

# AGENDA

## CANBY CITY COUNCIL MEETING

April 16, 2008, 7:30 P.M.

Council Chambers

155 NW 2<sup>nd</sup> Avenue

*Mayor Melody Thompson*

*Council President Walt Daniels*

*Councilor Teresa Blackwell*

*Councilor Paul Carlson*

*Councilor Randy Carson*

*Councilor Tony Helbling*

*Councilor Wayne Oliver*

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### WORK SESSION

6:00 P.M.

City Hall Conference Room

182 N Holly

The City Council will be meeting in a Work Session to receive an in-depth overview from the Project Manager and architectural firm for a new police and court facility.

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### CITY COUNCIL MEETING

#### 1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

#### 2. COMMUNICATIONS

#### 3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

*(This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Each citizen will be given 3 minutes to give testimony. Citizens are first required to fill out a testimony/comment card prior to speaking and hand it to the City Recorder. These forms are available by the sign-in podium. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter.)*

#### 4. MAYOR'S BUSINESS

#### 5. COUNCILOR COMMENTS & LIAISON REPORTS

#### 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 be discussed if it is pulled from the consent agenda to New Business.)*

A. Approval of Minutes of the April 2, 2008 City Council Work Session and Regular Meeting

B. Puddin' River Chocolates & Wine Bar New Outlet Liquor License Pg. 1

#### 7. RESOLUTIONS & ORDINANCES

A. Ord. 1273, Authorizing Contract with Signature Paving Services, Inc. to Pave an Area of Community Park for the Canby Parks Department Pg. 3

**8. NEW BUSINESS**

**9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS**

A. Update on Legacy Park Project

**10. CITIZEN INPUT**

**11. ACTION REVIEW**

**12. EXECUTIVE SESSION: ORS 192.660(2)(h) Pending Litigation**

**13. ADJOURN**

\*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer at 503.266.4021 ext. 233. A copy of this Agenda can be found on the City's web page at [www.ci.canby.or.us](http://www.ci.canby.or.us). City Council and Planning Commission Meetings are broadcast live and can be viewed on OCTS Channel 5. For a schedule of the playback times, please call 503.263.6287.

# Memo

To: Mayor Thompson & Members of City Council  
From: Chief Greg A. Kroeplin  
CC: Kim Scheafer, General Administration  
Date: April 8, 2008  
Re: Liquor License Application / Puddin' River Chocolates & Confections LLC.

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I have reviewed the attached liquor license application completed by the applicant(s), Teresa Sasse. In addition, Lt. Tro met with the applicant, Teresa Sasse and discussed laws involving the sale of alcoholic beverages.

Ms. Sasse told Lt. Tro that she would be working closely with OLCC as it relates to training for her employees on pertinent laws involving alcohol related violations and crimes.

I recommend that the Canby City Council recommend approval of this application to the Oregon Liquor Control Commission (OLCC).



OREGON LIQUOR CONTROL COMMISSION  
LIQUOR LICENSE APPLICATION

RECEIVED

APR 07 2008

CITY OF CANBY

PLEASE PRINT OR TYPE

Application is being made for:

LICENSE TYPES

- ☐ Full On-Premises Sales (\$402.60/yr)  
☐ Commercial Establishment  
☐ Caterer  
☐ Passenger Carrier  
☐ Other Public Location  
☐ Private Club  
☒ Limited On-Premises Sales (\$202.60/yr)  
☐ Off-Premises Sales (\$100/yr)  
☐ with Fuel Pumps  
☐ Brewery Public House (\$252.60)  
☐ Winery (\$250/yr)  
☐ Other: \_\_\_\_\_

ACTIONS

- ☐ Change Ownership  
☒ New Outlet  
☐ Greater Privilege  
☐ Additional Privilege  
☐ Other: \_\_\_\_\_

Applying as:

- ☐ Limited Partnership  
☐ Corporation  
☒ Limited Liability Company  
☐ Individuals

FOR CITY AND COUNTY USE ONLY

The city council or county commission:

(name of city or county)

recommends that this license be:

Granted ☐ Denied ☐

By:

(signature)

(date)

Name:

Title:

OLCC USE ONLY

Application Rec'd by: JP

Date: 4-3-08

90-day authority: ☐ Yes ☐ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

①

~~XXXXXXXXXXXXXXXXXXXX~~

③

Puddin' River Chocolates +

②

④

Confections LLC

2. Trade Name (dba): Puddin' River Chocolates + Wine bar

3. Business Location: 332 NW 1st Ave Canby OR 97013  
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: Canby OR 97013  
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-263-2626  
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☐ Yes ☒ No

