



AGENDA

MOLALLA CITY COUNCIL MEETING
November 13, 2019
7:00 PM
Molalla Adult Center
315 Kennel Ave, Molalla, OR 97038

Mayor Keith Swigart

Council President Elizabeth Klein
Councilor Leota Childress
Councilor DeLise Palumbo

Councilor Terry Shankle
Councilor Jody Newland
Vacant Seat

1. CALL TO ORDER AND FLAG SALUTE

2. ROLL CALL

3. PRESENTATIONS, PROCLAMATIONS, CEREMONIES

A. Council Appointment – Open Council Seat from March 2019

4. 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.)

5. APPROVAL OF THE AGENDA

6. CONSENT AGENDA

(This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may only be discussed if it is pulled from the consent agenda.)

- A. Meeting Minutes – October 23, 2019
- B. OLCC Permit Request: Unfettered Renovations, LLC. “The Main Shop”
Requesting Off-Premises Sales

7. PUBLIC HEARINGS

- A. Ordinance 2019-14: An Ordinance repealing language in Chapter 2.17 Art Commission and replacing with new language regarding Community Program Committee (Huff)

8. GENERAL BUSINESS

9. REPORTS

- A. City Manager and Staff
- B. Mayor
- C. City Councilors

10. 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 Meeting



Agenda Category:

Subject: Vacant Council Seat

Recommendation:

Date of Meeting to be Presented: November 13, 2019

Fiscal Impact: None

Background:

Staff has received an application for the vacant Council seat. This vacancy has been discussed and promoted multiple times over the past several months.

Staff recommends that Council acknowledge and accept the application submitted by Crystal Robles and perform one of the following actions:

1. Appoint/Deny Ms. Robles to fill the vacancy, or,
2. Postpone a decision until December 11, 2019

SUBMITTED BY: Christie DeSantis, City Recorder
APPROVED BY: Dan Huff, City Manager

SUGGESTED INTERVIEW QUESTIONS

For City Council Appointment

1. Why do you wish to serve?
2. What do you see as the three most important issues facing Molalla over the next two to three years?
3. How would you address the fact that the City Council sometimes makes unpopular decisions and how would you deal with the pressures?
4. What are the strengths you would bring to the City Council?
5. Each Councilor had issues that were important to them and asked their individual question here.
6. What do you feel are the responsibilities of a City Councilor?
7. What do you think Molalla needs to do to retain its livability?
8. What do you understand to be the role of the City Council in the decision-making process of the City?
9. Do you anticipate that any conflicts of interest will arise if you are appointed to the Council; and, if so, how would you handle them?



Minutes of the Molalla City Council Regular Meeting

Molalla Adult Community Center
315 Kennel Ave., Molalla, OR 97038
October 23, 2019

1. CALL TO ORDER AND ROLL CALL

The Molalla City Council Regular Meeting of October 23, 2019 was called to order by Mayor Keith Swigart at 7:00pm.

COUNCIL ATTENDANCE:

Mayor Keith Swigart – Present
Councilor Elizabeth Klein – Present
Councilor Leota Childress – Present
Councilor DeLise Palumbo – Present
Councilor Terry Shankle – Present
Councilor Jody Newland – Present
Vacant Seat
Student Liaison Natalee Litchfield - Absent

STAFF IN ATTENDANCE

Dan Huff, City Manager - Present
Christie DeSantis, Interim City Recorder - Present
Gerald Fisher, Public Works Director - Absent
Chaunee Seifried, Finance Director - Present
Alice Cannon, Planning Director - Present
Diana Hadley, Library Director - Present

2. FLAG SALUTE

3. PRESENTATIONS, PROCLAMATIONS, CEREMONIES

A. Census 2020 – US Census Bureau (30 minutes)

A representative with the US Census Bureau presented a PowerPoint on the importance of every person in the State of Oregon being counted during Census year. In an effort to gain accurate State funding, Census is asking for assistance with counting difficult populations like seniors, renters, homeless and migrant workers.

(The Census 2020 PowerPoint is attached to the minutes of this meeting.)

4. PUBLIC COMMENT

Jacob Crabtree, 410 Industrial Way, CEO of CHTC, the industrial hemp drying facility located in Molalla. Mr. Crabtree introduced himself to Council and informed them that the industrial hemp industry has 2,000 farmers, up from 600 last year. Industrial hemp is Oregon's largest agricultural crop and has 63,000 registered acres statewide.

Mr. Crabtree stated that his company is aware of the odor complaints that have been made by citizens and that CHTC is working with City staff to comply with the City's Code. The engineering team is working on upgrades to the facility, in hopes to begin in December. He shared that hemp harvest season will go through mid-November and that everything will settle down after that time.

Doris Schnelle, 817 Toliver Road, thanked Mr. Crabtree for his presentation, as she is opposed to the smell and noise that comes from the Industrial Hemp plant. Ms. Schnelle reports that the sound from drying units are very loud and go until all hours of late night and early morning.

Ms. Schnelle also shared her concerns regarding the round-a-bout being put in at OR213 and Toliver Road. She felt that a traffic signal would be a better option.

Councilor Palumbo and Mayor Swigart spoke to Ms. Schnelle about the presentation that ODOT gave a few months back, and how a round-a-bout is in fact the safer option. Ms. Schnelle thanked them for the information.

5. APPROVAL OF THE AGENDA

A motion was made by Councilor Newland to approve the Agenda, seconded by Councilor Childress. Vote passed 6-0.

6. CONSENT AGENDA

(This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may only be discussed if it is pulled from the consent agenda.)

A. Meeting Minutes – October 9, 2019

A motion was made by Councilor Klein to approve the Consent Agenda, seconded by Councilor Childress. Vote passed 6-0.

7. PUBLIC HEARINGS

None.

8. GENERAL BUSINESS

A. ODOT – IGA OR213 and Toliver Rd. Roundabout (exhibit)

City Manager Huff spoke to Council regarding the Oregon Department of Transportation OR213 and Toliver Road Intergovernmental Agreement. At this time, ODOT is moving forward with a round-a-bout design. Mr. Huff shared information with Council regarding debt payback. The Oregon Transportation Infrastructure Bank (OTIB) is a primary option. He shared that we have been given preliminary acceptance that this project can be funded through this loan program. Mr. Huff explained the importance of creating an Advanced Financing District, as it provides future payback for the City's share of this project.

Councilor Shankle asked where the current Gas Taxing Funding was being allocated. Mr. Huff explained that the funds are currently being used for street maintenance.

Councilor Palumbo inquired about how much money the Vehicle Registration Fund will provide, Mr. Huff replied that it will be approximately \$180,000 per year.

Councilor Palumbo asked Mr. Huff to speak more to the ODOT Fund Exchange. He explained that they are Federal dollars that come to the State of Oregon, based on each cities population. The funds have been held for the past three years, and have grown to a higher number. Since ODOT gets a higher rate of return, the money goes further if City of Molalla has ODOT provide the work. Otherwise, the City would only have access to approximately 94% of the funds.

Councilor Childress inquired about whether the ODOT Fund Exchange would be limited to streets and road improvement, Mr. Huff confirmed that is where the money is allocated.

Councilor Klein questioned about any prepayment penalties, in the event that we are able to pay the loan back before the 10-year term. Mr. Huff explained that there aren't any prepayment penalties, nor are there penalties if the City does not use the entire amount allocated.

Mayor Swigart feels that monies generated from the Vehicle Registration Fund (VRF) should be used for street repairs only. He is also concerned that the cost of the project will go up between now and when construction begins in 2022.

Tova Peltz and Mandy Putney with ODOT were present to answer questions from Councilors.

Discussion continued between Council, City Manager Huff, and ODOT staff. Mr. Huff explained options for funding and reimbursements. He felt that from an administrative standpoint, the plan that has been put together is a very good one.

A motion was made by Councilor Newland to authorize City Manager Huff to sign the Intergovernmental Agreement with ODOT and apply for funding with Oregon Transportation Infrastructure Bank Loan , seconded by Councilor Shankle. Vote passed 5-1.

**Voting Aye: Mayor Swigart, Councilor Klein, Councilor Childress, Councilor Newland, and Councilor Shankle.
Voting Nay: Councilor Palumbo.**

B. Food Cart Ordinance: Community and Restaurant Survey Results (see exhibit)

Planning Director Cannon presented Council with responses from a survey that the Planning Department created for a Food Cart Ordinance. Discussion continued after the presentation surrounding the many possibilities that this could bring to the City of Molalla.

C. Industrial Hemp: Potential Regulations for New Processors (see exhibit)

Planning Director Cannon thanked Mr. Crabtree for his presentation to Council and for coming to the meeting. She also emphasized that the regulations being discussed would not apply to CHTC, as they are already an established business in the City of Molalla. Ms. Cannon informed Council that regulations being discussed would apply to new facilities in the future.

Ms. Cannon stated that current Code regarding marijuana and hemp has very thin regulations for industrial hemp. There was a brief presentation (attached) and discussion followed. It was agreed by Council that further research regarding location, air filtration systems and material loading/processing needs to take place before an Ordinance is created.

9. REPORTS

A. City Manager and Staff

Planning Director Cannon – Nothing to report.

Finance Director Seifried – Nothing to report.

City Recorder DeSantis – Nothing to Report.

