



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

Council Chambers | Molalla Civic Center - 315 Kennel Avenue - Molalla
Wednesday | March 13, 2024 | 7:00 PM

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

EXECUTIVE SESSION – 6:00pm: Not open to Public.

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.

1. CALL TO ORDER AND FLAG SALUTE

2. ROLL CALL

3. CONSENT AGENDA

- A. Work Session Meeting Minutes – February 28, 2024 Pg. 2
- B. City Council Meeting Minutes – February 28, 2024 Pg. 29
- C. Library Board Meeting Minutes – July 28, 2023 Pg. 37
- D. Library Director Report – February 2024 Pg. 38

4. EXECUTIVE SESSION ANNOUNCEMENT

5. PRESENTATIONS, PROCLAMATIONS, CEREMONIES

- A. Oregon Association of Water Utilities (OAWU) – Staff Recognition
- B. OLCC License Request – Cindy’s Cafe Pg. 39
- C. Molalla Elementary School – 5th Grade Project Presentation
- D. Molalla River School District – Bond Presentation

6. 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 dialog 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.)

7. PUBLIC HEARINGS

8. ORDINANCES AND RESOLUTIONS

9. GENERAL BUSINESS

10. STAFF COMMUNICATION

11. COUNCIL COMMUNICATION

12. 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
City Council – Work Session
Minutes – February 28, 2024
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

CALL TO ORDER

The Molalla City Council Work Session of February 28, 2024 was called to order by Mayor Scott Keyser at 6:30pm.

COUNCIL ATTENDANCE

Mayor Scott Keyser, Council President Jody Newland, Councilor Leota Childress, Councilor Terry Shankle, Councilor Eric Vermillion, and Councilor RaeLynn Botsford.

Absent: Councilor Crystal Robles

STAFF IN ATTENDANCE

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

DISCUSSION ITEMS

- A. Emergency Operation Plan Update
 - I. Emergency Services Annex
 - II. Health and Human Services Functional Annex
 - III. Infrastructure Services Annex
 - IV. Management Services Annex

Jon Legarza, Healthy Sustainable Communities, provided an update to the Emergency Operation Plan. The presentation is attached to these Meeting Minutes.

[For the complete video account of the City Council Meeting, please go to YouTube “Molalla City Council Work Session – February 28, 2024”](#)

ADJOURN

Mayor Keyser adjourned the Work Session at 6:55pm.

Scott Keyser, Mayor

ATTEST:

Christie Teets, CMC - City Recorder

Meeting Minute Attachments:

- Planning Presentation – February 28, 2024

CITY OF MOLALLA EMERGENCY OPERATIONS

- CITY OF MOLALLA
- PLANNING COMMISSION PRESENTATION
- FEBRUARY 28TH, 2024



•*Plan Administrator:* City Manager or Designee

•*Responsibilities:*

- Review and Update the EOP
- Coordinate with Clackamas County Emergency Management
- Facilitate Access
- Serve as Point of Contact
- Coordinate Education and Training



2

Plan Administration

Document Security Directive

- EOP Classification: 'For Official Use Only'
- Intended for:
 - Elected Officials
 - City Department Heads
 - Emergency Management Staff
 - Emergency Services Agencies
 - Community and Private Sector Partners

- Use by Authorized and Trained Personnel



Plan Distribution

- Digital Copies for Primary Agencies
 - Updates Electronically Shared
 - Hard Copies in Secure Location
 - Recipients Responsible for Updates
-
- Sensitive Information Redacted as per Oregon Public Records Law



Funding and Eligibility



2023 Update Funded via
Emergency Planning
Committee



Follows State Homeland
Security Program (SHSP)



Guided by Comprehensive
Preparedness Guide (CPG) 101
v.2

Acknowledgement

- Prepared under City Manager's Direction
- Active Participation of Emergency Planning Committee

- EOP Committee Trained in ICS 100 and 200



Plan Control Record

- Updates and Revisions Tracked and Recorded
- City Manager Responsible for Dissemination



