Fee Authority	Proposed Fee	Notes
Public Works Division				
Water & Sewer Fees				
Water Hook Up Fee	\$ 715.00	Resolution 2024-24	\$ 730.00	
Sewer Hook Up Fee	\$ 715.00	Resolution 2024-24	\$ 730.00	
Bulk Water Fees	\$5.50/Cf	Resolution 2024-24	\$5.65/100 cf	
Bulk Water Meter Deposit (refundable)	\$ 750.00	Resolution 2024-24	\$ 770.00	
Bulk Water Meter Account & Meter I/R	\$ 85.00	Resolution 2024-24	\$ 90.00	
2" Meter or Larger installation fee	Time & materials cost + 20%	Resolution 2024-24	Time & materials cost + 20%	
Engineering Fees				
Engineering Design Review Fee	3% of project cost, min. \$770	Resolution 2024-24	3% of project cost, min. \$790	Includes 1 initial review and 1 follow-up review only.
Construction Permit Fee	2% of project cost, min. \$330	Resolution 2024-24	2% of project cost, min. \$345	Includes 1 final inspection and 1 re-inspection only.
Additional Design Review or Additional Final Inspection	\$82.50/hr (each staff member)	Resolution 2024-24	\$85.00/hr	1 initial inspection/review and 1 follow-up inspection/review is included in permit/review fee
Right-of-Way Permit Fees				
Right-of-Way Permit Fees	\$ 165.00	Resolution 2024-24	\$ 170.00	
Right-of-Way Permit Fees with Street Cut/Repair	\$ 220/cut	Resolution 2024-24	\$225/cut	
Driveway/Sidewalk/Curb & Gutter Construction Permit Fee	\$ 220.00	Resolution 2024-24	\$ 225.00	
Additional Final Inspection	\$82.50/hr (each staff member)	Resolution 2024-24	\$85.00/hr	1 initial inspection and 1 follow-up inspection is included in review fee
Fire Hydrant Flow Test	\$247.50/first hydrant	Resolution 2024-24	\$250 first hydrant +\$165 per additional hydrant	
Plotter Fees				
Base Rate Per Request	\$ 15.00	Resolution 2024-24	\$ 16.00	plus paper size fee each sheet
Page Size - 24"x18"	\$ 0.30	Resolution 2024-24	\$ 35.00	
Page Size - 24"x30"	\$ 0.45	Resolution 2024-24	\$ 50.00	
Page Size - 24"x36"	\$ 0.55	Resolution 2024-24	\$ 65.00	
Page Size - 36"x44"	\$ 1.00	Resolution 2024-24	\$ 1.15	
Recording Fees (Easements and ROW Dedications)	Actual Recording Cost plus Staff/Vehicle time	Resolution 2024-24	Actual Recording Cost plus Staff/Vehicle time	Payment required prior to occupancy/project acceptance.
After hours non-city call out	Actual Cost of Staff/Vehicle time + 10%	Resolution 2024-24	Actual Cost of Staff/Vehicle time + 10%	

DEPARTMENT/Division/Fee	Current Fee	Fee Authority	Proposed Fee	Notes
Equipment Rates - Hourly (does not include operator/staff charged at actual rate)				
<i>Backhoe</i>	\$ 126.50	Resolution 2024-24	\$ 130.00	
<i>Dump Truck (large)</i>	\$ 165.00	Resolution 2024-24	\$ 170.00	
<i>Dump Truck (small)</i>	\$ 88.00	Resolution 2024-24	\$ 90.00	
<i>Mower</i>	\$ 38.50	Resolution 2024-24	\$ 40.00	
<i>Pickup</i>	\$ 33.00	Resolution 2024-24	\$ 35.00	
<i>Street Sweeper</i>	\$ 220.00	Resolution 2024-24	\$ 225.00	
<i>Utility Service Truck</i>	\$ 121.00	Resolution 2024-24	\$ 125.00	
<i>Utility Truck</i>	\$ 44.00	Resolution 2024-24	\$ 45.00	
<i>Utility Truck w/ Liftgate</i>	\$ 66.00	Resolution 2024-24	\$ 70.00	
<i>Vactor Truck</i>	\$ 275.00	Resolution 2024-24	\$ 285.00	
<i>Water Tanker</i>	\$ 137.50	Resolution 2024-24	\$ 140.00	
<i>Other Public Works Equipment (varies)</i>	\$ 22.00-137.50	Resolution 2024-24	\$25.00-\$140.00	
Parks Division				
<i>Parks Key Deposit (refundable)</i>	\$ 25.00	Resolution 2024-24	\$ 25	
<i>Special Event Permits</i>	\$ 1,000.00	Resolution 2024-24	\$ 1,000	per day
<i>Special Event Rentals</i>	\$50 per barrier for one day; \$20 per barrier each add'l day	Resolution 2024-24	\$55 per barrier for one day; \$25 per barrier each add'l day	Includes drop-off/pick up

