



## AGENDA

**MOLALLA CITY COUNCIL MEETING**  
**October 26, 2022**  
**7:15 PM**  
**Molalla Civic Center**  
**315 Kennel Ave, Molalla, OR 97038**

**Mayor Scott Keyser**

**Council President Jody Newland**  
**Councilor Elizabeth Klein**  
**Councilor Terry Shankle**

**Councilor Leota Childress**  
**Councilor Crystal Robles**  
**Councilor Eric Vermillion**

**WORK SESSION begins at 6:00pm:** Open to the Public, but not open to Public Comment or Testimony

**REGULAR COUNCIL MEETING begins at 7:15pm:** Open to the Public and open to Public Comment or Testimony. Please fill out a comment card and submit it to the City Recorder, prior to the beginning of the meeting.

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*In accordance with House Bill 2560, the City of Molalla adheres to the following practices:*

*Live-streaming of the Molalla City Council Meetings are available on Facebook at "Molalla City Council Meetings – LIVE" and "Molalla City Council Meetings" on YouTube.*

*Citizens can submit Public Comment in the following ways: attend the meeting, email the City Recorder @ [recorder@cityofmolalla.com](mailto:recorder@cityofmolalla.com) by 4:00pm on the day of the meeting, or drop it off at City Hall, 117 N. Molalla Avenue.*

### **1. CALL TO ORDER AND FLAG SALUTE**

### **2. ROLL CALL**

### **3. CONSENT AGENDA**

- A. City Council Meeting Minutes – October 12, 2022.....Pg. 2
- B. Work Session Meeting Minutes – October 12, 2022.....Pg. 5

### **4. PRESENTATIONS, PROCLAMATIONS, CEREMONIES**

### **5. PUBLIC COMMENT & WRITTEN COMMUNICATIONS**

*(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.)*

### **6. PUBLIC HEARINGS**

### **7. ORDINANCES AND RESOLUTIONS**

### **8. GENERAL BUSINESS**

- A. OLCC License Application – The Main Shop.....Pg. 6

### **9. STAFF COMMUNICATION**

### **10. COUNCIL COMMUNICATION**

### **11. ADJOURN**

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*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.*



## Minutes of the Molalla City Council Meeting

Molalla Civic Center  
315 Kennel Ave., Molalla, OR 97038  
October 12, 2022

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### **CALL TO ORDER**

The Molalla City Council Meeting of October 12, 2022 was called to order by Mayor Scott Keyser at 7:02pm.

### **COUNCIL ATTENDANCE**

Present: Mayor Scott Keyser, Council President Jody Newland, Councilor Elizabeth Klein, Councilor Leota Childress, Councilor Terry Shankle, Councilor Crystal Robles, and Councilor Eric Vermillion.

Absent:

### **STAFF IN ATTENDANCE**

Dan Huff, City Manager; Christie Teets, City Recorder; Cindy Chauran, Senior Accountant; Mac Corthell, Community Development Director.

### **CONSENT AGENDA**

- A. Meeting Minutes – September 14, 2022

*A motion was made by Council President Newland to approve the Consent Agenda, seconded by Councilor Robles. Vote passed 7-0, with all Councilors voting Aye.*

### **PRESENTATIONS, PROCLAMATIONS, CEREMONIES**

None.

### **PUBLIC COMMENT**

**Patricia Torsen, Molalla resident**, submitted a letter to Councilors regarding her concerns on West Lane. Students are being dropped off in an area without a crosswalk. Ms. Torsen shared that there is more traffic on West Lane due to the construction near Toliver Rd. Ms. Torsen is concerned about the safety of students and drivers, and is requesting that the road be paved.

**Rachel Johson, Molalla resident**, submitted an email to be read to City Council. Her comments were concerning a student that was struck by a car earlier in the week. Ms. Johnson is requesting that Council consider a blinking light crosswalk at Molalla Avenue and Francis Street, similar to the one by Stone Place Apartments. Ms. Johnson administered first aid to the student that was struck, and was very concerned that it not happen to any others.

### **PUBLIC HEARINGS**

None.

### **ORDINANCES AND RESOLUTIONS**

- A. Resolution No. 2022-16: Adopting an Addendum to Grant Management Policy

*A motion was made by Councilor Robles to adopt Resolution No. 2022-16, seconded by Councilor Shankle. Vote passed 7-0, with all Councilors voting Aye.*

- B. Resolution No. 2022-17: Adopting an Internal Control Policy for Finance

*A motion was made by Council President Newland to adopt Resolution No. 2022-17, seconded by Councilor Vermillion. Vote passed 7-0, with all Councilors voting Aye.*

C. Resolution No. 2022-19: Adopting a Supplemental Budget for Fiscal Year 2022-2023 and Appropriating Funds

*A motion was made by Councilor Robles to adopt Resolution No. 2022-19, seconded by Councilor Vermillion. Vote passed 7-0, with all Councilors voting Aye.*

**GENERAL BUSINESS**

None.