Letter of Transmittal

EOP Describes City's Response to Emergencies

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graph TD; A[EOP Describes City's Response to Emergencies] --> B[Residents' Responsibility for Preparedness]; B --> C[Consistent with Federal, State, County Laws]; C --> D[Signed by City Mayor and City Manager];
```

Residents' Responsibility for Preparedness

Consistent with Federal, State, County Laws

Signed by City Mayor and City Manager

Plan Organization- Basic Plan

Basic Plan with Functional Annexes

Overview of Plan Sections

Functional Annexes

FOUR FUNCTIONAL ANNEXES



LISTS OF EMERGENCY SUPPORT
FUNCTIONS (ESFS) COVERED

EOP Action Guide

Overview of
Emergency
Operations

Associated EOP
Sections

Contact
Information for
Immediate Threats

Emergency Operations-Associated EOP Section

Receive

- Action 1: Receive Alert of Incident

Assess

- Action 2: Assess the Situation

Notify

- Action 3: Notify Key Personnel

Activate

- Action 4: Activate the EOC

Establish

- Action 5: Establish Communications

Identify

- Action 6: Identify Key Incident Needs

Inform

- Action 7: Inform OERS

Declare

- Action 8: Declare a Local State of Emergency

Introduction-Plan Sections

PURPOSE
AND SCOPE

SCOPE AND
APPLICABILITY

PLAN
AUTHORITY

KEY
DEFINITIONS

Community Risk and Resilience

Community Profile

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graph TD; A[Community Profile] --> B[Hazards and Threats]; B --> C[Risk Assessment]; C --> D[Hazard Mitigation];
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Hazards and Threats

Risk Assessment

Hazard Mitigation

Jurisdictional Authority and Emergency Powers

Jurisdictional Emergency Management Authority

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graph TD; A[Jurisdictional Emergency Management Authority] --> B[Responsibilities of Elected Officials]; B --> C[Emergency Powers]; C --> D[Declaration Process];
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Responsibilities of Elected Officials

Emergency Powers

Declaration Process

Local Emergency Management Agency

City Requirements

Jurisdictional Emergency Manager

Role and Responsibilities of City Emergency Manager

Emergency Operations Center

Partner Organization and Cooperation

Whole Community Partners

City Departments

Community and Private Sector Partners

State and Federal Agencies

Individuals and Households

Concept of Operations

RESPONSE PRIORITIES

EMERGENCY CLASSIFICATION

INCIDENT COMMAND SYSTEM

OPERATIONAL COORDINATION

FIELD OPERATIONS

POLICY GROUP

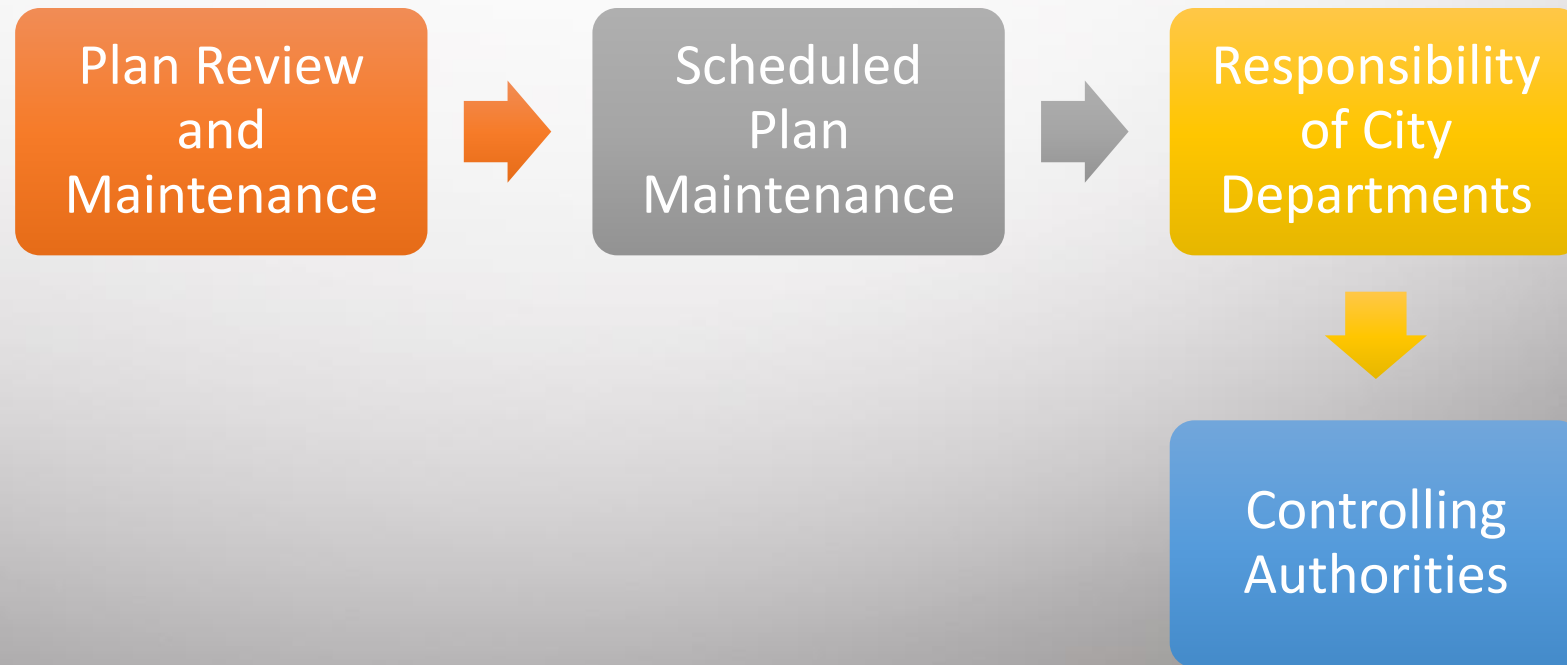


EOC Management

- EOC Team Organization
- EOC Manager
- Public Information Officer
- Safety Officer
- Liaison Officer

- General Staff

Program Sustainment



Functional Annexes-Management Services

ESF 5 Information and Planning

ESF 7 Resource Support

ESF 14 Public Information

ESF 15 Volunteers and Donations

ESF 18 Business and Industry

Functional Annexes-Emergency Services

ESF 2 Communications

ESF 4 Firefighting

ESF 9 Search and Rescue

ESF 10 Hazardous Materials

ESF 16 Law Enforcement

Functional Annexes-Health and Human Services

ESF 6 Mass Care

ESF 8 Health and Medical

ESF 11 Food and Water

ESF 17 Agriculture and Animal Protection

Infrastructure Services

ESF 1 Transportation

ESF 3 Public Works

ESF 12 Energy

Questions and Discussion

- Open Floor for Questions and Discussion





Thank you





City of Molalla
City Council - Regular Meeting
Minutes – February 28, 2024
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

CALL TO ORDER