DEPARTMENT/Division/Fee	Current Fee	Fee Authority	Proposed Fee	Notes
FINANCE DEPARTMENT				
Utility Billing Division				
Service Shutoff/Reconnect Fee	\$ 50.00	Resolution 2024-24	\$ 50	
Late Fee	\$ 15.00	Resolution 2024-24	\$ 15	
Utility Service Deposit Residential & Commercial	\$ 100.00	Resolution 2024-24	\$ 100	refundable
Water/Sewer/Storm Base and Use Rates				By Separate Resolution
Administrative Division				
Annual Budget/Audit copies	\$ 25.00	Resolution 2024-24	\$ 25	Available online
Business License - New	\$ 100.00	Resolution 2024-24	\$ 100	50% for new licenses issued July 1- Dec 31
Business License - Annual Renewal	\$ 70.00	Resolution 2024-24	\$ 70	
Business License - Late Fee	\$ 30.00	Resolution 2024-24	\$ 30	per month delinquent
Business License - Printed Copy of List	\$ 20.00	Resolution 2024-24	\$ 20	
Business License - Temporary	\$25 per day/permit required	Resolution 2024-24	\$25 per day/permit required	
Certified Copy	\$ 5.00	Resolution 2024-24	\$ 5.00	per page
Lien Fee	\$ 110.00	Resolution 2024-24	\$ 110.00	
Lien Search	\$ 30.00	Resolution 2024-24	\$ 30.00	
Fax - Local	\$ 1.00	Resolution 2024-24	\$ 1.00	per page
Fax - Long Distance	\$ 3.00	Resolution 2024-24	\$ 3.00	per page
Liquor License - New	\$ 100.00	Resolution 2024-24	\$ 100.00	Limited by ORS 471.166 (8)
Liquor License - Renewal	\$ 35.00	Resolution 2024-24	\$ 35.00	Limited by ORS 471.166 (8)
Photocopying - Black & White	\$ 0.15	Resolution 2024-24	\$ 0.25	per page
Photocopying - Color	\$ 0.30	Resolution 2024-24	\$ 0.50	per page
Public Records Requests	Charges based on actual costs	Resolution 2024-24	Charges based on actual costs	See Public Records Request form for specifics
Administrative Invoicing Rate	10% of invoice	Resolution 2024-24	10% of invoice	For compiling and billing out insurance or other non-routine costs
Returned Check Fee	\$ 35.00	Resolution 2024-24	\$ 35.00	
Incorrect Bank Account Fee	\$ 15.00	Resolution 2024-24	\$ 15.00	
Copy of Council Meeting Video (flash drive)	\$ 10.00	Resolution 2024-24	\$ 10.00	Available online
Overnight Parking - Daily	\$ 5.00	Resolution 2024-24	\$ 5.00	Permit required
Overnight Parking - Weekly	\$ 25.00	Resolution 2024-24	\$ 25.00	Permit required
Overnight Parking - Monthly	\$ 100.00	Resolution 2024-24	\$ 100.00	Permit required
Municipal Court Division				
Administrative Fees				
Bench Warrant - Failure to Appear	\$ 50.00	Resolution 2024-24	\$ 50.00	
Bench Warrant - Probation Violation	\$ 50.00	Resolution 2024-24	\$ 50.00	
Bench Warrant - Other Type	\$ 50.00	Resolution 2024-24	\$ 50.00	
Bench Probation - Monitored	\$ 100.00	Resolution 2024-24	\$ 100.00	
Returned or NSF Check	\$ 50.00	Resolution 2024-24	\$ 50.00	
Collection Fee	\$ 100.00	Resolution 2024-24	\$ 100.00	or 25% of the presumptive fine, whichever is greater, not to exceed \$250 per statute.

DEPARTMENT/Division/Fee	Current Fee	Fee Authority	Proposed Fee	Notes
Court Administrative Fees (cont.)				
<i>Court Appointed Attorney Fee - Pretrial</i>	\$ 200.00	Resolution 2024-24	\$ 200.00	
<i>Court Appointed Attorney Fee - Pretrial - DUII</i>	\$ 350.00	Resolution 2024-24	\$ 350.00	
<i>Court Appointed Attorney Fee - PV Hearing</i>	\$ 150.00	Resolution 2024-24	\$ 150.00	
<i>Court Appointed Attorney Fee - Bench Trial</i>	\$ 350.00	Resolution 2024-24	\$ 350.00	
<i>Court Appointed Attorney Fee - Bench Trial - DUII</i>	\$ 450.00	Resolution 2024-24	\$ 450.00	
<i>Court Appointed Attorney Fee - Jury Trial</i>	\$ 500.00	Resolution 2024-24	\$ 500.00	
<i>Court Appointed Attorney Fee - Jury Trial - DUII</i>	\$ 600.00	Resolution 2024-24	\$ 600.00	
<i>Deferred Sentencing Fee</i>	\$ 150.00	Resolution 2024-24	\$ 150.00	
<i>Discovery Fee - Outside Counsel</i>	\$ 50.00	Resolution 2024-24	\$ 50.00	
<i>Diversion Fee - Seatbelt</i>	\$ 65.00	Resolution 2024-24	\$ 65.00	
<i>Diversion Fee - Traffic School</i>	\$50 less than presumptive fine	Resolution 2024-24	\$50 less than presumptive fine	
<i>Failure to Appear Notice</i>	\$ 25.00	Resolution 2024-24	\$ 25.00	
<i>Fixit Ticket Program Fee</i>	\$ 50.00	Resolution 2024-24	\$ 50.00	per offense
<i>Installment Agreement - Payment Plan Fee</i>	\$ 30.00	Resolution 2024-24	\$ 30.00	
<i>Installment Agreement - City Assessment</i>	\$ 10.00	Resolution 2024-24	\$ 10.00	per offense
<i>License Suspension Fee (FTA)</i>	\$ 25.00	Resolution 2024-24	\$ 25.00	per offense
<i>Order to Appear Letter</i>	\$ 25.00	Resolution 2024-24	\$ 25.00	
<i>Order to Show Cause Letter</i>	\$ 25.00	Resolution 2024-24	\$ 25.00	
<i>Certified Copy</i>	\$ 5.00	Resolution 2024-24	\$ 5.00	
<i>Photocopying - Black & White</i>	\$ 0.15	Resolution 2024-24	\$ 0.15	per page
<i>Photocopying - Color</i>	\$ 0.30	Resolution 2024-24	\$ 0.30	per page
<i>Public Records Requests</i>	Charges based on actual costs	Resolution 2024-24	Charges based on actual costs	See Public Records Request form for specifics
Statutory Fees				
Appeals				
<i>Appeal to higher court from municipal court of action for commission of a state violation or for violating city ordinance</i>	\$ 281.00	Resolution 2024-24	\$ 281.00	
<i>Appeal from license suspension for refusal of breath test, appellant</i>	\$ 281.00	Resolution 2024-24	\$ 281.00	
DUII Diversion Agreement		Resolution 2024-24		
<i>Petition for diversion</i>	\$ 490.00	Resolution 2024-24	\$ 490.00	
<i>Petition to extend diversion period</i>	\$ -	Resolution 2024-24	\$ -	
Setting Aside a Conviction, Arrest, Citation or Charge		Resolution 2024-24		
<i>Motion for order setting aside a conviction</i>	\$ -	Resolution 2024-24	\$ -	
<i>Motion for order to set aside a judgment of guilty except for insanity</i>	\$ -	Resolution 2024-24	\$ -	
<i>Motion for order to set aside an arrest, issuance of a criminal citation, or a criminal charge</i>	\$ -	Resolution 2024-24	\$ -	
<i>Motion under ORS 475B.401 to set aside a qualifying marijuana conviction</i>	\$ -	Resolution 2024-24	\$ -	
Presumptive Fines - Violations				
<i>Standard presumptive fines for violations</i>				