City Manager Huff – Reported to staff that the City received an application for Council Appointment. Council agreed to have the candidate come to the November 13, 2019 meeting for an interview.

Speed signs are installed in both North and South directions for Hwy. 213 that reflect the change to 35 mph.

B. Mayor

Mayor Swigart thanked Councilor Childress and Planning Director Cannon for bringing a candidate to Council.

The Mayors of Molalla, Sandy, Estacada and Canby, created a consortium so that they can vote as a block. This is helpful for voting purposes due to the fact that all of this cities are outside of Metro.

C. City Councilors

Councilor Klein – Nothing to report.

Councilor Childress shared that the City of Molalla is hosting the Chamber of Commerce breakfast on November 14, 2019. The event will take place in the City Hall Conference Room, beginning at 7:45am.

Councilor Palumbo shared that a Writer’s Group is forming in Molalla. They are hoping to host their first event in February.

Councilor Newland – Nothing to report.

Councilor Shankle – Nothing to report.

10. ADJOURN

Motion was made to adjourn the meeting at 8:54pm by Councilor Klein, seconded by Councilor Newland. Vote passed 6-0.

Keith Swigart, Mayor

Date

ATTEST:

Christie DeSantis, City Recorder

CENSUS 2020



2020CENSUS.GOV

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your future
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United States
CENSUS
2020

Why We Do a Census

- Article 1, Section 2 of the US Constitution

The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such Manner as they shall by Law direct.

- Key purpose is apportioning the 435 seats belonging to the US House of Representatives.

2016 Funding

- Total funding to all 50 states - \$883 Billion
- **Oregon's Share - \$13.5 Billion**
- Oregon's per capita estimate - \$3,200

2020 Census Goal



Our Challenge:

- By September 2020, throughout the U.S., we will count approximately 330 million people living in 140 million housing units.
- In Oregon, using July 2018 estimates, we expect there are 4.2 million people living in 1.8 million housing units that will need to be counted.
- In Molalla, we expect to count over 9,000 people living in over 3,400 housing units.

New Ability to Self Respond Starting March 12, 2020

- Internet
- Phone
- Paper Questionnaire



Or traditional in-person interview

The Process

March 12 – July 24, 2020

- Five invitations to self-respond will be mailed out. The fourth invitation/mailed form will include the traditional short form that can be mailed back.
- Potentially three enumerator visits.
- User ID is helpful but not required to respond.

Languages

Internet Self-Response	Paper Form	Questionnaire Help	Enumerators, Mailed Items	Language Card and Guides
English Spanish Chinese (Simp.) Vietnamese Korean Russian Arabic Tagalog Polish French Haitian Creole Portuguese Japanese	English Spanish	13 languages Plus TDD	English Spanish	59 languages Plus ASL Plus Braille Plus Large Print

What Do We Ask?

1. Name
2. Address
3. Phone Number
4. Count of Each Person At That Address
5. Gender
6. Age and Date of Birth
7. Race
8. Hispanic, Latino or Spanish Origin
9. Whether Someone Lives Somewhere Else (and should therefore be counted elsewhere)
10. Relationship to Responder



Private and Confidential

- Only aggregate data reported
- Prohibited by law from releasing personal information to any person or organization
USC Title 13
- Life-time oath by all Census Bureau employees
- Penalties for wrongful disclosure: Up to 5 years imprisonment and/or a fine of \$250,000



Hard-to-Count Populations

- Seniors
- Renters
- Children younger than 5
- Homeless
- Migrant workers
- Foreign-born/Immigrants
- Internet Concerns

Seniors

Those 62 or Older

1,234

13.7%

Issues:

- Physical Isolation
- Mental Health
- Feeling they don't matter
- Access or ability to use the internet

Children Under the Age of Five

928 10.3%

Issues:

- Split Custody
- Children living in age restricted housing
- Byproduct of parents not responding

Renters

Renters 34.7% Owners 65.3%

Issues:

- More Transient/Frequent Movers
- Less Community Involvement?
- Apathy?

The Homeless Count

In Clackamas County, using Point in Time (PIT) statistics of individuals living in sheltered and non-sheltered environments .

2017 - 497

2015 - 494

Using 2010 Census data, there were 22 homeless individuals living in Clackamas County and 3,024 in Oregon.

Migrant Workers Clackamas County

Using OSU info from June 2018, they estimate there were 2,062 individuals working in migrant jobs throughout Clackamas County and 28,940 living in Oregon in 2017.

This figure does not include family members who may accompany the worker.

Foreign Born Residents

<i>Naturalized Citizens</i>	228	
<i>Not a US Citizen</i>	375	
Total Foreign Born	603	7%

Issues:

- Language
- Fear
- Unaware of Constitutional Requirement

Internet Concerns

2020 marks the first-time internet and phone options are available for self-reporting.

Issues:

- Familiarity
- Accessibility
- System Security
- Trust with information

Recruiting

CLACKAMAS COUNTY OREGON



EARN ADDITIONAL INCOME & HELP YOUR COMMUNITY

United States Census 2020 **APPLY ONLINE!** 2020census.gov/jobs The U.S. Census Bureau is an equal opportunity employer.

2020 Census Supervisory & Non-Supervisory Positions Available in Clackamas County, OR

Enumerators \$18.00/hr. – paid training at \$16.00/hr.
Census Field Supervisors - \$20.00/hr. – paid training at \$18.00/hr.
Earn extra income while helping your community.
The U.S. Census Bureau is recruiting thousands of people across the country to assist with the 2020 Census count.

Job Details
We are hiring for a variety of temporary jobs, including census takers, and supervisory staff. To be eligible, you must be at least 18 years old, have a valid Social Security number, and be a U.S. citizen.

How to Apply
Candidates must complete an online job application. The application includes assessment questions about your education, work, and other experience. www.2020census.gov/jobs

Additional advantages
One (1) application covers all our positions, saving you time and effort to find the perfect fit.
If you can work a smart phone, you can do this job.
Hiring this winter and again in the summer of 2019
Working with the 2020 Census is a flexible job that you can fit in with your existing commitments.
It's a perfect way to supplement your income while making history!
Qualifying is easy, no special education or experience required. No resume!
Application process takes about 20 minutes to complete.

Apply Today!
2020census.gov/jobs
Federal Relay Service: (800) 877-8339 TTY / ASCII
www.gsa.gov/fedrelay

Other Issues Facing Oregon

- ✓ Post Office Boxes
- ✓ Unaware of Requirement to Respond
- ✓ Fear of Government
- ✓ The Cost of Non-Response
- ✓ Recruiting of Enumerators/Census Takers

Census Resource Centers

A partnership between Oregon Libraries and the U.S. Census Bureau

- Location: Local libraries throughout Oregon
- Purpose: To assist local residents by providing information, assistance and a way to self-respond
- Goal: A CRC in every library throughout Oregon

Thank you.

OR 213-Toliver Road RAB

10 Year Term Loan				
Full Debt Option				
Loan Amt	% Rate	Term (Yr)	Semi-Ann Pmt	Annual Cost
\$ 2,000,000.00	1.50	10	\$108,061.26	\$ 216,122.53
\$ 2,000,000.00	1.75	10	\$109,440.83	\$ 218,881.67
\$ 2,000,000.00	2.00	10	\$110,830.63	\$ 221,661.26
\$ 2,000,000.00	2.25	10	\$112,230.62	\$ 224,461.24
\$ 2,000,000.00	2.50	10	\$113,640.78	\$ 227,281.56
Fund Exchange Debt Reduction Option				
Loan Amt	% Rate	Term (Yr)	Semi-Ann Pmt	Annual Cost
\$ 1,600,000.00	1.50	10	\$86,449.01	\$ 172,898.02
\$ 1,600,000.00	1.75	10	\$87,552.67	\$ 175,105.34
\$ 1,600,000.00	2.00	10	\$88,664.50	\$ 177,329.01
\$ 1,600,000.00	2.25	10	\$89,784.50	\$ 179,568.99
\$ 1,600,000.00	2.50	10	\$90,912.62	\$ 181,825.25
15 Year Term Loan				
Full Debt Option				
Loan Amt	% Rate	Term (Yr)	Semi-Ann Pmt	Annual Cost
\$ 2,000,000.00	1.50	15	\$74,696.32	\$ 149,392.64
\$ 2,000,000.00	1.75	15	\$76,088.62	\$ 152,177.25
\$ 2,000,000.00	2.00	15	\$77,496.23	\$ 154,992.45
\$ 2,000,000.00	2.25	15	\$78,919.07	\$ 157,838.14
\$ 2,000,000.00	2.50	15	\$80,357.09	\$ 160,714.17
Fund Exchange Debt Reduction Option				
Loan Amt	% Rate	Term (Yr)	Semi-Ann Pmt	Annual Cost
\$ 1,600,000.00	1.50	15	\$59,757.06	\$ 119,514.11
\$ 1,600,000.00	1.75	15	\$60,870.90	\$ 121,741.80
\$ 1,600,000.00	2.00	15	\$61,996.98	\$ 123,993.96
\$ 1,600,000.00	2.25	15	\$63,135.25	\$ 126,270.51
\$ 1,600,000.00	2.50	15	\$64,285.67	\$ 128,571.34

ODOT IGA – OR 213 at MP 15.71 (Toliver Road Intersection)

Project Cost \$8,976,249

City Contribution \$2,247,990

How will we pay for this?