**STAFF COMMUNICATION**

A. Community Development Director Report - presented by Mr. Corthell.

B. Application for Planning Commission

City Recorder Teets presented a Planning Commission application to Council. The applicant lives outside the City, and Planning Commission currently has two non-resident members. Molalla Municipal Code 2.06.100 Planning Commission Compensation 1 a. II. States, "No more than two voting members may be non-residents of the City. There shall be more residents of the City than no-residents on the Commission." City Council agreed that the position will remain open.

- After attending the recent League of Oregon Cities conference, City Manager Huff shared the importance of building relationships between Staff and Council. Mr. Huff thanked Council for working collaboratively with staff, and feels grateful to accomplish the many tasks that we have throughout the year.
- Senior Accountant Chauran had nothing to report.
- City Recorder Teets reminded Council that RSVP's are due for the Clackamas Counties Dinner. Ms. Teets also requested that Council agree to a joint meeting with Planning Commission on Wednesday, November 16<sup>th</sup>. Council agreed and the meeting will be scheduled. Lastly, Ms. Teets reminded anyone who is 18 years or older to register to vote. The last day to register to vote in the upcoming November election, is Tuesday, October 18, 2022.
- Community Development Director Corthell had nothing to report.

**COUNCIL COMMUNICATION**

- Councilor Vermillion gave an update of MRSD and Chamber of Commerce Board meeting dates. He also shared that he enjoyed his time at the recent League of Oregon Cities conference.
- Councilor Shankle had nothing to report.
- Councilor Childress shared an update from the Beautification & Culture CPC. The group has finished their work on the Mural Code draft, and have forwarded it to CD Director Corthell. Councilor Childress explained that the group is working on a new project with Clackamas County Cultural Coalition (CCCC). The CCCC is providing a project grant of up to \$2500. The B & C CPC is going to apply for the grant, with the hopes of ordering 20 new winter banners for the downtown area.
- Council President Newland presented a Bowling Pin that represented a fundraiser for the Parks CPC. The pins are from the former Molalla Bowling Alley and have been decorated. The pins have earned several hundred dollars and have become a fun keepsake. Council President Newland gave an update to Council about the recent League of Oregon Cities conference. She felt that it is important for us to brag on our city, and the great things that we are accomplishing. She also focused on the upcoming election, reminding citizens that elections come with consequences.
- Councilor Robles reminded the community of the many opportunities at the Molalla Library. She also shared the great experience that her family had over the weekend at our city park. The cost is free and the fun to be had is priceless.
- Councilor Klein had nothing to report.
- Mayor Keyser shared his experience at the League of Oregon Cities conference. He encouraged people to join his Mayor Scott Keyser Facebook page, as he will be using that page for city business. Mayor Keyser also mentioned that he would like for Council to have a discussion regarding a Traffic Safety Committee.

**RECESS INTO EXECUTIVE SESSION**

Mayor Keyser recessed City Council into Executive Session at 7:57pm. Executive Session was held pursuant to Oregon Public Record Law, ORS 192.660(2):

- (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

**RECONVENE REGULAR SESSION**

Mayor Keyser reconvened Regular Session at 8:35pm. No decisions or motions were made.

**ADJOURN**

Mayor Keyser adjourned the meeting at 8:36pm.

For the complete video account of the City Council Meeting, please go to YouTube  
“Molalla City Council Meetings – October 12, 2022”

\_\_\_\_\_  
Scott Keyser, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Christie Teets, City Recorder





## Minutes of the Molalla City Council Work Session

Molalla Civic Center  
315 Kennel Ave., Molalla, OR 97038  
October 12, 2022

### **CALL TO ORDER**

The Molalla City Council Work Session of October 12, 2022 was called to order by Mayor Scott Keyser at 6:01pm.

### **COUNCIL ATTENDANCE**

Mayor Scott Keyser, Council President Jody Newland, Councilor Leota Childress, Councilor Elizabeth Klein, Councilor Terry Shankle, Councilor Crystal Robles, Councilor Eric Vermillion.

### **STAFF IN ATTENDANCE**

Dan Huff, City Manager; Christie Teets, City Recorder; Mac Corthell, Community Development Director; Bobby Call, Lieutenant.