DEPARTMENT/Division/Fee	Current Fee	Fee Authority	Proposed Fee	Notes
Class A	\$ 440.00	Resolution 2024-24	\$ 440.00	
Class B	\$ 265.00	Resolution 2024-24	\$ 265.00	
Class C	\$ 165.00	Resolution 2024-24	\$ 165.00	
Class D	\$ 115.00	Resolution 2024-24	\$ 115.00	

DEPARTMENT/Division/Fee	Current Fee	Fee Authority	Proposed Fee	Notes
Court Statutory Fees - Presumptive Fines (cont.)				
<i>Special zone presumptive fines for traffic violations</i>				
Class A	\$ 875.00	Resolution 2024-24	\$ 875.00	
Class B	\$ 525.00	Resolution 2024-24	\$ 525.00	
Class C	\$ 325.00	Resolution 2024-24	\$ 325.00	
Class D	\$ 225.00	Resolution 2024-24	\$ 225.00	
Fines for Misdemeanors, Maximum				
Class A	\$ 6,250.00	Resolution 2024-24	\$ 6,250.00	
Class B	\$ 2,500.00	Resolution 2024-24	\$ 2,500.00	
Class C	\$ 1,250.00	Resolution 2024-24	\$ 1,250.00	
LIBRARY DEPARTMENT				
<i>Out of District Library Card</i>	\$ 95.00	Resolution 2024-24	\$ 95.00	per year
<i>Overdue Fines</i>	\$ 0.10	Resolution 2024-24	\$ -	items checked out in Molalla are not charged fines
<i>Lost or damaged beyond repair library items</i>	Cost of Replacement	Resolution 2024-24	Cost of Replacement	
<i>Missing and/or damaged parts</i>	Cost of Replacement	Resolution 2024-24	Cost of Replacement	
<i>Black & White Copies (from computer and/or copy machine)</i>	\$ 0.10	Resolution 2024-24	\$ 0.10	per side
<i>Color Copies (from computer and/or copy machine)</i>	\$ 0.25	Resolution 2024-24	\$ 0.25	per side
<i>Conference Room Refundable Cleaning Deposit</i>	\$ 50.00	Resolution 2024-24	delete	not applicable
<i>Book Sale Items</i>	\$0.50-\$2.00	Resolution 2024-24	\$0.50-\$2.00	Varies by item and sales
POLICE DEPARTMENT				
<i>Fingerprinting</i>	\$25; \$15 each add'l card	Resolution 2024-24	\$25; \$15 each add'l card	
<i>Vehicle Release Impound Fee</i>	\$ 150.00	Resolution 2024-24	\$ 150.00	
<i>Special Events - Officer Rate</i>	\$105/hr	Resolution 2024-24	\$115/hr	
<i>Special Events - Sergeant Rate</i>	\$125/hr	Resolution 2024-24	\$141/hr	
<i>Police Report</i>	\$15 up to 10 pages	Resolution 2024-24	\$15 up to 10 pages	\$0.25 each additional page
<i>Police Report Printed Color Photographs</i>	\$ 0.50	Resolution 2024-24	\$ 0.50	per 8.5" x11" sheet
<i>Police Report Photos/Audio/Video on USB</i>	\$20 + staff time	Resolution 2024-24	\$20 + staff time	
<i>Police Report Photos/Audio/Video by digital download</i>	\$15 + staff time	Resolution 2024-24	\$15 + staff time	
<i>Hourly Research/Redaction Fee</i>	\$40/hr	Resolution 2024-24	\$54/hr	@ 15 minute intervals
Alarm Permit Fees				
<i>Registration/Renewal - Residential</i>	\$ 30.00	Resolution 2024-24	\$ 30.00	
<i>Registration/Renewal - Commercial</i>	\$ 50.00	Resolution 2024-24	\$ 50.00	
<i>Registration/Renewal - Over 65/Low Income/Disabled</i>	\$ -	Resolution 2024-24	\$ -	
<i>Late Fee</i>	\$ 25.00	Resolution 2024-24	\$ 25.00	
<i>False Alarm - 1st</i>	\$ 50.00	Resolution 2024-24	\$ 50.00	
<i>False Alarm - 2nd</i>	\$ 100.00	Resolution 2024-24	\$ 100.00	
<i>False Alarm - 3rd and up (each)</i>	\$ 150.00	Resolution 2024-24	\$ 150.00	
<i>Reinstatement of Revoked Permit</i>	\$ 100.00	Resolution 2024-24	\$ 100.00	
<i>Failure to Report New Install</i>	\$ 250.00	Resolution 2024-24	\$ 250.00	



CITY OF MOLALLA MASTER FEE SCHEDULE

Resolution No. 2025-27
Effective January 1, 2026

Note: This schedule does not incorporate SDC and utility rates.