Oregon Transportation Infrastructure Bank (OTIB) - As we have discussed with Council previously, ODOT has an infrastructure bank that local government can obtain funds through a low interest loan to cover design/construction cost for needed transportation projects. We have been given preliminary or general acceptance that this project can be funded through this loan program. Staff will need final Council approval in order to proceed with the official application.

Advanced Financing District Debt Payback

System Development Charges Debt Payback

Reimbursement SDC's Debt Payback

ODOT Fund Exchange Debt Reduction

Tractor Supply Impact Charge Debt Reduction
(\$247,000)

Gas Tax Funding Debt Service

County VRF Funding Debt Service

City of Molalla

City Council Meeting



Agenda Category:

Subject: Intergovernmental Agreement – Toliver Road/OR 213 Intersection

Recommendation: Authorization to City Manager for signature

Date of Meeting to be Presented: October 23, 2019

Fiscal Impact: \$2,247,990

Background:

Attached to this memo is the official Intergovernmental Agreement (IGA) between the City of Molalla and the Oregon Department of Transportation (ODOT) to construct intersection improvements at the intersection of Toliver Road and OR 213. We did not have the agreement available during your September 11, 2019 discussion, but today the agreement has been vetted by your city attorney as well as the Department of Justice.

This agreement provides a mechanism for much needed improvements to an intersection that is heavily used by Molalla residents going to and from their place of employment. The overall budget for the project is estimated at \$8,894,391 with a City of Molalla contribution of \$2,247,990.

As stated previously, Staff proposes that we borrow funding for our contribution and create an Advance Financing District in order to capture future development contributions to this intersection improvements. We have submitted a non-binding application to obtain the required funding. ODOT Staff will be present at the meeting to participate in the discussion. Staff recommends that Council authorize Staff to officially obtain an ODOT loan and sign the IGA when funding is approved.

SUBMITTED BY: Dan Huff, City Manager

APPROVED BY: Dan Huff, City Manager

Food Cart/Food Truck Community and Restaurant Survey: Results Summary



**City Council
October 23, 2019**

Survey Background

- Two surveys: Community and Restaurant Owner/Manager
- Opened on September 18
- Remained open through October 15



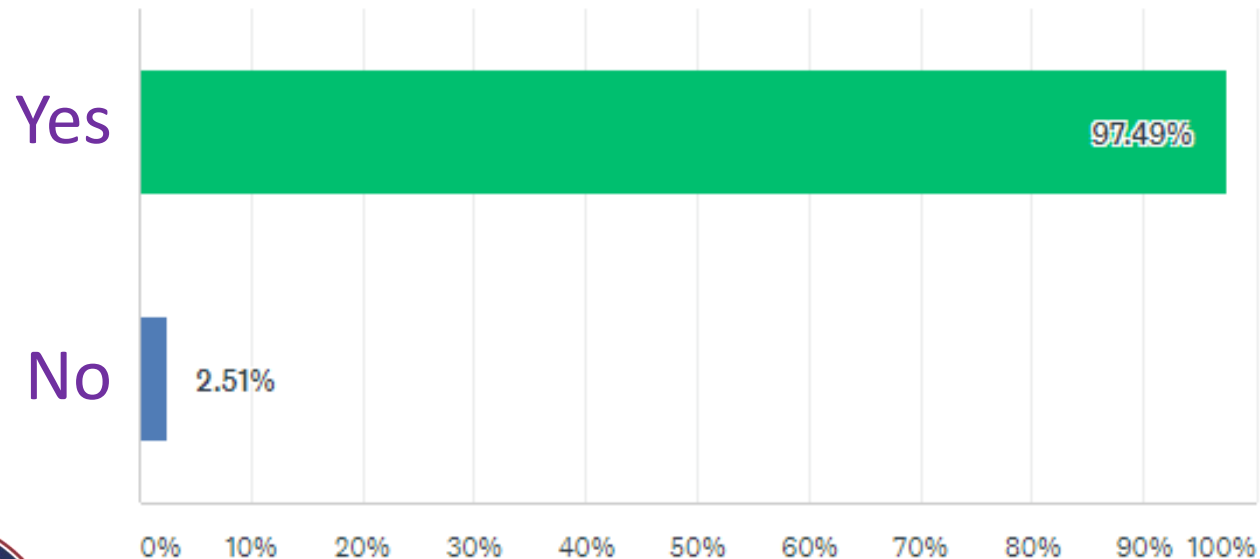
Response Rates, as of October 2, 2019

- **Community Survey:**
(*Survey open to general public. 240 responses out of 268 invitations)
- **Restaurant Owner/Manager:**
44% (Closed survey. Eight responses out of 18 invitations)



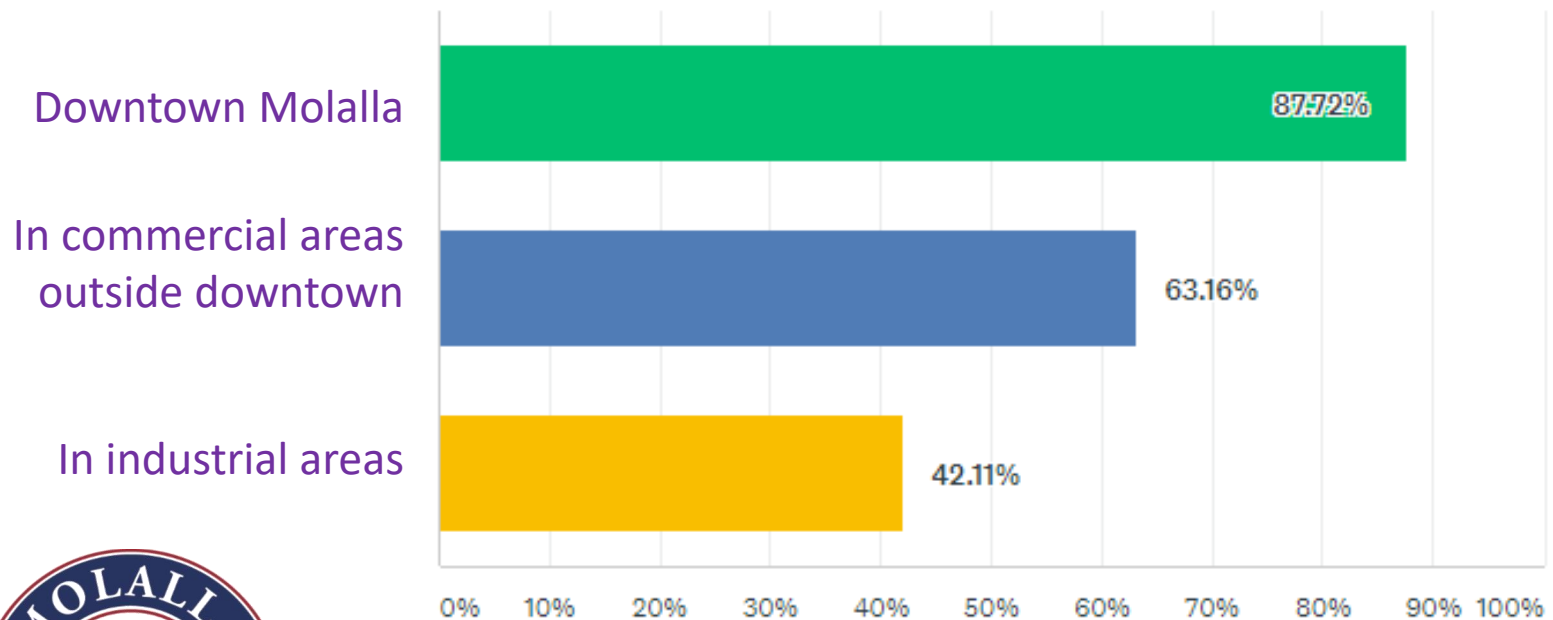
Community Survey:

Should the City allow food carts/ trucks inside the City?



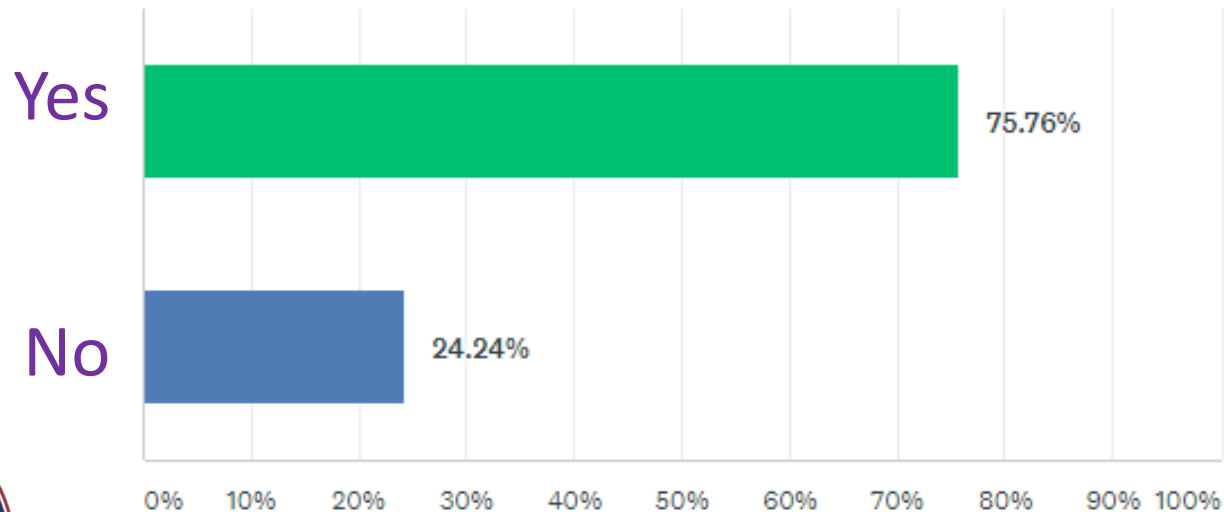
Community Survey:

If yes, where would you like to see food carts/trucks located?