The Molalla City Council Meeting of February 28, 2024 was called to order by Mayor Scott Keyser at 7:10pm.

COUNCIL ATTENDANCE

Present: Mayor Scott Keyser, Council President Jody Newland, Councilor Leota Childress, Councilor Terry Shankle, Councilor Eric Vermillion, and Councilor RaeLynn Botsford.

Absent: Councilor Crystal Robles.

STAFF IN ATTENDANCE

Dan Huff, City Manager; Christie Teets, City Recorder; Mac Corthell, Assistant City Manager; Cindy Chauran; Finance Director.

APPROVAL OF AGENDA

Approved as presented.

CONSENT AGENDA

- A. City Council Meeting Minutes – February 14, 2024

ACTION:

Councilor Childress moved to approve the Consent Agenda; Councilor Shankle seconded. *Motion passed 6-0.*

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

PRESENTATIONS, PROCLAMATIONS, CEREMONIES

- A. Planning Commission Appointment – Darci Lightner

ACTION:

Council President Newland moved to appoint Ms. Lightner to Planning Commission; Councilor Vermillion seconded. *Motion passed 6-0.*

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

- B. Park Master Plan Update/Chief Yelkus Park – Cameron McCarthy, Matt Koehler

Mr. Koehler presented Council with an update of the Chief Yelkus Park Concept Plan. Councilors were excited to see the progress and were pleased to see the incorporation of the wetland area. (Presentation attached to these Meeting Minutes.)

- C. Police Facility Project Update

City Manager Huff introduced Joshua Dodson, Project Manager for the Police Facility. Mr. Dodson reported that budget, scope, and time of the project are all on track. He shared the extensive report that was provided in the Council packet. Mr. Huff explained to Council that multiple staff members are involved in the project, outside of police department staff.

Mayor Keyser called for a 15-minute Recess at 7:38pm. The meeting was recovered at 7:45pm.

PUBLIC COMMENT

Kattie Riggs, Molalla resident, is involved with the MRSD Bond and invited Councilors to attend a Bond Meeting on March 6, 2024 at Molalla Middle School at 6:00pm. The MRSD Bond is scheduled for the May ballot.

Kirk Sawyer, Molalla resident, spoke to Council about a project he is working on Toliver Road.

Denali Scott, Molalla resident, experienced fumes in her home that was likely caused by sewer work being done. She feels the City should have better communicated the work being done in her neighborhood. Mayor Keyser directed her to contact City Manager Huff.

PUBLIC HEARINGS

None.

ORDINANCES AND RESOLUTIONS

(Information regarding each Resolution can be found in the City Council Packet for this meeting. See Staff Reports.)

A. Resolution No. 2024-01: Authorizing the Transfer of Appropriations between Funds

ACTION:

Councilor Botsford moved to approve Resolution No. 2024-01, Authorizing the Transfer of Appropriations between Funds; Councilor Vermillion seconded. *Motion passed 6-0.*

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

B. Resolution No. 2024-03: Closing the Capital Projects Fund and Transferring Balance to Appropriate Fund

ACTION:

Councilor Vermillion moved to approve Resolution No. 2024-03: Closing the Capital Projects Fund and Transferring Balance to Appropriate Fund; Council President Newland seconded. *Motion passed 6-0.*

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

C. Resolution No. 2024-04: Establishing a Police Station Capital Project Fund

ACTION:

Councilor Childress moved to approve Resolution No. 2024-04: Establishing a Police Station Capital Project Fund; Councilor Vermillion seconded. *Motion passed 6-0.*