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COMMUNITY DEVELOPMENT DEPARTMENT	Amount	Notes
Planning Division		
Building Permit - Residential		
Single Family Residence or Accessory Dwelling Unit	\$ 505.00	
Duplex	\$ 845.00	
Multifamily	\$735 + \$100/unit	
Accessory Buildings, Non-Living Space	\$ 170.00	
Non-Exempt Remodels - not increasing sq footage	\$ 225.00	
Residential Additions	\$ 280.00	
Building Permit - Non-Residential		
0-5,000 sq ft	\$ 510.00	
5,001-10,000 sq ft	\$ 620.00	
10,001-50,000 sq ft	\$ 930.00	
50,001-100,000 sq ft	\$ 1,040.00	
More than 100,000 sq ft	\$ 1,240.00	
Parking Lot, Paving/Landscaping	\$ 450.00	
Tenant Improvement or Remodel-not increasing sq footage	\$ 505.00	
Legislative Applications		
Annexation	\$4,200 + Actual Cost of Election	Actual Cost of Election to be estimated by City Recorder and paid by applicant as a deposit with application. Applicant will be reimbursed for overpayment or billed for underpayment.
Comprehensive Plan Amendment	\$ 4,325.00	
Zone Change	\$ 3,720.00	
Land Use Applications		
Code Interpretation - Type II	\$ 1,240.00	
Code Interpretation - Type IV	\$ 3,720.00	
Partition - Preliminary Plat	\$ 1,970.00	
Partition - Final Plat	\$ 395.00	
Subdivision - Preliminary Plat	\$ 3,720.00	
Subdivision - Final Plat	\$ 675.00	
Master Plan - Concept Plan	\$ 3,720.00	
Master Plan - Detailed Dev. Plan	\$ 1,860.00	
Master Plan - Site Design Review	\$ 1,860.00	
Middle Family Housing Land Division	\$ 3,100.00	Includes preliminary plat, final plat, and 2 single family residential building permits
Similar Use Determination - Type II	\$ 1,240.00	
Similar Use Determination - Type III	\$ 1,800.00	
Conditional Use Permit	\$ 3,100.00	
Extension of Nonconforming Use Status - Type III	\$ 1,860.00	
Site Design Review - Type II	\$ 1,970.00	
Site Design Review - Type III	\$ 3,945.00	
Temporary Use - Type II	\$ 1,125.00	
Adjustment of Code Standard	\$ 620.00	
Variance	\$ 3,100.00	
Modification of approval - Type 1	\$ 395.00	
Modification of approval - Type 2	\$ 1,125.00	
Modification of approval - Type 3	\$ 3,660.00	
Appeal of a Type 2 Decision	\$ 2,255.00	
Appeal of a Type 3 Decision	\$ 2,815.00	
Historical Designation or Removal	\$ 1,240.00	

Miscellaneous		
Street Performer	\$ 25.00	Annual Permit
Addressing	\$85 per address	
LUCS Review for State Permit	\$ 250.00	
Pre-Application Meeting - Type 1	\$ 170.00	
Pre-Application Meeting - Type 2	\$ 500.00	
Pre-Application Meeting - Type 3	\$ 955.00	
Zoning Verification Letter	\$ 115.00	
Excavation/Grading Application Review	\$ 115.00	
Excavation/Grading Permit	Greater of \$60 or \$0.25/Cubic Yard	If County grading permit is required, this permit is not applicable.
Demolition Permit	\$ 140.00	
Erosion Control Application Review	\$ 85.00	
Erosion Control Permit < 1 acre	\$ 140.00	
Erosion Control Permit > 1 acre		DEQ 1200-C required to be submitted to City
Change of Use/Occupancy	\$ 195.00	
Mobile Food Unit as Accessory to a Primary Use	\$ 195.00	MFU's as Primary Use, See Site Design Review
Home Occupation Permit	\$ 195.00	Business use in residential structure
Other Type I Application	\$ 195.00	
Property Line Adjustment	\$ 845.00	
Micro-Generation of Power (Solar)	\$ 115.00	
Sign Permit	\$ 200.00	
Tree Permit	\$ 30.00	
Parks Fee in Lieu of Land Dedication	Calculated	Dedication Area Calculated under MMC 17-3.6.030(B) / Total Buildable Area of Parcel * Real Market Value
Additional Planning Inspection	\$85/hr (each staff member)	1 initial inspection and 1 follow-up inspection is included in application fee
Public Works Division		
Water & Sewer Fees		
Water Hook Up Fee	\$ 730.00	
Sewer Hook Up Fee	\$ 730.00	
Bulk Water Fees	\$5.65/100 cf	
Bulk Water Meter Deposit (refundable)	\$ 770.00	
Bulk Water Meter Account & Meter I/R	\$ 90.00	
2" Meter or Larger	Time & materials cost + 20%	
Engineering Fees		
Engineering Design Review Fee	3% of project cost, min. \$790	Includes 1 initial review and 1 follow-up review only.
Construction Permit Fee	2% of project cost, min. \$345	Includes 1 final inspection and 1 re-inspection only.
Additional Design Review or Additional Final Inspection	\$85.00/hr	1 initial inspection/review and 1 follow-up inspection/review is included in permit/review fee
Right-of-Way Permit Fees		
Right-of-Way Permit Fees	\$ 170.00	
Right-of-Way Permit Fees with Street Cut/Repair	\$225/cut	
Driveway/Sidewalk/Curb & Gutter Construction Permit Fee	\$ 225.00	
Additional Final Inspection	\$85.00/hr	1 initial inspection and 1 follow-up inspection is included in review fee
Fire Hydrant Flow Test	\$250 first hydrant + \$165 per additional hydrant	\$165 each additional hydrant