### **DISCUSSION ITEMS**

#### A. Special Events/Show Licenses/Temporary Use – MMC Chapter 5.20

Staff presented options for updated Molalla Municipal Code language for Chapter 5.20. Staff and Council brainstormed together as to how to bring Code language up-to-date. The goal is for the current Special Event application to match what the MMC states and vice versa. At the end of the discussion, Council instructed Staff to bring back an Ordinance amendment reflecting the edits and updates.

#### B. BINGO Code Language – MMC Chapter 5.12

Staff shared with Council that there is Code language that charges a fee of \$100.00 for organizations to play BINGO in our city. Staff intends to implement the fee beginning January 1, 2023. Council requested that Staff remove the BINGO section from the Code. Staff will look at making an amendment.

#### C. Overnight Parking Permits – MMC Chapter 10.42, Section 10.42.030

Community Development Director Corthell presented Chapter 10.42, Overnight Parking in City-Owned Parking Lots. There is increased activity of overnight parking that has caused concern. After much discussion, Mayor Keyser requested that the conversation continue at the next Work Session.

For the complete video account of the City Council Meeting, please go to YouTube  
“Molalla City Council Work Session – October 12, 2022”

### **ADJOURN**

Mayor Keyser adjourned the Work Session at 6:56pm.

\_\_\_\_\_  
Scott Keyser, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Christie Teets, City Recorder

# LIQUOR LICENSE APPLICATION

Page 1 of 3

Check the appropriate license request option:

☒ [New Outlet](#) | ☐ [Change of Ownership](#) | ☐ [Greater Privilege](#) | ☐ [Lesser 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: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th

## ☐ Limited On-Premises

## ☒ Off Premises

## ☐ Warehouse

## ☐ Wholesale Malt Beverage and Wine

## INTERNAL USE ONLY

Application received: 07/11/2022

Minimum documents acquired: 07/11/2022

## LOCAL GOVERNING BODY USE ONLY

City/County name:

Date application received:

Optional: Date Stamp

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Return this form to:

Investigator name: L Tompkins

Email: [lysa.tompkins@oregon.gov](mailto:lysa.tompkins@oregon.gov)

# LIQUOR LICENSE APPLICATION

Page 2 of 3

## 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:

RyFi Media LLC

Name of entity or individual applicant #2:

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):

The Main Shop

Business phone number:

5034686977

Business email:

ryan@ryfimedia.com

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

104 E Main St

City:

Molalla

Zip Code:

97038

County:

Clackamas

Business mailing address (where we will send any items by mail as described in [OAR 845-004-0065\(11\)](#)):

PO Box 157

City:

Colton

State:

OR

Zip Code:

97017

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

Contact Name:

Ryan Fitzgerald

Phone number:

[REDACTED]

Email:

ryan@ryfimedia.com

Mailing address:

PO Box 157

City:

Colton

Zip Code:

97017

County:

Clackamas

Please note: liquor license applications are public records.

# LIQUOR LICENSE APPLICATION

Page 3 of 3

## ATTESTATIONS

By signing this form, you attest that each of the following statements are true. I understand the Commission may require a licensee to provide proof of any of the below or below referenced documents at any time.

I understand that marijuana is **prohibited** on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. 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.

I affirm that I have read [OAR 845-005-0311](#) and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per OAR 845-005-0311[6]) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an un-waivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

Ryan Fitzgerald

[Redacted Signature]

3 May 2022

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)





# OREGON LIQUOR CONTROL COMMISSION INDIVIDUAL HISTORY FORM

PRINT FORM

RESET FORM

1. Name (Print):	Fitzgerald Last	Ryan First	Michael Middle
2. Other names used (maiden, other):			
3. Do you have a Social Security Number (SSN) issued by the United States Social Security Administration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, you must list your SSN: [REDACTED]			
<p><b>SOCIAL SECURITY NUMBER DISCLOSURE:</b> 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) &amp; 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 <u>voluntary consent</u> 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>			
4. Do you consent to the OLCC's use of my SSN as described above? Check this box: <input checked="" type="checkbox"/>			
5. Date of Birth (DOB):	10 (mm)	10 (dd)	1983 (yyyy)
6. Driver License or State ID #: [REDACTED]			7. State OR
8. Contact Phone: [REDACTED]			
9. E-mail Address: ryan@ryfimedia.com			
10. Mailing Address:	PO Box 157 (Number and Street)	Colton (City)	OR 97017 (State) (Zip Code)
11. In the past 10 years, have you been convicted of a felony or a misdemeanor in a U.S. state outside of Oregon? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> (If yes, explain in the space provided, below) Unsure <input type="checkbox"/> Choose this option and provide an explanation if, for example: you were arrested or went to court, but are unsure of whether there was a conviction; you paid a fine or served probation or parole, but are unsure of whether there was a conviction; or if you know you had a conviction, but you are unsure of whether the conviction has been removed from your record, etc.			
CCH Run 09/14/22 LT			



OREGON LIQUOR CONTROL COMMISSION  
**INDIVIDUAL HISTORY FORM**

12. Do you, or any entity that you are a part of, currently hold or have you previously held a recreational marijuana license in Oregon? (Note: marijuana worker permits are not marijuana licenses.)