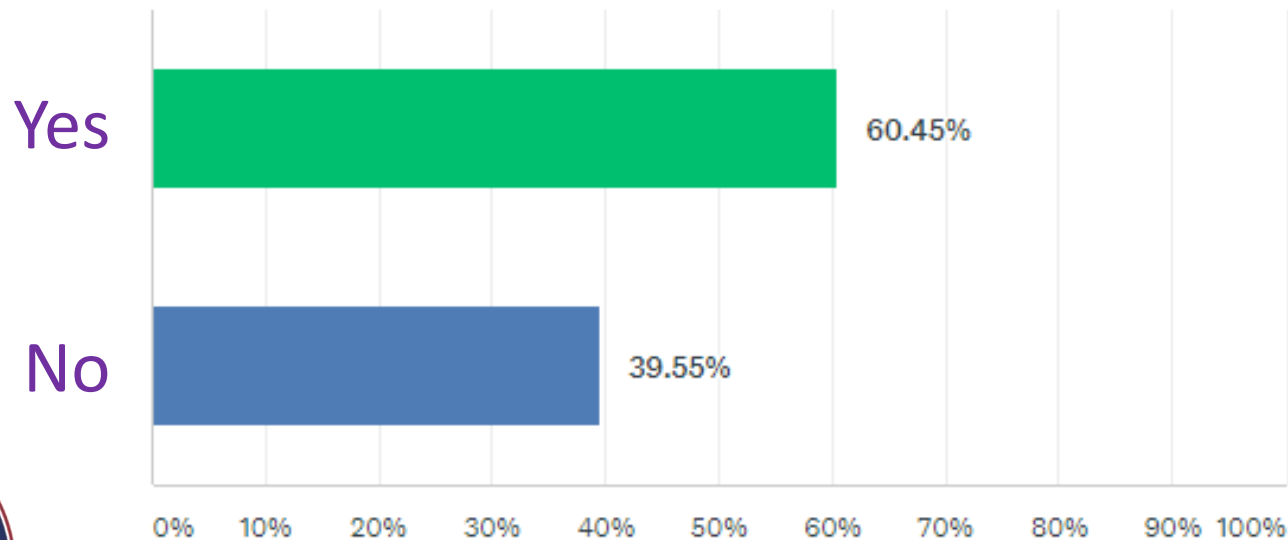
Community Survey:

If you are a business owner, would you support a food cart/truck in your parking lot?



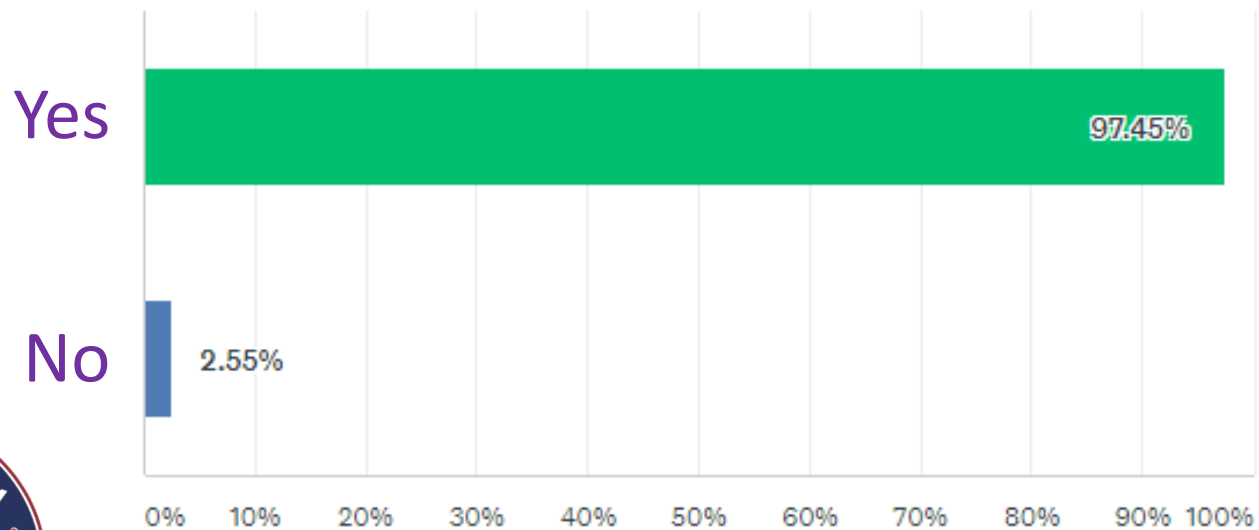
Community Survey:

If you are a property owner, would you support a food cart/truck on your property?



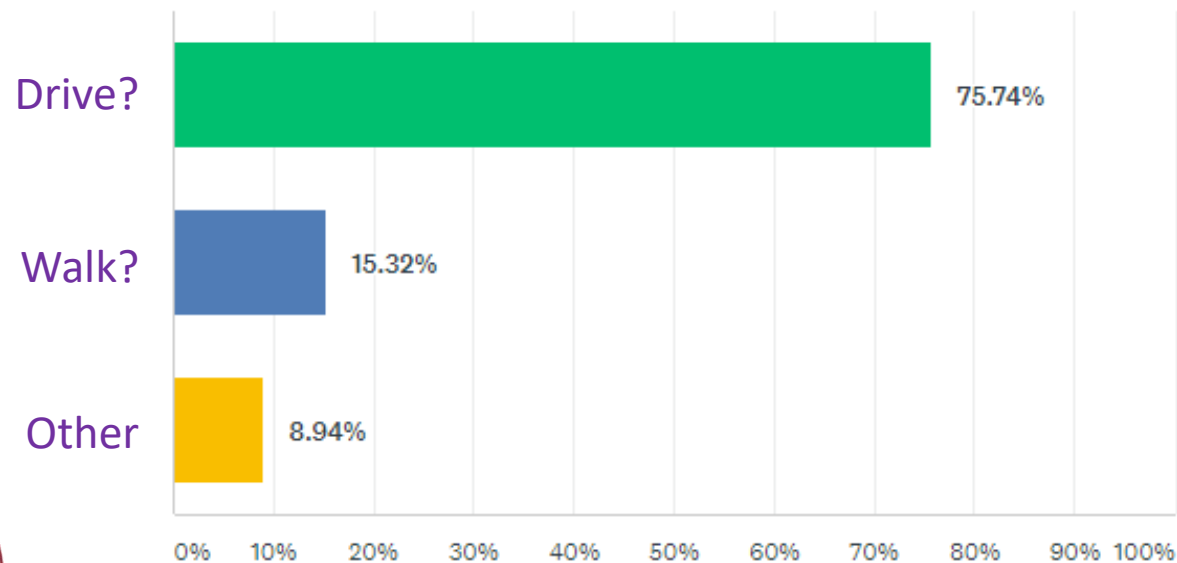
Community Survey:

Would you purchase food from a food cart/truck?



Community Survey:

If you were to purchase food from a food cart/truck, how would you most likely travel to it?



Community Survey:

Those opposed to food carts are most concerned about:

“Food carts take away from the small-town feeling.”

“Molalla can’t support the current restaurants in town.”

“Some food cart pods in other cities don’t provide enough parking and create traffic congestion. Leave the food carts in Portland.”



Community Survey:

Advice and other comments from those in favor...

“So many are super-excited about this!!!”

“Make sure they look good. Shouldn’t be an eyesore.”

“Molalla needs more dining options.”

“Food cart Pods would work best, rather than individual food trucks here and there.”