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

D. Resolution No. 2024-05: Establishing a Wastewater Treatment Plant Project Upgrade Fund

ACTION:

Councilor Vermillion moved to approve Resolution No. 2024-05: Establishing a Wastewater Treatment Plant Project Upgrade Fund; Councilor Shankle seconded. *Motion passed 6-0.*

AYES: Vermillion, Shankle, Childress, Newland, Botsford, Keyser.

NAYS: None.

ABSENTIONS: None.

GENERAL BUSINESS

A. Police Facility Bond Update

City Manager Huff shared a document with Council regarding the sale of the bonds for the new police facility. (Attached to these Meeting Minutes.) Bonds were sold in their entirety, earning the City \$16,627,268.97 to use toward the police station. The City of Molalla was the first public agency to sell bonds for the year, which our financial advisors felt was in our favor.

STAFF COMMUNICATION

- City Manager Huff shared that the Molalla Library Bookmobile will attend the Oregon Library Association Conference coming up in May. The Bookmobile has been an example for other cities to use as a guide.

- Finance Director Chauran shared that budget session is in full-swing.
- City Recorder Teets reminded citizens that Budget Committee applications will be accepted until March 27th. She also shared website information for parties that may be interested in running for office in November.
- Assistant City Manager Corthell shared that a kick-off meeting was held for the Employment Opportunities Analysis that will determine target areas for our industrial areas in Molalla. Other projects in development are the Wastewater Treatment Plant, S. Molalla Waterline Extension, Water Intake Construction, to name a few. Mr. Corthell also shared renewed interest by Dansons for the industrial property in town.

COUNCIL COMMUNICATION

- Councilor Botsford thanked staff for taking the time to search for grants and other methods of funding, in an effort to keep costs down for citizens.
- Councilor Vermillion announced that Molalla Fire Department is looking for volunteers, and encouraged interested parties to contact Molalla Fire directly.
- Councilor Shankle attended the Aquatic Center board meeting earlier in the week. The pool will offer free swimming lessons during Spring Break for students in grades K-5. Councilor Shankle shared other upcoming events for the Aquatic Center.
- Councilor Childress was pleased to hear the announcements that took place throughout the evening. Many projects have been in progress for several years and she’s excited to see them come to fruition.
- Council President Newland announced two meetings that are coming soon. A Parks CPC meeting will be held on March 4th at 5:30pm. City Council is hosting a Town Hall on Thursday, March 21st from 6:30-8:30pm. The topic is “Where Do Your Tax Dollars Go?”.
- Mayor Keyser commented on a recent Facebook post regarding Parking Citations being issued. He informed viewers that this is not a new law, it is something that has always been in effect. The difference is that now the City has an actively involved Code Compliance Officer. He stated that citizens have commented that they don’t “want our town to look like Portland”, and enforcing parking rules are how we keep from looking like that. Concerns can be directed to City Hall.

[For the complete video account of the City Council Meeting, please go to YouTube “Molalla City Council Meetings – February 28, 2024”](#)

ADJOURN

Mayor Keyser adjourned the meeting at 8:29pm.

Scott Keyser, Mayor

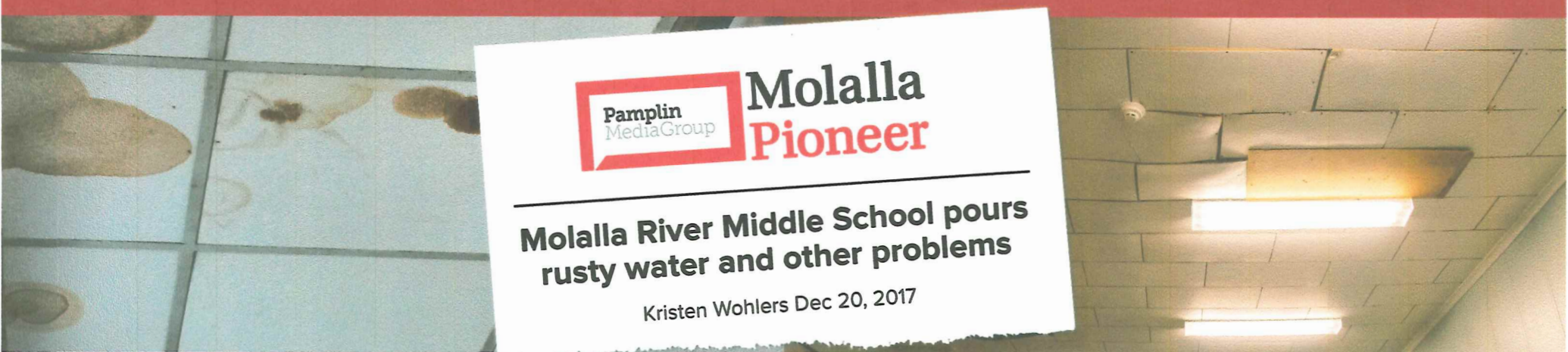