No ☒ Yes ☐ Please list licenses (and year(s) licensed) below    Unsure ☐ Please include an explanation:

13. Do you, or any entity that you are a part of, hold an alcohol license in a U.S. state outside of Oregon?

No ☒ Yes ☐ Please list licenses (and year(s) licensed) below    Unsure ☐ Please include an explanation:

14. Do you or any entity that you are a part of, have any other liquor license applications pending with the OLCC?

No ☒ Yes ☐ Please list applications below    Unsure ☐ Please include an explanation:

You must sign your own form (electronic signature acceptable). Another individual, such as your attorney or an individual with power of attorney, *may not* sign your form.

**Affirmation**

Even if I receive assistance in completing this form, I affirm by my signature below, that my answers on this form are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to my criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name (Print):	Fitzgerald Last	Ryan First	Michael Middle
Signature:			Date: 3 May 2022

**This box for OLCC use ONLY**

No Does the individual currently hold, or has the individual previously held, an OLCC- issued liquor license?



Applicant Name: RyFi Media LLC Phone: 503-468-6977

Business Location Address: 104 E Main St

City: Molalla ZIP Code: 97038

Sunday	1pm	to	8pm
Monday		to	
Tuesday	10am	to	8pm
Wednesday	10am	to	8pm
Thursday	10am	to	8pm
Friday	10am	to	10pm
Saturday	10am	to	10pm

Sunday \_\_\_\_\_ to \_\_\_\_\_  
 Monday \_\_\_\_\_ to \_\_\_\_\_  
 Tuesday \_\_\_\_\_ to \_\_\_\_\_  
 Wednesday \_\_\_\_\_ to \_\_\_\_\_  
 Thursday \_\_\_\_\_ to \_\_\_\_\_  
 Friday \_\_\_\_\_ to \_\_\_\_\_  
 Saturday \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_ (Investigator's Initials)

Seasonal Variations: ☐ Yes ☒ No If yes, explain: \_\_\_\_\_

- ☐ Karaoke
- ☐ Coin-operated Games
- ☐ Video Lottery Machines
- ☐ Social Gaming
- ☐ Pool Tables
- ☐ Other: \_\_\_\_\_

Sunday \_\_\_\_\_ to \_\_\_\_\_  
Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_  
Friday \_\_\_\_\_ to \_\_\_\_\_  
Saturday \_\_\_\_\_ to \_\_\_\_\_

Restaurant: \_\_\_\_\_ Outdoor: \_\_\_\_\_

Lounge: \_\_\_\_\_ Other (explain): \_\_\_\_\_

Banquet: \_\_\_\_\_ Total Seating: \_\_\_\_\_

Date: 09/14/22

**Applicant Signature:** \_\_\_\_\_ **Date:** 3 May 2022

11





Oregon Liquor Control Commission

**LIMITED LIABILITY COMPANY (LLC) QUESTIONNAIRE**

PRINT FORM

RESET FORM

LLC Name RyFi Media LLCTrade Name of Business (Name Customers Will See) The Main Shop

The LLC named in this document is a (see page 1 for definitions):



Manager-Managed LLC



Member-Managed LLC

**This section is ONLY for a manager-managed LLC. (Directions on page 1. You may include information on a separate sheet.)**

Name of Managing Member (please print)	Name of Managing Member (please print)
Ryan Fitzgerald	

**This section is for BOTH a manager-managed LLC and a member-managed LLC. (Directions on page 1. You may include information on a separate sheet.)**

Name of Member (please print)	Percentage of issued membership held

**This section is ONLY for an LLC with the listed officers. (Directions on page 1. You may include information on a separate sheet.)**

Title	Name (please print)
President	
Secretary	
Treasurer	
Vice president with responsibility over the operation of the business	

**SERVER EDUCATION DESIGNEE (Directions on page 1)**

Name (please print)	Date of Birth

**SIGNATURE (Directions on page 1)**NAME of Signing Person (please type or print) Ryan FitzgeraldDATE 3 May 2022

SIGNATURE of signing person (may electronically sign)

**This box for OLCC use ONLY**Only for an applicant of record: SOS Number 1762257-96

Current at time of issuing license (yes/no) \_\_\_\_\_

Does the entity hold, or has it ever held, an OLCC-issued liquor license? No