Plotter Fees		
<i>Base Rate Per Request</i>	\$ 16.00	plus paper size fee each sheet
<i>Page Size - 24"x18"</i>	\$ 35.00	
<i>Page Size - 24"x30"</i>	\$ 50.00	
<i>Page Size - 24"x36"</i>	\$ 65.00	
<i>Page Size - 36"x44"</i>	\$ 1.15	
Recording Fees (Easements and ROW Dedications)	Actual Recording Cost plus Staff/Vehicle time	Payment required prior to occupancy/project acceptance.
After hours non-city call out	Actual Cost of Staff/Vehicle time + 10%	
Equipment Rates - Hourly (does not include operator/staff charged at actual rate)		
<i>Backhoe</i>	\$ 130.00	
<i>Dump Truck (large)</i>	\$ 170.00	
<i>Dump Truck (small)</i>	\$ 90.00	
<i>Mower</i>	\$ 40.00	
<i>Pickup</i>	\$ 35.00	
<i>Street Sweeper</i>	\$ 225.00	
<i>Utility Service Truck</i>	\$ 125.00	
<i>Utility Truck</i>	\$ 45.00	
<i>Utility Truck w/ Liftgate</i>	\$ 70.00	
<i>Vactor Truck</i>	\$ 285.00	
<i>Water Tanker</i>	\$ 140.00	
<i>Other Public Works Equipment (varies)</i>	\$25.00-\$140.00	
Parks Division		
<i>Parks Key Deposit (refundable)</i>	\$ 25.00	
<i>Special Event Permits</i>	\$ 1,000.00	per day
<i>Special Event Rentals</i>	\$55 per barrier for one day; \$25 per barrier each add'l day	Includes drop-off/pick up

FINANCE DEPARTMENT	Amount	Notes
Utility Billing Division		
<i>Service Shutoff/Reconnect Fee</i>	\$ 50.00	
<i>Late Fee</i>	\$ 15.00	
<i>Utility Service Deposit Residential & Commercial</i>	\$ 100.00	refundable
<i>Water/Sewer/Storm Base and Use Rates</i>		By Separate Resolution
Administrative Division		
<i>Annual Budget/Audit copies</i>	\$ 25.00	Available online
<i>Business License - New</i>	\$ 100.00	50% for new licenses issued July 1- Dec 31
<i>Business License - Annual Renewal</i>	\$ 70.00	
<i>Business License - Late Fee</i>	\$ 30.00	per month delinquent
<i>Business License - Printed Copy of List</i>	\$ 20.00	
<i>Business License - Temporary</i>	\$25 per day/permit required	MMC 5.24.021
<i>Certified Copy</i>	\$ 5.00	per page
<i>Lien Fee</i>	\$ 110.00	
<i>Lien Search</i>	\$ 30.00	
<i>Fax - Local</i>	\$ 1.00	per page
<i>Fax - Long Distance</i>	\$ 3.00	per page
<i>Liquor License - New</i>	\$ 100.00	Limited by ORS 471.166 (8)
<i>Liquor License - Renewal</i>	\$ 35.00	Limited by ORS 471.166 (8)
<i>Photocopying - Black & White</i>	\$ 0.25	per page
<i>Photocopying - Color</i>	\$ 0.50	per page
<i>Public Records Requests</i>	Charges based on actual cost	See Public Records Request form for specifics
<i>Administrative Invoicing Rate</i>	10% of invoice	For compiling and billing out insurance or other non-routine costs
<i>Returned Check Fee</i>	\$ 35.00	
<i>Incorrect Bank Account Fee</i>	\$ 15.00	
<i>Copy of Council Meeting Video (flash drive)</i>	\$ 10.00	Available online
<i>Overnight Parking - Daily</i>	\$ 5.00	Permit required
<i>Overnight Parking - Weekly</i>	\$ 25.00	Permit required
<i>Overnight Parking - Monthly</i>	\$ 100.00	Permit required
Municipal Court Division		
Administrative Fees		
<i>Bench Warrant - Failure to Appear</i>	\$ 50.00	
<i>Bench Warrant - Probation Violation</i>	\$ 50.00	
<i>Bench Warrant - Other Type</i>	\$ 50.00	
<i>Bench Probation - Monitored</i>	\$ 100.00	
<i>Returned or NSF Check</i>	\$ 50.00	
<i>Collection Fee</i>	\$ 100.00	or 25% of the presumptive fine, whichever is greater, not to exceed \$250 per statute.
<i>Court Appointed Attorney Fee - Pretrial</i>	\$ 200.00	
<i>Court Appointed Attorney Fee - Pretrial - DUII</i>	\$ 350.00	
<i>Court Appointed Attorney Fee - PV Hearing</i>	\$ 150.00	
<i>Court Appointed Attorney Fee - Bench Trial</i>	\$ 350.00	
<i>Court Appointed Attorney Fee - Bench Trial - DUII</i>	\$ 450.00	
<i>Court Appointed Attorney Fee - Jury Trial</i>	\$ 500.00	
<i>Court Appointed Attorney Fee - Jury Trial - DUII</i>	\$ 600.00	
<i>Deferred Sentencing Fee</i>	\$ 150.00	
<i>Discovery Fee - Outside Counsel</i>	\$ 50.00	
<i>Diversion Fee - Seatbelt</i>	\$ 65.00	
<i>Diversion Fee - Traffic School</i>	\$50 less than presumptive fine	