ATTEST:

Christie Teets, CMC - City Recorder

Meeting Minute Attachments:

- A. Cameron McCarthy PowerPoint Presentation
- B. Molalla River School District Bond Information/Invitation
- C. Sources and Uses of Funds – GO Bonds (Police StationAt)

THE MOLALLA RIVER MIDDLE SCHOOL BUILDING IS FAILING AND OUR KIDS ARE PAYING THE PRICE



At 70 years old, the current Middle School is at a crisis point:

- Asbestos throughout the building
- Extreme classroom temperatures
- Burst pipes raining water into classrooms
- Serious security concerns
- Lack of learning space
- **This failing building is having a direct impact on student learning.** Three years ago, children had to attend school with no heat or water in the building and just last month there was no school for two days because of a critical failure with the steam heating system that caused water to rain from the ceilings.



YESFORMOLALLAKIDS.COM

3-606


VOTE YES ON MEASURE ~~XX-XXX~~ MOLALLA CAN DO BETTER!

The Molalla River School Bond is a common-sense proposal to build a safe, healthy and functioning Middle School for our kids, making Molalla a better place to live, work and raise a family.

A SAFE, SECURE & HEALTHY SCHOOL

 This bond will make our schools safer by updating security technology including additional cameras and automatic locking mechanisms and invest in efficient ventilation systems that keep our kids safe and schools open.


MORE OPPORTUNITIES FOR OUR KIDS

 Gives our kids a leg up with access to an updated school with modern technology, flexible learning spaces, and enhanced career and technical education opportunities.

NO MORE LOST SCHOOL DAYS

 A new, functioning, efficient school building with systems build to last generations will allow our school district to save thousands of dollars it has been pouring into a failing building.

A BETTER MOLALLA

 It improves our economy, updating our schools to enhance our property values and make Molalla a better place to live, work and raise a family.



FUNDS RAISED STAY IN MOLALLA

Bond funds can only be used to build school facilities. 100% of the money raised by this bond stays right here in Molalla and NOT Salem.

YESFORMOLALLAKIDS.COM

VOTE
YES ON
MEASURE
3-606



YesforMolallaKids.com

LET'S INVEST IN OUR KIDS,
OUR COMMUNITY, OUR FUTURE



Learn More Here



Donate Here

info@YesforMolallaKids.com

Open House / Campaign Kick-off
Wednesday, March 6th 6pm
Molalla River Middle School
318 Leroy Ave
Molalla, OR 97038

SOURCES AND USES OF FUNDS**City of Molalla, Oregon - Current
GO Bonds (Police Station) Series 2024**

Sources:	GO Bonds (Police Station) - Series 2024A	GO Bonds (Police Station) - Series 2024B	Total
Bond Proceeds:			
Par Amount	13,880,000.00	2,117,248.10	15,997,248.10
Net Premium	832,981.95		832,981.95
	14,712,981.95	2,117,248.10	16,830,230.05
Uses:	GO Bonds (Police Station) - Series 2024A	GO Bonds (Police Station) - Series 2024B	Total
Project Fund Deposits:			
Project Fund	14,537,471.16	2,089,797.81	16,627,268.97
Cost of Issuance:			
Paying Agent	800.00	800.00	1,600.00
Bond Counsel	39,044.22	5,955.78	45,000.00
S&P Rating Fee	21,691.23	3,308.77	25,000.00
MDAC Fee	1,388.00	211.72	1,599.72
	62,923.45	10,276.27	73,199.72
Delivery Date Expenses:			
Underwriter's Discount	87,582.80	13,359.84	100,942.64
Bond Insurance	25,004.54	3,814.18	28,818.72
	112,587.34	17,174.02	129,761.36
	14,712,981.95	2,117,248.10	16,830,230.05

Financing Results Summary	
Dated Date	3/7/2024
Par Amount	\$15,998,703
Project Funds Generated	\$16,476,943
Bond Yield:	3.974%
All-In True Interest Cost:	4.118%