7. If yes to whom: \_\_\_\_\_ Type of License: \_\_\_\_\_

8. Former Business Name: N/A

9. Will you have a manager? ☐ Yes ☒ No Name: \_\_\_\_\_  
(manager must fill out an individual history form)

10. What is the local governing body where your business is located? Canby  
(name of city or county)

11. Contact person for this application: Teresa Sasse  
(name) (phone number(s))  
St Canby teresa@puddinriverchocolates.com  
(address) (fax number) (e-mail address)

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

Applicant(s) Signature(s) and Date:

① Teresa Sasse Date 3-6-08 ③ \_\_\_\_\_ Date \_\_\_\_\_

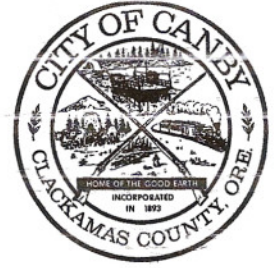
② \_\_\_\_\_ Date \_\_\_\_\_ ④ \_\_\_\_\_ Date \_\_\_\_\_

1-800-452-OLCC (6522)  
www.oregon.gov/olcc

(rev. 12/07)

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# MEMORANDUM



**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Dwayne Barnes, Director of Public Works*  
**DATE:** *April 4, 2008*  
**THROUGH:** *Mark C. Adcock, City Administrator*

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Issue: Ordinance 1273, Paving Contract with Signature Paving Service, Inc.

Synopsis: Community Park has a gravel parking area approximately 17,000 ft<sup>2</sup> in area that staff proposes to convert to a paved parking area. This project was included in the FY 08 Budget.

Recommendation: Staff recommends the Council adopt Ordinance 1273.

Rationale: The existing gravel parking area detracts from the appearance of the park as well as does not allow for marking parking spaces. Staff proposed this project as part of the FY 08 budget process in an effort to improve the appearance and function of the gravel parking area within Community Park.

Four contractors provided quotes for the project of which Signature Paving Services Inc. of Newberg, Oregon was the lowest responsible bidder.

1. Signature Paving Services Inc., Newberg, OR	\$23,162.50
2. Hal's Construction Inc., Molalla, OR	\$23,876.00
3. Parker Northwest Paving Co., Oregon City, OR	\$23,915.00
4. Coast Pavement Services, Tigard, OR	\$32,300.00

Staff has worked with Signature Paving Services Inc. in the past with good results.

Options:

1. Reject the Ordinance and not complete the paving project at this time.
2. Direct Staff to re-bid project.

Attached: Ordinance 1278 and Photo's of paving area.



## ORDINANCE NO. 1273

**AN ORDINANCE AUTHORIZING THE MAYOR AND/OR CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH SIGNATURE PAVING SERVICES INC. OF NEWBERG, OREGON TO PAVE AN AREA OF COMMUNITY PARK FOR THE CANBY PARKS DEPARTMENT; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Canby wishes to pave an area within Community Park which totals approximately 17,000 square feet more or less, and

**WHEREAS**, the cost of the paving project will be paid by the Canby Parks Department with funds budgeted and approved for this purpose in the 2007-2008 fiscal year budget; and

**WHEREAS**, in accordance with ORS Chapter 279 and Canby Public Purchasing Rules as set forth in Ordinance No. 1170 and Resolution No. 897, four written bids were obtained for a contractor to pave the park:

1. Signature Paving Services Inc., Newberg, OR	\$23,162.50
2. Hal's Construction Inc., Molalla, OR	\$23,876.00
3. Parker Northwest Paving Co., Oregon City, OR	\$23,915.00
4. Coast Pavement Services, Tigard, OR	\$32,300.00

**WHEREAS**, Signature Paving Services Inc. of Newberg, Oregon submitted the lowest quote of \$23,162.50 to pave the requested area; and

**WHEREAS**, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this quote, reviewed the staff report and believes it to be in the best interest of the City to contract with Signature Paving Services Inc., to pave said area in Community Park; and

### THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and/or City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract with Signature Paving Services Inc. to pave an area in Community Park for the Canby Parks Department for a total of \$23,162.50.