Court Administrative Fees (cont.)		
<i>Failure to Appear Notice</i>	\$ 25.00	
<i>Fixit Ticket Program Fee</i>	\$ 50.00	per offense
<i>Installment Agreement - Payment Plan Fee</i>	\$ 30.00	
<i>Installment Agreement - City Assessment</i>	\$ 10.00	per offense
<i>License Suspension Fee (FTA)</i>	\$ 25.00	per offense
<i>Order to Appear Letter</i>	\$ 25.00	
<i>Order to Show Cause Letter</i>	\$ 25.00	
<i>Certified Copy</i>	\$ 5.00	
<i>Photocopying - Black & White</i>	\$ 0.15	per page
<i>Photocopying - Color</i>	\$ 0.30	per page
<i>Public Records Requests</i>	Charges based on actual cost	See Public Records Request form for specifics
Statutory Fees		
Appeals		
<i>Appeal to higher court from municipal court of action for commission of a state violation or for violating city ordinance</i>	\$ 281.00	
<i>Appeal from license suspension for refusal of breath test, appellant</i>	\$ 281.00	
DUII Diversion Agreement		
<i>Petition for diversion</i>	\$ 490.00	
<i>Petition to extend diversion period</i>	\$ -	
Setting Aside a Conviction, Arrest, Citation or Charge		
<i>Motion for order setting aside a conviction</i>	\$ -	
<i>Motion for order to set aside a judgment of guilty except for insanity</i>	\$ -	
<i>Motion for order to set aside an arrest, issuance of a criminal citation, or a criminal charge</i>	\$ -	
<i>Motion under ORS 475B.401 to set aside a qualifying marijuana conviction</i>	\$ -	
Presumptive Fines - Violations		
<i>Standard presumptive fines for violations</i>		
<i>Class A</i>	\$ 440.00	
<i>Class B</i>	\$ 265.00	
<i>Class C</i>	\$ 165.00	
<i>Class D</i>	\$ 115.00	
Court Statutory Fees - Presumptive Fines (cont.)		
<i>Special zone presumptive fines for traffic violations</i>		
<i>Class A</i>	\$ 875.00	
<i>Class B</i>	\$ 525.00	
<i>Class C</i>	\$ 325.00	
<i>Class D</i>	\$ 225.00	
Fines for Misdemeanors, Maximum		
<i>Class A</i>	\$ 6,250.00	
<i>Class B</i>	\$ 2,500.00	
<i>Class C</i>	\$ 1,250.00	

LIBRARY DEPARTMENT	Amount	Notes
<i>Out of District Library Card</i>	\$ 95.00	per year
<i>Overdue Fines</i>	\$ -	items checked out in Molalla are not charged fines
<i>Lost or damaged beyond repair library items</i>	Cost of Replacement	
<i>Missing and/or damaged parts</i>	Cost of Replacement	
<i>Black & White Copies (from computer and/or copy machine)</i>	\$ 0.10	per side
<i>Color Copies (from computer and/or copy machine)</i>	\$ 0.25	per side
<i>Book Sale Items</i>	\$0.50-\$2.00	Varies by item and sales

POLICE DEPARTMENT	Amount	Notes
<i>Fingerprinting</i>	\$25; \$15 each add'l card	
<i>Vehicle Release Impound Fee</i>	\$ 150	
<i>Special Events - Officer Rate</i>	\$115/hr	
<i>Special Events - Sergeant Rate</i>	\$141/hr	
<i>Police Report</i>	\$15 up to 10 pages	\$0.25 each additional page
<i>Police Report Printed Color Photographs</i>	\$ 0.50	per 8.5" x11" sheet
<i>Police Report Photos/Audio/Video on USB</i>	\$20 + staff time	
<i>Police Report Photos/Audio/Video by digital download</i>	\$15 + staff time	
<i>Hourly Research/Redaction Fee</i>	\$54/hr	@ 15 minute intervals
Alarm Permit Fees		
<i>Registration/Renewal - Residential</i>	\$ 30.00	
<i>Registration/Renewal - Commercial</i>	\$ 50.00	
<i>Registration/Renewal - Over 65/Low Income/Disabled</i>	\$ -	
<i>Late Fee</i>	\$ 25.00	
<i>False Alarm - 1st</i>	\$ 50.00	
<i>False Alarm - 2nd</i>	\$ 100.00	
<i>False Alarm - 3rd and up (each)</i>	\$ 150.00	
<i>Reinstatement of Revoked Permit</i>	\$ 100.00	
<i>Failure to Report New Install</i>	\$ 250.00	



CITY OF MOLALLA

Staff Report

Agenda Category: ORDINANCES AND RESOLUTIONS

Agenda Date: Wednesday, December 10, 2025

Submitted by: Mac Corthell, Assistant City Manager

Approved by: Dan Huff, City Manager

SUBJECT:

Resolution No. 2025-28: Contract Award for Water Intake Pump #2 Replacement, Project 25-14

FISCAL IMPACT: \$143,105.00, this project is fully budgeted in FY25/26.