Projected Levy	\$.91/1000
\$Cost per \$100K of AV	91
Average Life:	17.25
Optional Redemption Date:	6/1/2033

PAR

Fiscal Year	Taxable AV Assumption	Assumed AV Growth Rate	2024 GO Bonds	Projected Required Levy Rate (Net of Collections Rate)	Property Tax Levy Dollars			
			Debt Service	2024 GO Bonds	Assumed Collection Rates	AV/\$1000 Net Collections	Assumed Levy Rate	Revenue for Bond Debt Service
2023	807,679,510	5.59%	0	0.000	94.000%	759,219	0.000	0
2024	836,773,391	3.60%	0	0.000	94.000%	786,567	0.000	0
2025	863,968,526	3.25%	740,000	0.911	94.000%	812,130	0.960	779,645
2026	892,047,503	3.25%	770,000	0.909	95.000%	847,445	0.960	813,547
2027	921,039,047	3.25%	815,000	0.912	97.000%	893,408	0.960	857,672
2028	950,972,816	3.25%	846,400	0.913	97.500%	927,198	0.960	890,111
2029	981,879,433	3.25%	871,200	0.910	97.500%	957,332	0.960	919,039
2030	1,013,790,514	3.25%	899,600	0.910	97.500%	988,446	0.960	948,908
2031	1,046,738,706	3.25%	931,400	0.913	97.500%	1,020,570	0.960	979,747
2032	1,080,757,714	3.25%	961,400	0.912	97.500%	1,053,739	0.960	1,011,589
2033	1,115,882,340	3.25%	989,600	0.910	97.500%	1,087,985	0.960	1,044,466
2034	1,152,148,516	3.25%	1,021,000	0.909	97.500%	1,123,345	0.960	1,078,411
2035	1,189,593,342	3.25%	1,055,250	0.910	97.500%	1,159,854	0.960	1,113,459
2036	1,228,255,126	3.25%	1,091,500	0.911	97.500%	1,197,549	0.960	1,149,647
2037	1,268,173,418	3.25%	1,124,500	0.909	97.500%	1,236,469	0.960	1,187,010
2038	1,309,389,054	3.25%	1,164,250	0.912	97.500%	1,276,654	0.960	1,225,588
2039	1,351,944,198	3.25%	1,200,250	0.911	97.500%	1,318,146	0.960	1,265,420
2040	1,395,882,384	3.25%	1,237,500	0.909	97.500%	1,360,985	0.960	1,306,546
2041	1,441,248,562	3.25%	1,281,000	0.912	97.500%	1,405,217	0.960	1,349,009
2042	1,488,089,140	3.25%	1,321,000	0.910	97.500%	1,450,887	0.960	1,392,851
2043	1,536,452,037	3.25%	1,366,000	0.912	97.500%	1,498,041	0.960	1,438,119
2044	1,586,386,728	3.25%	1,411,000	0.912	97.500%	1,546,727	0.960	1,484,858
2045	1,637,944,297	3.25%	1,456,000	0.912	97.500%	1,596,996	0.960	1,533,116
2046	1,691,177,487	3.25%	1,503,800	0.912	97.500%	1,648,898	0.960	1,582,942
2047	1,746,140,755	3.25%	1,552,800	0.912	97.500%	1,702,487	0.960	1,634,388
2048	1,802,890,330	3.25%	1,602,800	0.912	97.500%	1,757,818	0.960	1,687,505
2049	1,861,484,265	3.25%	1,653,600	0.911	97.500%	1,814,947	0.960	1,742,349
			\$28,866,850		Total	34,632,325		30,415,943

- **CALL TO ORDER OF THE MOLALLA PUBLIC LIBRARY BOARD MEETING;** meeting of July 28, 2023, was called to order by Tina Teel at 4:33 PM.

ATTENDANCE:

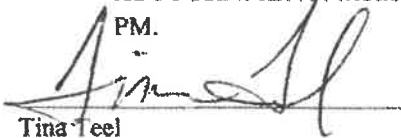
Tina Teel, Chair -- Present
Robert Thompson, Board Member -- Present
Brittney Closner, Board Member -- Present

Mechelle Trefethen -- Board Member - Present
Kevin Effinger -- Board Member
Crystal Robles, City Council Liaison - Present

STAFF IN ATTENDANCE:

Diana Hadley, Library Director -- Present

-
- No Public Comment
- **NEW BUSINESS:**
 - Discussion and adoption of Collection Development Policy revision. Moved by Brittney Closner, seconded by Robert Thompson, Passed 5-0. Diana will take it to City Council.
- **OLD BUSINESS:**
 - Friends of the Library update -- Tina.
- **DIRECTOR'S REPORT:**
 - Summer Reading is in full swing and numbers are good.
 - HVAC is working well.
 - New hire, Alexis Paperman, is fitting in and planning great programs.
 - The bookmobile and library staff have been busy attending events.
- **ADJOURNMENT:** Motion by Tina Teel; 2nd by Robert Thompson. Motion carried (4-0), all ayes 5:40


Tina Teel


Date



Director's Report – February 26, 2024