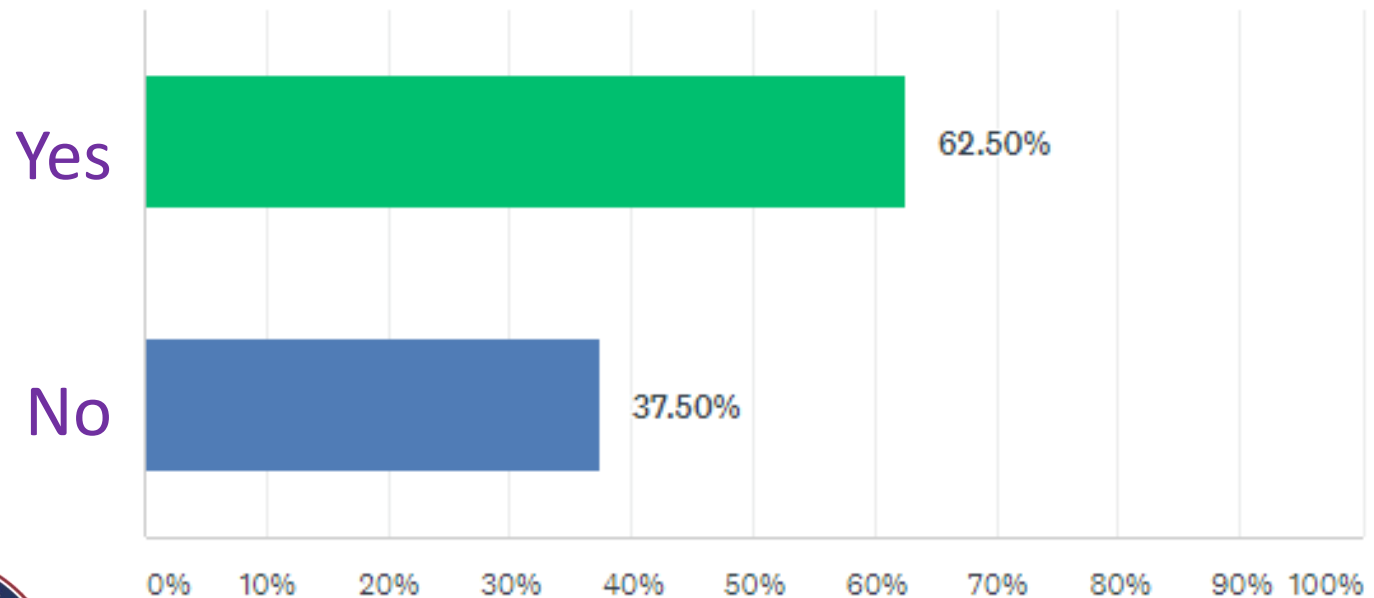
“Food trucks need to follow the same food safety regulations as brick and mortar.”

“Should be done modestly. A couple food trucks with variety is best.”



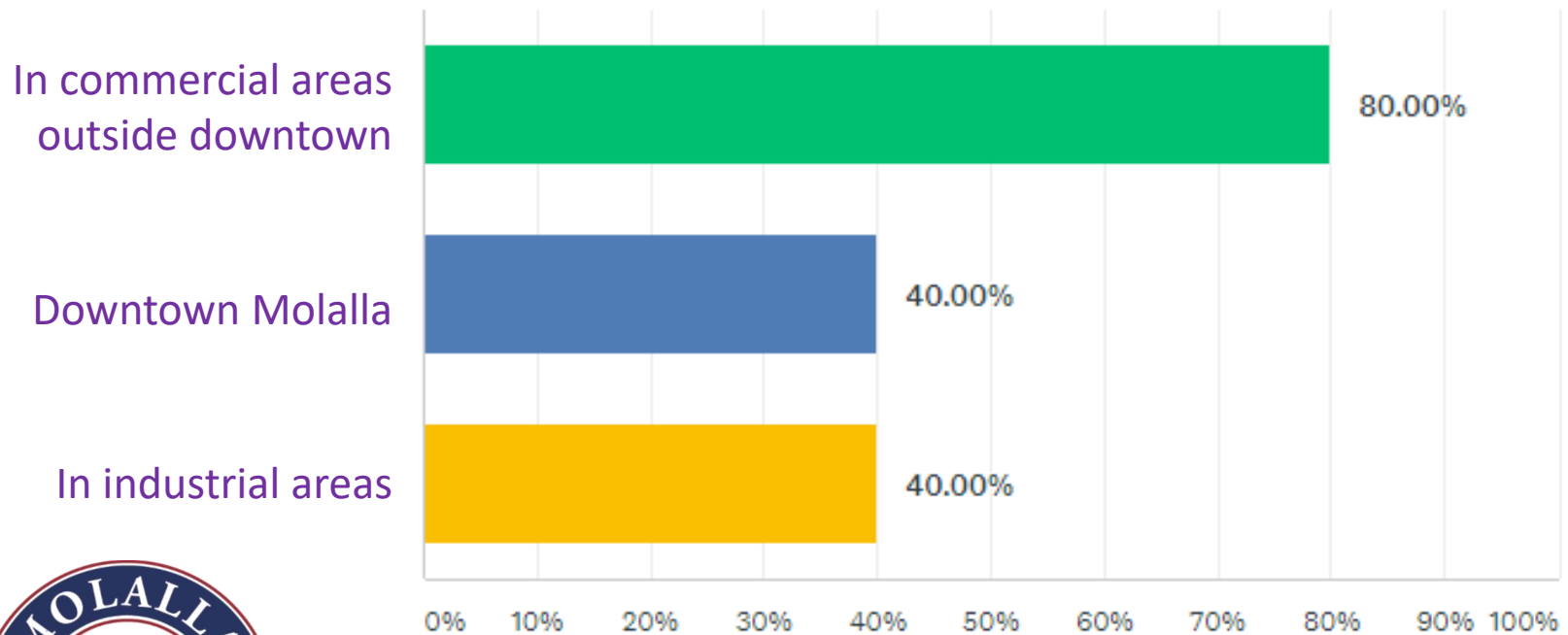
Restaurant Survey:

Should the City allow food carts/ trucks inside the City?



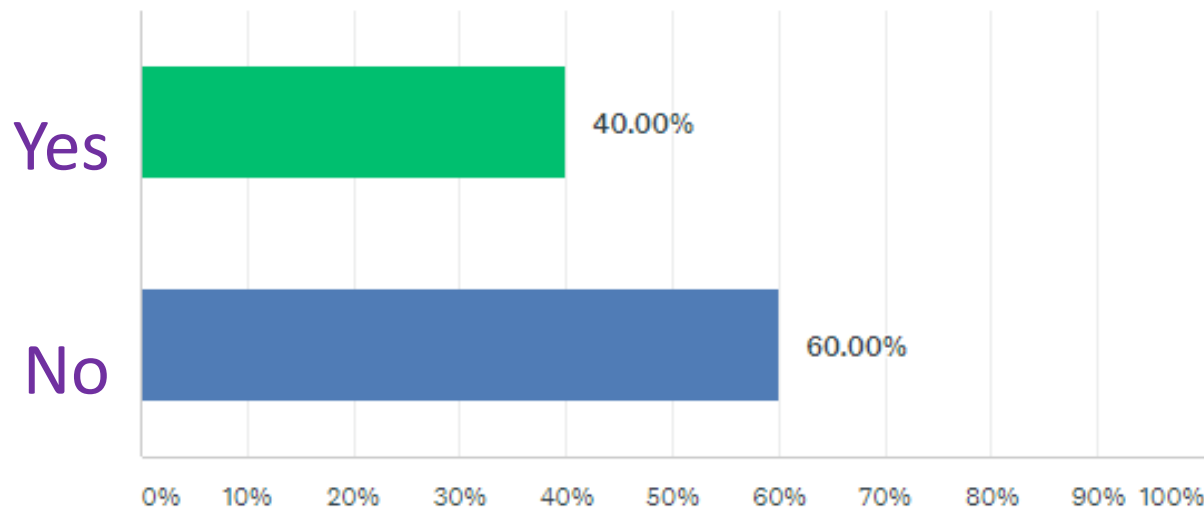
Restaurant Survey:

If yes, where would you like to see food carts/trucks located?



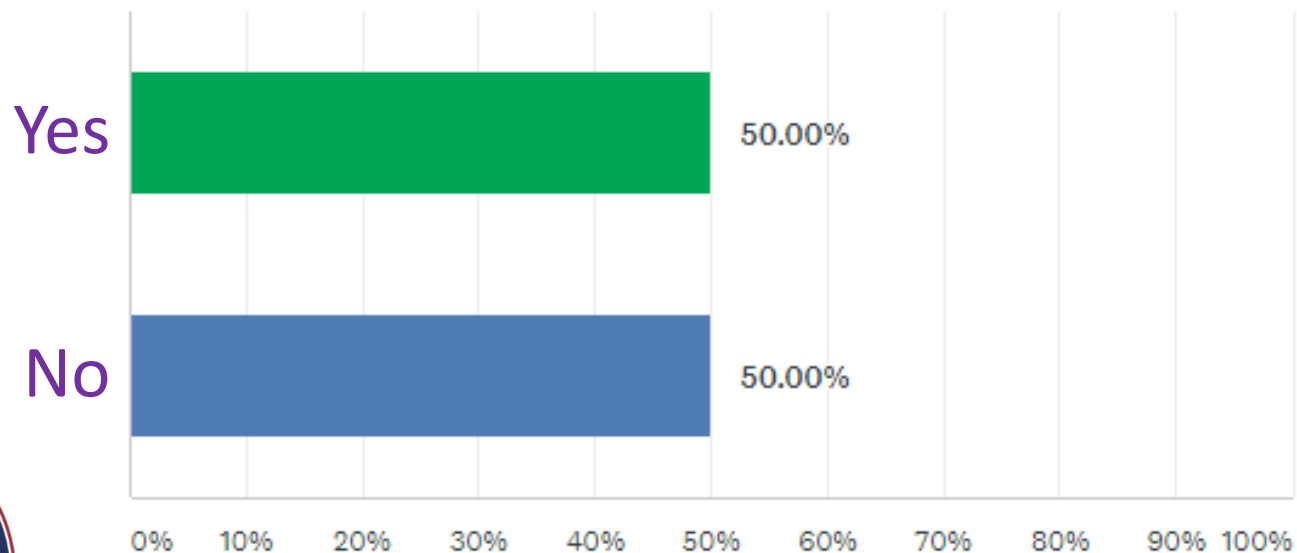
Restaurant Survey:

If you are a business owner, would you support a food cart/truck in your parking lot?