RECOMMENDATION/RECOMMENDED MOTION:

I MOVE THE CITY OF MOLALLA TO ADOPT RESOLUTION 2025-28, A RESOLUTION OF THE CITY OF MOLALLA, OREGON AWARDED A CONTRACT FOR PROJECT 25-14, WATER INTAKE PUMP #2 REPLACEMENT, AND AUTHORIZING THE CITY MANAGER TO PREPARE AND EXECUTE THE NECESSARY DOCUMENTS.

BACKGROUND:

During the City's recent Water Intake pre-design process, it was discovered that intake pump #2 is of insufficient size to provide the necessary force and velocity to effectively augment operation of the other two intake pumps, or operate independently.

Based on this discovery it was recommended to replace the existing pump with one identical to intake pump number 1 and number 3. This will not only provide for more efficient operations in terms of energy use, but will also provide much needed redundancy to the water intake system.

The following bids were received for this project:

- Bid – \$220,000; ORR Inc.
- Bid – \$211,000; DSL Builders.
- Bid – \$209,025; Meta Construction.
- Bid – \$172,000; Clearwater Excavation, LLC.
- Bid – \$190,000; Stateline, LLC.
- Bid – \$152,012; Cascade Waterworks, LLC.
- Bid – \$159,000; Common Ground Excavation.
- Bid – \$143,105; RL Reimers Co.

Adopting this resolution will award the contract to RL Reimers Co.

ATTACHMENTS:

[Resolution No. 2025-28 Awarding Contract for Project 25-14 WTP Intake Pump #2.pdf](#)



RESOLUTION NO. 2025-28

A RESOLUTION OF THE CITY OF MOLALLA, OREGON AWARDING A CONTRACT FOR PROJECT 25-14, WATER INTAKE PUMP #2 REPLACEMENT, AND AUTHORIZING THE CITY MANAGER TO PREPARE AND EXECUTE THE NECESSARY DOCUMENTS.

WHEREAS, The City of Molalla is the owner and operator of the City's raw water intake system on the Molalla River; and

WHEREAS, The City has an interest in providing high quality potable water in a volume sufficient to meet public demand; and

WHEREAS, The City's sole source of raw water arises from water rights on the Molalla River; and

WHEREAS, This project is necessary to provide redundancy in the intake pump system and sufficient velocity to suspend solids for treatment while operating any pump independently; and

WHEREAS, This project supports a significant community interest in ensuring drinking water is consistently available at a very high quality that meets and exceeds state standards.

Now, Therefore, the City of Molalla Resolves:

Section 1. The Contract for Project 25-14, Water Intake Pump #2 Replacement, is hereby awarded to RL Reimers Co.

Section 2. The City Manager is authorized to execute all contracts and other documents necessary to award the contract referenced in Section 1.

Section 3. Effective Date. This Resolution shall be effective upon adoption.

Signed this 10th day of December 2025.

Scott Keyser, Mayor

ATTEST:

Christie Teets, CMC
City Recorder



CITY OF MOLALLA

Staff Report

Agenda Category: ORDINANCES AND RESOLUTIONS

Agenda Date: Wednesday, December 10, 2025

Submitted by: Dan Huff, City Manager

Approved by: Dan Huff, City Manager

SUBJECT: Resolution No. 2025-29: Awarding a Contract for Library Relocation and Authorizing the City Manager to Prepare and Execute the Necessary Documents

FISCAL IMPACT:

Not to exceed \$250,000 to achieve 30% design.

RECOMMENDATION/RECOMMENDED MOTION:

Accept the recommendation to use Mackenzie as the Architect for the new Molalla Library project and authorize the City Manager to negotiate a contract not to exceed \$250,000.

I move to approve Resolution No. 2025-29: Awarding a Contract for Library Relocation and Authorizing the City Manager to Prepare and Execute the Necessary Documents, by title only.

BACKGROUND:

We mentioned to Council previously that we received 10 submittals for our new Molalla Library Request for Proposals (RFP). Staff broke that number down to four (4) proposer interviews. We held interviews on Tuesday, November 18th.

Following the interview process we are recommending Council select Mackenzie as the Architectural design group for this project. If Council agrees, Council will also need to authorize the City Manager to negotiate a contract. Council will remember that we have budgeted this item within the 2025-2026 Budget.

This project will also include interface design for the existing Civic Center structure.

ATTACHMENTS:

[Resolution No. 2025-29 Library Relocation.pdf](#)



RESOLUTION NO. 2025-29

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON
AWARDING A CONTRACT FOR LIBRARY RELOCATION AND AUTHORIZING THE
CITY MANAGER TO PREPARE AND EXECUTE THE NECESSARY DOCUMENTS.**

WHEREAS, The City of Molalla is the owner and operator of the City's Library; and

WHEREAS, The City has an interest in relocating and constructing a new Library on city owned property sufficient to meet future community needs; and

WHEREAS, The City's current Library location is located within a leased structure that may be used by the Molalla River School District for classroom expansion in the future; and

WHEREAS, This project supports a significant population beyond the city limits of Molalla and has consistently performed at a very high level that meets and exceeds state standards.

Now, Therefore, the City of Molalla Resolves:

Section 1. The Contract for the new Library design, is hereby awarded to Mackenzie Architects.

Section 2. The City Manager is authorized to execute all contracts and other documents necessary to award the contract referenced in Section 1.

Section 3. Effective Date. This Resolution shall be effective upon adoption.

Signed this 10th day of December 2025.

Scott Keyser, Mayor

ATTEST:

Christie Teets, CMC
City Recorder



CITY OF MOLALLA

Staff Report

Agenda Category: STAFF COMMUNICATION

Agenda Date: Wednesday, December 10, 2025

Submitted by: Christie Teets, City Recorder

Approved by: Dan Huff, City Manager

SUBJECT: 2025 Year-at-a-Glance (Council Statistics)

BACKGROUND:

The information provided is a glimpse of the productivity between City Council and Staff for 2025.