- A draft of the 24/25 fy budget has been submitted. We are on solid financial ground at this time.
- We are in the process of making repairs to the inside and outside of the building. Currently, we are getting bids to replace the sidewalk and trees outside and other bids to replace the front sliding doors. Next fiscal year, I have budgeted to get the parking lot resurfaced and restriped.
- Staff continue to provide programs and outreach to the community as weather and health allow. Tonight, Irene and Tabby are at Plaza Los Robles. On Friday, the bookmobile will have its regular stop at the Adult Center. Next Monday is our regular stop in Colton.
- Schools are calling and asking us to attend their kindergarten round ups and registration nights. We go to as many as possible.
- The Community Room is now open for groups to meet. There is an online form with our policies for using the room on our website. We purchased new chairs and a larger, smart TV to facilitate meetings in a modern and more comfortable way.
- Summer reading is shaping up! There will be six weeks of Music in the Park this year. Reptile Man will be the opening act for the kids. This year's theme is Read, Renew, Repeat.
- Spring programs include a leap day family program, Children's Day celebration, a Mexican cooking class, and the very popular regular programs of LEGOs, STEAM, and crafts. Alexis has started a Dungeons and Dragons program on the first Saturday of each month as well.

538
938



OREGON LIQUOR & CANNABIS COMMISSION
LIQUOR LICENSE APPLICATION

Instructions

1. **Complete and sign** this application.
2. Prior to submitting this application to the OLCC, send the completed application to **the local government for the premises address** to obtain a recommendation.
 - If the premises street address is within a city’s limits, the local government is the city.
 - If the premises street address is not within a city’s limits, the local government is the county.
3. You can submit the application to the OLCC if:
 1. You have WRITTEN documentation showing the date the local government received the application or;
 2. The local government has provided you their recommendation.

ALL forms and documents must be a PDF attachment

4. **Email the PDF application that contains the local government recommendation or proof of submission** to: OLCC.LiquorLicenseApplication@oregon.gov.
5. **Do not** include any license fees with your application packet (fees will be collected at a later time).
When it's time to pay the license fee you must pay the full yearly fee for the current license year (the license fee will not be prorated). If you pay in the last quarter of your license year you must also pay the yearly fee for the next license year.

License Request Options - Please see the general definitions of the license request options below:

- **New Outlet**: The licensing of a business that does not currently hold an active liquor license.
- **Change of Ownership**: The request to completely change the licensee of record at a licensed business.
- **Greater Privilege**: The request to change from an Off-Premises to a Limited or Full On-Premises Sales license **OR** from a Limited to Full On-Premises Sales license.
- **Additional Privilege**: The licensee currently holds an active liquor license at the premises and that same licensee would like to request to add an **additional** different liquor license type at that same premises location.

Additional Information