Section 2. In so much as it is in the best interest of the citizens of the City of Canby, Oregon to provide the Parks Department with pavement project without further delay, and to better serve the citizens of Canby, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on April 16, 2008, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on May 7, 2008, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at 155 NW 2<sup>nd</sup> Avenue in Canby, Oregon.

\_\_\_\_\_  
Kimberly Scheafer, CMC  
City Recorder - Pro Tem

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 7<sup>th</sup> day of May, 2008, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

\_\_\_\_\_  
Melody Thompson, Mayor

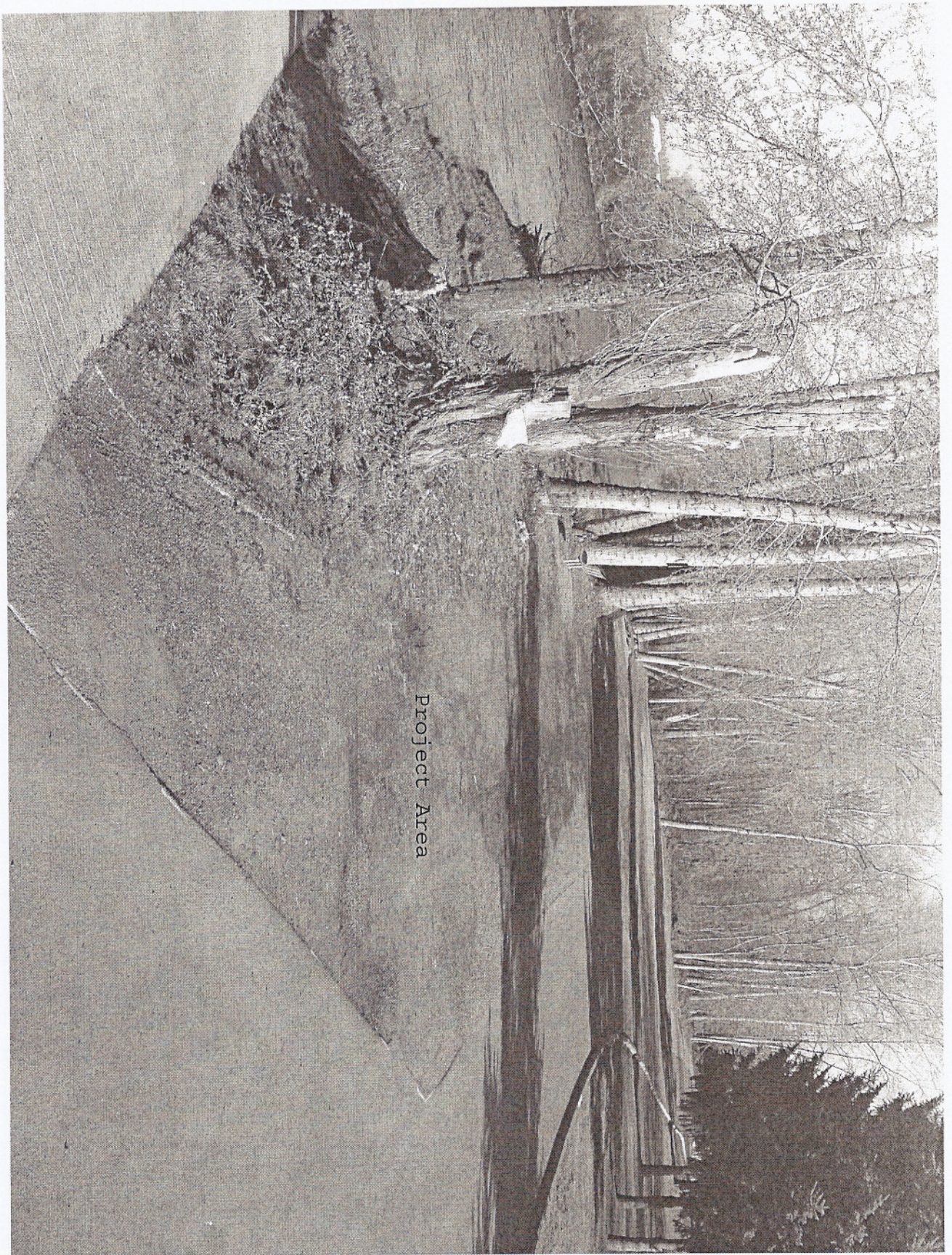
**ATTEST:**

\_\_\_\_\_  
Kimberly Scheafer, CMC  
City Recorder - Pro Tem









Project Area