Restaurant Survey:

If you are a property owner, would you support a food cart/truck on your property?



Restaurant Survey:

Those opposed to food carts are most concerned about:

“I am concerned about food carts/truck negatively impacting current businesses.”

“Food carts/trucks don’t have the same operating costs as brick and mortar restaurants. Food carts aren’t required to provide restrooms and other amenities. It sees unfair.”



Restaurant Survey:

Advice and other comments...

“Land near the ‘Y’ would be a great location for food trucks.”

“Property on the east end of town is currently for sale and would be an excellent spot. I would be interested in developing a food cart pod.”



Next Steps

Fall 2019:

Public Involvement Survey for general public and restaurant owners

Winter 2020:

Policy Discussions w/ PC and CC

Winter/Spring 2020:

PC and CC to consider draft ordinance



Industrial Hemp: Potential Regulations for New Manufacturing Facilities

**City Council
October 23, 2019**



Potential New Regulations?

- Material loading and processing must be fully enclosed
- Require engineered air filtration and ventilation system designed to filter air and offensive odors – stamped by a licensed Oregon mechanical engineer
- Review appropriate locations in Molalla





Public Works Department

117 N Molalla Avenue

PO Box 248

Molalla, Oregon 97038

Phone: (503) 829-6855

Fax: (503) 829-3676

October 23, 2019

TO: Dan Huff, City Manager

FROM: Gerald Fisher, Public Works Director

CC: Christie DeSantis, City Recorder

RE: Project Update for Public Works

The following is a list of public and private projects currently underway or in process.

Administrative Projects Underway

1. Staff is working on several individual home construction permits, pre-application projects for new developments, policy and procedure updates, and other improvements to the department.
2. Municipal Code Update – Beginning earlier this month, staff began a rewrite of MMC Chapter's 10, 12, 13, and 21.
3. OR 213 Speed Zone – 35 MPH signs were installed on OR 213 earlier this month and the Police Department is doing enforcement. There is a noticeable change in traffic now that the slower speed limit is in place. Project completed.

Public Capital Projects Underway

4. 16-07 Shops Facility Improvements – Roofing completed and siding installation underway for shops building. Project is scheduled to be completed by Dec 2019.
5. 17-04 OR 211 (213-Ona) – Public Open House held at the Library on 10/02/19. ODOT staff received public input on this and other highway related concerns. Right of Way in acquisitions process. Final design to be completed by Fall of 2019 and bidding tentatively scheduled for spring 2020. Anticipate construction of pedestrian path to start sometime in summer 2020.
6. 17-15 WTP New Trident 2MGD Filtration Plant, Chemical & Telemetry Upgrades – Notice to proceed issued, construction to begin in November 2019, and anticipate completion by June 2020.
7. 18-04 WWTP Biosolids Removal – The contractor removed a total of 279 tons of biosolids and is shut down for the winter. Total removal to date is 979 tons. The lagoons and aeration basin will be measured at the end of the calendar year to determine what percent of biosolids has been removed from Lagoon 1. Contractor will begin removal again sometime in 2020.
8. 18-06 WWTP New Headworks Screen – New headworks screen is being built by manufacturer. Project completion by the end of December 2019.

9. 18-08 Hwy 213 & Hwy 211 Safety Improvements – ODOT staff requested alternative delivery by City. Staff has investigated design and construction costs and determine the City can deliver before ODOT’s schedule of 2021. Agreement is being drafted by ODOT to allow City to deliver project. The City’s match is \$10,013 or 7.78%.
10. 18-08 Hwy 213-Toliver Roundabout – IGA to go to Council on 10/23/19. Execution of contract dependent upon funding approval.
11. 18-09 WWTP Permit Extension – Staff submitted the response to DEQ’s request for additional information for the permit extension on 06/20/19 and has still not received a response back. We are continuing to operate under the existing permit.
12. 18-12 Trout Creek Monitoring Station – Flow monitoring underway and will continue thru the next year. Anticipate project completion by December 2020.
13. 18-15 Clark Park Sidewalk Improvements (Phase 2) – Project complete.
14. 18-17 Phase 1 Project 7 Fenton Avenue Sewer and Water Improvements – Construction of the sewer and waterline still underway. Closeout of project subject to Contract conditions. The contractor has been assessed liquidated damages since 09/04/19.
15. 19-02 Water Master Plan & Water Management & Conservation Plan – Consultant working on the planning and modeling portion of master plan. TAC/PAC meetings scheduled for Jan 2020, Apr 2020, and Aug 2020. Planning Commission and City Council hearings scheduled for the end of 2020.
16. 19-05 Consent Decree Compliance Reporting – The third quarter meeting was held on 09/05/19. Next quarterly meeting is scheduled for 12/04/19. No violations reported during August and September.
17. 19-07 MFR Ped Bridge (P42) – First phase of the pathway improvements involves removal of an old culvert crossing of Bear Creek on Molalla Forest Road. Permit submitted to Army Corps for approval.
18. 19-08 SCTD Master Plan – Staff participated on the technical review committee at a meeting on 09/10/19. Future meetings to be determined by District consultants.
19. 19-09 OR 211-Molalla Ave Signal – Design of signal underway as part of the conditions for Project 19-04 Cascade Center listed below. Consultant submitted roundabout feasibility report to ODOT which is a requirement for signalization of intersections along state highways.
20. 19-10 WWTP Upgrade – Staff working with consultant on budget and schedule for delivery of project.
21. 19-11 Molalla Ave Intersection Improvements (5th & Heintz) – Staff requested design estimate for improvements to Molalla Ave-5th Street and Molalla Avenue-Heintz Street intersections as part of TSP projects M29 and M30 to complete pedestrian crosswalk markings, all-way stops, and turn pockets in north-south directions.
22. 19-12 Phase 1 Project 2 Patrol Street Sewer and Water Improvements – Project is in design and anticipate construction in summer of 2020.

Public Capital Projects Not Started

23. 18-14 Decant Facility – This project will provide a dewatering station for street sweeping and vector debris prior to disposal. Project to begin after construction of new shops building.
24. Center Avenue Alley – This project will reconstruct the alley west of Center Avenue as part of a private development project. Waiting on development to begin.

25. Creamery Creek Park – As part of Lexington Estates Phase 3, the developer dedicated an 11,011 square foot parcel to the City for park use. Public Works intends to move forward with project design in FY 19-20.

Private Projects Underway

26. 17-17 Hezzie Lane Subdivision – City waiting for OR 211 improvements to be completed.
27. 17-20 Sawyer’s Truck Repair – Contractor working on stormwater and site improvements.
28. 18-16 Tractor Supply Store – Staff waiting for developer to complete conditions of approval and project correction list in order to issue a release on Certificate of Occupancy.
29. 19-04 Cascade Center – Waiting for submittal of DSL documentation to Planning and balance of review materials in order to start review.
30. 19-13 Dollar General – Waiting for submittal of DSL documentation to Planning in order to start review.

Attached at the end of this memo is an update from Operations. Thank you and let me know if you have any questions.



Public Works Department
117 N Molalla Avenue
PO Box 248
Molalla, Oregon 97038
Phone: (503) 829-6855
Fax: (503) 829-3676

Oct 21, 2019

TO: Gerald Fisher, Public Works Director
FROM: Andy Peters, Operations Supervisor

RE: Operations Update for City Council

Gerald,

As requested, the Operations Division is pleased to continue these regular updates to the City Council on its activities. This Month the Lead Operator at the WWTP, Jake, has provided a report on significant maintenance of the Transfer Pumps, which move all sewerage collected from Molalla up into the Lagoons. These are without doubt the most important pieces of equipment the City Operates.

Respectfully,

Andy Peters
Operations Supervisor
City of Molalla



From Jake: During the month of October, we experienced some problems with our transfer pump station. The First issue that we had to solve was figuring out why Transfer pump #1 was not pumping. The conclusion to this was when we looked at the running Hz of the pump compared to the Full load amps, we noticed that transfer pump #1 was running at 34Hz and full load 200 amps. This pump operates at 44HZ and approx. 80-100 amps when in service and running correctly. We pulled the pump to have the electrician Megg* the windings. The electrician sent 1000 volts through the winding of the motor and received only 300-350 volts back. If the windings of the motor were good, we should have seen closer to a 1000 volts returning. We installed the new pump and now running correctly.

*This is an insulation test of **motor** windings, commonly referred to as **megging** (to megger, or to megg a **motor**).



Old pump being pulled from wet well. In operation since 2002



Left, new pump being hoisted into place.

The second issue that need to be addressed was transfer pump #2. We noticed that it was having a lot of the same problems that transfer pump #1 was showing, but this pump (transfers pump #2) when the windings were megged at the same 1000 volts, returned 1000 volts. We pulled the pumped to find a wad of rags that was lodged in the impeller. We removed the rags, changed oil and adjusted the tolerance on the impeller before re-installing. Pump is back in operation.



Above, the second transfer pump is hoisted out. In addition to what Jake reported this month the Operators were also able to identify mistakes in the SCADA Ladder Logic that was resulting in over working all three motors. This logic was fixed, which should extend the life of these motors, which each cost approx. \$45,000 new. Operators keep these costs down whenever possible by rebuilding motors and reusing pump castings.