Applicant Identification: Please review [OAR 845-006-0301](#) for the definitions of “applicant” and “licensee” and [OAR 845-005-0311](#) to confirm that all individuals or entities with an ownership interest (other than a waivable ownership interest, per OAR 845-005-0311[6]) in the business have been identified as license applicants on this document. If you have a question about whether an individual or entity needs to be listed as an applicant for the license, discuss this with the OLCC staff person assigned to your application.

Premises Address: This is the physical location of the business and where the liquor license will be posted.

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.
If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

Applicant/Licensee Representative(s): In order to make changes to a license or application or to receive information about a license or application by someone other than the applicant/licensee you must:
– Complete the [Authorized Representative Form](#) designating a person/entity to act on your behalf and submit with the application.

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

[New Outlet](#) | [Change of Ownership](#) | [Greater Privilege](#) | [Additional Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

Winery

- Primary location
- Additional locations: 2nd 3rd 4th 5th

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

Limited On-Premises

Off Premises

Warehouse

Wholesale Malt Beverage and Wine

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT
After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received:

Optional: Date Stamp Received Below



- Recommend this license be granted
- Recommend this license be denied
- No Recommendation/Neutral

Printed Name

Date

Signature

Trade Name

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:

BB's Cate LLC

Name of entity or individual applicant #2:

INGRID M. HENITIN

Name of entity or individual applicant #3:

Name of entity or individual applicant #4:

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

Cindy's Cate

Premises street address (The physical location of the business and where the liquor license will be posted):

222 Center Ave

City:

Molalla

Zip Code:

OR 97038

County:

Clackamas

Business phone number:

503-829-3338

Business email:

ingrid.henitin@yahoo.com

Business mailing address (where we will send any items by mail as described in [OAR 845-004-0065\[1\]](#)):

Po Box 1278

City:

Molalla

State:

OR

Zip Code:

97038

Does the business address currently have an OLCC liquor license? Yes No

Does the business address currently have an OLCC marijuana license? Yes No

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.

Application Contact Name:

Ingrid M. Henitin

Phone number:

503-989-3186

Email:

ingrid.henitin@yahoo.com

LIQUOR LICENSE APPLICATION

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TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands [OAR 845-005-0311](#) and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

Page 4 of 4

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

• Each applicant listed in the "Application Information" section of this form has read and understands [OAR 845-006-0362](#) and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Ingrid M. Hermit  2/23/24
Applicant name Signature Date

Applicant name Signature Date

Applicant name Signature Date

Applicant name Signature Date

Applicant/Licensee Representative(s): If you would like to designate a person/entity to act on your behalf you must complete the [Authorized Representative Form](#). You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.