The ordinances adopted include items such as the Economic Opportunity Analysis, Parks Master Plan, Efficiency Measures, and Gas Stations in C-1 Zones to name a few. The City of Molalla has not adopted this number of ordinances since 2019, when a total of sixteen were adopted.

Resolutions approved include the Housing Production Strategy, funding for items such as the WWTP, adopting the annual budget, awarding multiple contract awards, and continuing intergovernmental agreements to collaborate with outside agencies. The average number of Resolutions adopted by Molalla City Council is 21 per year.

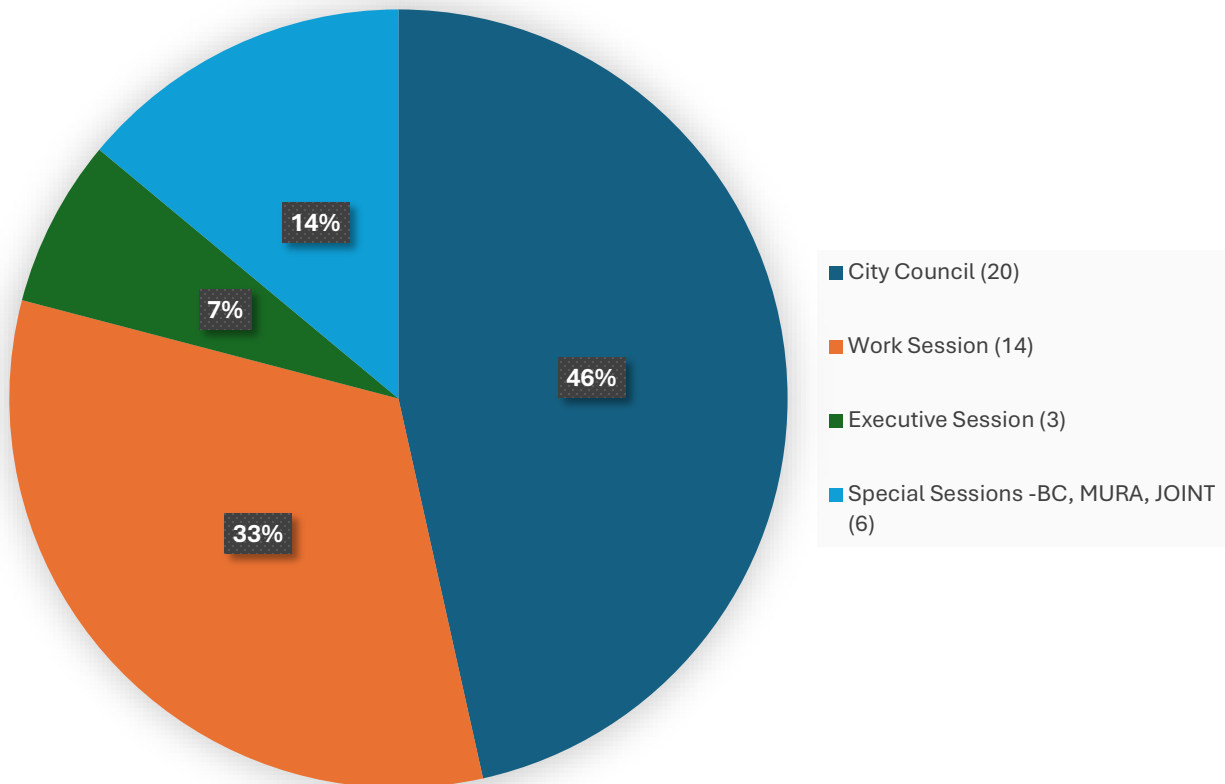
ATTACHMENTS:

[2025 City Council Statistics.pdf](#)

YEAR AT A GLANCE 2025



CITY COUNCIL MEETINGS TOTAL = 43



Resolutions Passed

29

Ordinances Passed

11



CITY OF MOLALLA

Staff Report

Agenda Category: STAFF COMMUNICATION

Agenda Date: Wednesday, December 10, 2025

Submitted by: Diana Hadley, Library Director

Approved by: Dan Huff, City Manager

SUBJECT: Molalla Public Library - Events Update

BACKGROUND:

Here are few news and notes about the library's happenings:

- A design team for the new library building has been selected. It will be announced at the December 10 City Council meeting. The new facility will be located where the Civic Center is and the part of the building where City Council and the Court meets will remain in that location as well.
- We are already brainstorming ideas for grants and fundraising for the new facility.
- We have added more stops to the bookmobile route. Current stops are: Bear Creek Apartments, Arbor Terrace Apartments, Big Meadow close to the apartments, The Greens at Ridings, Plaza Los Robles, and Love One Laundry.
- For the coming December holidays, we will be closed on December 24, 25, and 26, and closing at 5:00pm on December 31 (closed January 1).
- Our Winter Reading program starts December 20 and runs through January 31, 2026. Join via [Beanstack](#) for badges and prizes. We have a fun giveaway for those who finish - an "old fashioned" lunch box. It's nice and roomy too.
- On December 15 starting at 5:00pm, join Madeline for Jane Austin's 250th Birthday Ball with English Country Dance lessons. Dress in Regency era costumes and join the fun! This is for ages 16 and over.
- For the children of the library, Tabby is creating a fun scavenger hunt. These have proved to be very popular and much loved. It will run through the school's winter holiday break.
- Our next board meeting will be in February to elect officers. If any of you would like to meet before then, please reach out to me and we will set up a time.

Wishing you a peaceful holiday season. Thank you so much for your continued interest in the library.

Library Director Hadley