The Utility Crew dug out a section of 7th Street, followed by paving courtesy of Jim Newman's Paving LLC



The Utility Crew has also been assisting in closing out Capital Projects, including Tree Planting, coordinating Hydroseeding, and Pressure testing/chlorinating water lines.

Below: (left) finishing tree planting in Clark Park and (right) pressure testing the new water line on Fenton Ave.



The City also completed all tree trimming recommended by our Arborist last summer, removing leaning trees with dead roots, widow makers, and dead branches riddled with woodpecker holes. This work makes the park significantly safer for all users.

Below, a sequence from one of the trees that we fell, which was leaning over the soccer field, and suffering from severe root disease.



Performance metrics:

Work In Process

Current Load by Team

Team	Backlog (# of WOs)	Promise Date Performance
Utility Crew	59	100%
Wastewater Plant	36	98.93%
Water Plant	18	97.85%
Supervisor	41	91.27%

Current Financial Encumbrances
(Open/Approved POs by fund) for Operations

Fund	Account#	\$\$
Sewer Fund	106-601-5-*	\$101827.58
Water Fund	105-501-5-*	\$30091.63
Storm Fund	108-801-5-*	\$5100
Park Fund	101-106-5-*	\$16644.75
Street Fund	104-401-5-*	\$23570.85

TOTAL		\$177234.8100

Work Complete During Period

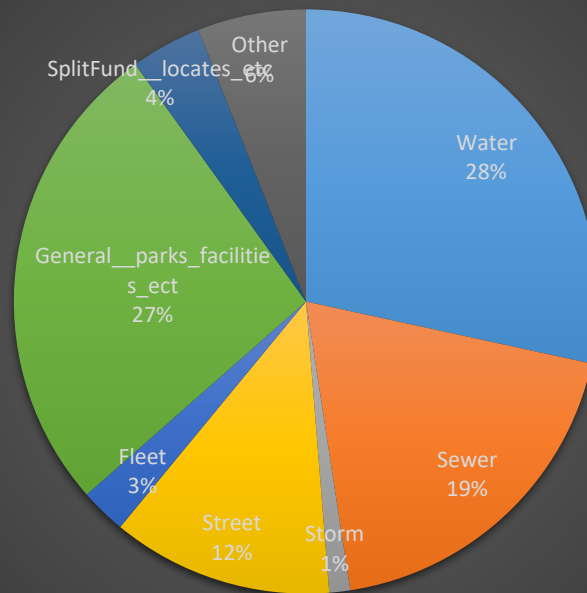
9/17/2019 - 11/16/2019

Work Orders Completed (by Fund)

Water	123
Sewer	83
Storm	5
Street	53
Fleet	11
General_parks_facilities_ect	115
SplitFund_locates_etc	17
Capital	0
Other	26

TOTAL	433

Work Orders Complete By Fund



■ Water
 ■ Sewer
 ■ Storm
 ■ Street
 ■ Fleet
 ■ General_parks_facilities_ect
 ■ SplitFund_locates_etc
 ■ Other



PUBLIC COMMENT REQUEST FORM

Any citizen may speak on any item on the agenda. If you wish to speak, please complete this form and return it to the City Recorder.

Time Limit: 3 minutes per speaker or 5 minutes per group representative.

Today's Date: 10/23/19

Name: Jacob Crabtree

Address: 410 Industrial way

City, State, Zip: Molalla, OR 97038

Choose one:

I wish to speak during public comment. My topic is not on the current Council agenda. The subject is: _____

I wish to speak on an item on the current agenda.
Agenda item # 8c

IN FAVOR

OPPOSED

NEUTRAL

Note: *If written documentation is presented, please furnish at least One copy, along with this form, to the City Recorder for the official record.*



PUBLIC COMMENT REQUEST FORM

Any citizen may speak on any item on the agenda. If you wish to speak, please complete this form and return it to the City Recorder.

Time Limit: 3 minutes per speaker or 5 minutes per group representative.

Today's Date: _____

Name: Doris Schnell

Address: 817 Toliver Rd

City, State, Zip: Molalla

Choose one:

I wish to speak during public comment. My topic is not on the current Council agenda. The subject is: _____

I wish to speak on an item on the current agenda.
Agenda item # A and C

IN FAVOR OPPOSED NEUTRAL

Note: If written documentation is presented, please furnish at least one copy, along with this form, to the City Recorder for the official record.



LIQUOR LICENSE APPLICATION

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received and/or date stamp:
<input type="checkbox"/> Brewery 2 nd Location	
<input type="checkbox"/> Brewery 3 rd Location	Name of City or County:
<input type="checkbox"/> Brewery-Public House 1 st location	
<input type="checkbox"/> Brewery-Public House 2 nd location	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Brewery-Public House 3 rd location	
<input type="checkbox"/> Distillery	By: _____
<input type="checkbox"/> Full On-Premises, Commercial	Date: _____
<input type="checkbox"/> Full On-Premises, Caterer	OLCC USE ONLY
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	Date application received:
<input type="checkbox"/> Full On-Premises, For Profit Private Club	_____ 10/30/19
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	By: <u>Karina</u>
<input type="checkbox"/> Grower Sales Privilege 1 st location	License Action(s):
<input type="checkbox"/> Grower Sales Privilege 2 nd location	_____
<input type="checkbox"/> Grower Sales Privilege 3 rd location	_____
<input type="checkbox"/> Limited On-Premises	
<input checked="" type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	
<input type="checkbox"/> Winery 2 nd Location	
<input type="checkbox"/> Winery 3 rd Location	

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

Unfettered Renovations LLC

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

3. Trade Name of the Business (Name Customers Will See)
The Main Shop

4. Business Address (Number and Street Address of the Location that will have the liquor license)

104 A Main St.

City Molalla	County Clackamas	Zip Code 97038
-----------------	---------------------	-------------------



LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) The Main Shop			
6. Does the business address currently have an OLCC liquor license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 1			
City Mulino	State or	Zip Code 97042	
9. Phone Number of the Business Location 503-829-5019		10. Email Contact for this Application Themainshopmolalla@gmail.com	
11. Contact Person for this Application Ken Fetters			Phone Number 5
Contact Person's Mailing Address (if different)	City Mulino	State or	Zip Code 97042

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

(Applicant#1)

(Applicant #2)

(Applicant#3)

(Applicant #4)



OREGON LIQUOR CONTROL COMMISSION LIMITED LIABILITY COMPANY QUESTIONNAIRE

Unfettered

2004

Please Print or Type

LLC Name: Unfettered Renovation LLC Year Filed: 2004

Trade Name (dba): The Main Shop

Business Location Address: 13030 S. Freeman Rd

City: Mulino ZIP Code: 97042

List Members of LLC:

Percentage of Membership Interest:

1. <u>Kenneth Fetters</u> (managing member)	<u>100</u>
2. _____ (members)	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: _____ DOB: _____

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Signature: _____ Date: 10-28-19
(name) (title)



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM

1. Name: (LAST)Fetters	(FIRST)Kenneth	(MIDDLE)Allan
2. Other Names Used (Maiden, Etc.):		
3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your SSN		
<p>SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.</p> <p>Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC§ 552(a).</p> <p>Do you voluntarily consent to the OLCC's use of your SSN as just described? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
4. Date of Birth (MM/DD/YYYY):	5. Contact Phone:50:	
6. Driver License or State ID #	7. State:or	
8. Residence Address: 13030 S. Freeman Rd., Mulino OR 97042		
9. Mailing Address (if different):		
10. E-Mail (optional):Themainshopmolalla@gmail.com		
11. Do you have a spouse or domestic partner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list his/her full name: Rebecca Lee Fetters		
12. If yes to #11, will this person be involved in the management of, or have control over the business? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
13. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		
14. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of a FELONY ? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		
15. Have you ever been in a drug or alcohol diversion program in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		

16. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license or a recreational marijuana license in Oregon or another U.S. state? (Note: alcohol service permits and marijuana worker permits are not liquor licenses).
 No Yes (Please include explanation below) Unsure (Please include explanation below)

17. Have you, or any legal entity that you are a part of, **ever** had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the U.S.?
 No Yes (Please include explanation below) Unsure (Please include explanation below)

18. Are you applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?
 No Please skip questions 19 & 20. Go directly to question 21.
 Yes Please answer questions 19, 20, and 21.

19. Do you or will you have any ownership interest in a business that manufactures, wholesales, or distributes alcohol in Oregon or another U.S. state?
 No Yes (Please include explanation below) Unsure (Please include explanation below)

20. Does or will an alcohol manufacturer, wholesaler, or distributor in Oregon or another U.S. state have any ownership interest in your business?
 No Yes (Please include explanation below) Unsure (Please include explanation below)

21. Do you currently have, or will you have, any ownership interest in any business in Oregon with a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?
 No Yes (Please include explanation below) Unsure (Please include explanation below)

You must sign your own form. Another person, like your attorney or a person with power of attorney, may not sign your form. I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name: (LAST) Fetters	(FIRST) Kenneth	(MIDDLE) Allan
Signature:		Date: 10-25-19



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM

1. Name: (LAST)Fetters	(FIRST)Rebecca	(MIDDLE)Lee
2. Other Names Used (Maiden, Etc.):		
3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your SSN: <u>C</u>		
<p>SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.</p> <p>Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)).</p> <p>Do you voluntarily consent to the OLCC's use of your SSN as just described? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
4. Date of Birth (MM/DD/YYYY):	5. Contact Phc	7. State:or
6. Driver License or State ID #:		
8. Residence Address: 13030 S. Freeman Rd. Mulino, Or 97042		
9. Mailing Address (if different):		
10. E-Mail (optional): themainshopmolalla@gmail.com		
11. Do you have a spouse or domestic partner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list his/her full name: Kenneth Fetters		
12. If yes to #11, will this person be involved in the management of, or have control over the business? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		
13. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		
14. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of a FELONY ? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		
15. Have you ever been in a drug or alcohol diversion program in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		

16. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license or a recreational marijuana license in Oregon or another U.S. state? (Note: alcohol service permits and marijuana worker permits are not liquor licenses).
 No Yes (Please include explanation below) Unsure (Please include explanation below)

17. Have you, or any legal entity that you are a part of, **ever** had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the U.S.?
 No Yes (Please include explanation below) Unsure (Please include explanation below)

18. Are you applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?
 No Please skip questions 19 & 20. Go directly to question 21.
 Yes Please answer questions 19, 20, and 21.

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 No Yes (Please include explanation below) Unsure (Please include explanation below)

20. Does or will an alcohol manufacturer, wholesaler, or distributor in Oregon or another U.S. state have any ownership interest in your business?
 No Yes (Please include explanation below) Unsure (Please include explanation below)

21. Do you currently have, or will you have, any ownership interest in any business in Oregon with a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?
 No Yes (Please include explanation below) Unsure (Please include explanation below)

You must sign your own form. Another person, like your attorney or a person with power of attorney, may not sign your form. I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name: (LAST) Fetters	(FIRST) Rebecca	(MIDDLE) Lee
-------------------------	--------------------	-----------------

Signature: 	Date: 10-28-19
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OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: KEN FETTER'S UNFETTERED PERMUTATIONS LLC Phone: 503-396-9560

Trade Name (dba): THE MAIN SHOP

Business Location Address: 104 E. MAIN ST.

City: MCALLA ZIP Code: 97035

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	<u>11</u>	to	<u>4</u>
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	<u>10</u>	to	<u>5</u>
Friday	<u>10</u>	to	<u>7</u>
Saturday	<u>10</u>	to	<u>7</u>

Outdoor Area Hours:

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

The outdoor area is used for:

- Food service Hours: _____ to _____
- Alcohol service Hours: _____ to _____
- Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

_____ (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply: N/A

- | | |
|--|---|
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Karaoke |
| <input type="checkbox"/> Recorded Music | <input type="checkbox"/> Coin-operated Games |
| <input type="checkbox"/> DJ Music | <input type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing | <input type="checkbox"/> Social Gaming |
| <input type="checkbox"/> Nude Entertainers | <input type="checkbox"/> Pool Tables |
| | <input type="checkbox"/> Other: _____ |

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

SEATING COUNT

N/A

Restaurant: _____ Outdoor: _____

Lounge: _____ Other (explain): _____

Banquet: _____ Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: ___(Y)___(N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: _____ Date: 10-28-19

City of Molalla

City Council Meeting



Agenda Category:

Subject: Molalla Municipal Code (MMC) Section 2.17 – Community Program Committee

Recommendation: Adoption/Approval

Date of Meeting to be Presented: November 13, 2019

Fiscal Impact: None

Background:

During the regular meeting of October 9, 2019 Council, by consensus, recommended language creating Community Program Committees. This language will replace/repeal language in MMC Section 2.17 Art Commission.

Council retains an opportunity to make alterations and changes to the proposed language if necessary. These changes or alterations should then be included in the motion for first reading and changes will be part of Council's second reading in December.

SUBMITTED BY: Dan Huff, City Manager
APPROVED BY: Dan Huff, City Manager



ORDINANCE NUMBER 2019-14

AN ORDINANCE OF THE CITY OF MOLALLA, OREGON REPEALING LANGUAGE IN CHAPTER 2.17 ART COMMISSION AND REPLACING WITH NEW LANGUAGE REGARDING COMMUNITY PROGRAM COMMITTEE.

WHEREAS, Chapter 2.17 of the Molalla Municipal Code describes establishment and process of an Art Commission; and

WHEREAS, the Mayor and Council desire to establish general provisions for needed committees in Molalla, including culture and arts; and

WHEREAS, The Mayor and Council agree that said language should be revised to the following.

Now, Therefore, the City of Molalla does ordain as follows:

Section 1. **Chapter 2.17** language is repealed and renamed Community Program Committee.

Section 2. **2.17.010 Committee Established.**

- A. A Community Program Committee shall consist of five members appointed by the City Council. All Community Program Committees shall function under the direction of policy established by the City Council and may have one City Councilor as a voting member. A Councilor may also be assigned as a liaison.
- B. At least three persons shall be City residents or own a business within the City limits. The remaining appointed members do not require City residency.
- C. Members of the Committee shall elect from among their members a chair and vice-chair.

- D. The Committee shall meet as deemed necessary and shall establish rules or procedures necessary to conduct business consistent with state or city requirements.
- E. Committee meetings shall be publicly noticed and be in conformance with Oregon's open meetings requirements.
- F. Summary minutes of Committee proceedings shall be recorded and retained in conformance with Oregon's public records requirements. Minutes of proceedings shall be submitted to the City Council for informational purposes as minutes are adopted.
- G. In January of each year the Committee shall submit a report on its activities to the City Council.

2.17.020 Mission.

The Mission of a Community Program Committee is to:

- A. Carry out established City Council Policy.
- B. Encourage greater participation and opportunities for the Molalla area.
- C. Facilitate cooperation, coordination and communication among groups and individuals engaged in the community based on City Council policy direction.
- D. Sponsor, facilitate or coordinate events and activities to showcase the Molalla area.
- E. Encourage and promote Molalla based on Council policy direction.
- F. Pursue funding sources, projects and programs to enhance the Molalla Area.
- G. May provide liaison and representation to the City Council.

2.17.030 Definition of Community Program.

A Community Program includes, but not limited to; art and culture, economic development, visual design, community livability and such other endeavors promoting and enhancing the Molalla Community as may be designated by the Council.

2.17.040 City Support.

The City will provide web page access if deemed necessary. Other related support may occur through consultation with the City Manager; however, funding for events and projects is expected to be generated by the Committee. The City shall receive and disburse funds for the Committee in accordance with the City's accounting and purchasing practices and provide guidance to the Committee on fundraising and finance matters.

Section 3. **Effective date.**

Read the first time on _____ and moved to second reading by _____
vote of the City Council.

Read the second time and adopted by the City Council on _____.
Signed by the Mayor on _____.

Keith Swigart, Mayor

ATTEST:

Christie DeSantis, City Recorder

Chapter 2.17 ARTS COMMISSION

2.17.010 Commission established.

- A. The Molalla Arts Commission shall consist of nine members appointed as provided in the City Charter. All appointments to the Arts Commission may be terminated at the pleasure of the Mayor with the consent of the City Council.
- B. The first four persons appointed shall serve a term of three years; the fifth, sixth and seventh person appointed shall serve two years; and the persons appointed thereafter shall serve terms of three years.
- C. The members of the Commission shall elect from among their members a chair, a vice-chair, a secretary and a treasurer, such officers to serve for two-year terms.
- D. The Commission shall meet as deemed necessary and shall establish rules or procedures necessary to conduct business consistent with state or city requirements.
- E. Commission meetings shall be publicly noticed and be in conformance with Oregon’s open meetings requirements.
- F. Summary minutes of Commission proceedings shall be recorded and retained in conformance with Oregon’s public records requirements. Minutes of proceedings shall be submitted to the City Council for information.
- G. In January of each year the Commission shall submit a report on its activities to the City Council. (Ord. 2012-03 §2; Ord. 2011-10 §1; Ord. 2010-14 §1; Ord. 2009-04 §1)

2.17.020 Mission.

The Mission of the Molalla Arts Commission is to:

- A. Encourage greater opportunities for a recognition of arts in the Molalla area.
- B. Facilitate cooperation, coordination and communication among groups and individuals engaged in the arts.
- C. Sponsor, facilitate or coordinate events and activities to showcase the abilities of area artists.
- D. Encourage and promote the arts as a factor in the economic life of the community.
- E. Pursue funding sources, projects and programs to enhance the artistic diversity in the community.
- F. Provide liaison and representation of the City of Molalla to city, county, regional and state arts agencies. (Ord. 2009-04 §1)

2.17.030 Definition of arts.

Arts includes, but is not limited to: music, drama, dance, creative writing and poetry, architecture and landscape design, painting, sculpture, photography, graphics, craft and folk art, film and video, and such other endeavors as may be designated by the Commission. (Ord. 2009-04 §1)

2.17.040 City support.

The city will provide meeting space, web site, financial oversight and related support in consultation with the Commission with approval of the City Manager and/or City Council; however, funding for events and projects are expected to be generated by the Commission. The city shall receive and disburse funds for the Commission in accordance with the city’s accounting and purchasing practices, and provide guidance to the Commission on fundraising and finance matters. The City of Molalla may also make grants to the Commission or enter into agreements with other public agencies, association, and individuals for services that will assist the Commission. (Ord. 2009-04 §1)