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AGENDA
KEIZER CITY COUNCIL
REGULAR SESSION

Tuesday, July 5, 2022

7:00 p.m.

Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **FLAG SALUTE**

4. **SPECIAL ORDERS OF BUSINESS**

a. Volunteer of the Quarter Award – Joy St. Peter

b. Youth Volunteer Award – Miranda Coleman

5. **COMMITTEE REPORTS**

6. **PUBLIC COMMENTS**

This time is provided for citizens to address the Council on any matters other than those on the agenda scheduled for public hearing.

7. **PUBLIC HEARINGS**

8. **ADMINISTRATIVE ACTION**

a. **RESOLUTION** – Authorizing Temporary Use and Signs Subject to Conditions for KeizerFest 2022

b. **RESOLUTION** – Authorizing A Temporary Suspension of the Ordinance Prohibiting Street Vendors

c. Library Issue

d. Purchase of Sculpture – Cold, Wet Eagle

- e. Oregon Psilocybin Service Act
- f. Opioids Multi-District Litigation
- g. Request for Community Center Fee Waiver – League of Oregon Cities

9. **CONSENT CALENDAR**

- a. **RESOLUTION** – Approving the City Engineer’s Report; Declaring the City’s Intent to Form Orchard Street Partition Street Lighting Local Improvement District; Providing Notice and Setting Hearing
- b. Approval of June 13, 2022 Work Session Minutes
- c. Approval of June 21, 2022 Regular Session Minutes

10. **OTHER BUSINESS**

This time is provided to allow the Mayor, City Council members, or staff an opportunity to bring new or old matters before the Council that are not on tonight’s agenda.

- a. City of Keizer Emergency Management Update

11. **STAFF UPDATES**

12. **COUNCIL MEMBER REPORTS**

13. **AGENDA INPUT**

July 11, 2022 - 6:00 p.m. - City Council Work Session

- Canceled

July 18, 2022 – 7:00 p.m. - City Council Regular Session

August 1, 2022 – 7:00 p.m. - City Council Regular Session

August 8, 2022 - 6:00 p.m. - City Council Work Session

14. **ADJOURNMENT**

City of Keizer Mission Statement

Keep City Government Costs And Services To A Minimum By Providing City Services To The Community In A Coordinated, Efficient, And Least Cost Fashion



CITY COUNCIL MEETING: JULY 5, 2022

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tracy Davis, City Recorder/Community Center Manager

SUBJECT: Volunteer of the Quarter Award

PROPOSED MOTION:

No motion necessary.

I. SUMMARY:

At their meeting on June 9, 2022, the Volunteer Coordinating Committee reviewed and discussed a nomination submitted by Garry Whalen to recognize Joy St. Peter for the Volunteer of the Quarter Award. The Committee unanimously voted to recognize Ms. St. Peter for her volunteer work.

II. BACKGROUND:

The Volunteer Coordinating Committee serves in an advisory capacity to the City Council and is responsible for making recommendations for appointments to various Boards and Commissions. The Committee is also responsible for recognition of City volunteers.

III. CURRENT SITUATION:

Ms. St. Peter has been invited to the meeting to accept the award. Our thanks and congratulations to Ms. St. Peter for her contributions to our community.

RECOMMENDATION:

Staff recommends the Mayor present the Volunteer of the Quarter Award to Joy St. Peter.

ATTACHMENTS:

- Nomination form submitted by Garry Whalen
- Keizertimes and Salem Reporter Articles

A new submission has been received for Volunteer of the Quarter Nomination at 03/29/2022 5:00 PM

Name of Nominee: *Joy St. Peter*

Address of Nominee:

Nominee Phone Number or Contact Information:

Each quarter the City of Keizer recognizes an individual or group of individuals for their contributions to the community. This award is designed to recognize the achievement and to encourage actions that enhance the city of Keizer, the community and the lives of our citizens. Process for Award of Nomination:(1) A written nomination form is submitted to the Keizer City Recorder, P.O. Box 21000, Keizer, Oregon or submitted by clicking the submit button on this form. (2) Additional letters of support, supplementary information such as pictures, news stories, biographical information, or other materials that show the project or contribution of the nominee may be included. (3) The nomination will be reviewed and decided by the Volunteer Coordinating Committee. The nominator may be requested to attend a meeting of the committee to answer questions and explain the nomination in further detail. (4) The award will then be presented at a regular meeting of the Keizer City Council.*Please provide a brief description, including the dates or time period, of the nominee's contributions and the reason why you are nominating for this award:

Joy St. Peter is the founder and director of Joy of Living Assistance Dogs founded in Keizer in 2004 . This is a non profit to train service dogs certified by Assistance Dogs International. to assist people with PTSD and mobility issues to have a better quality of life.

File Upload (ONE ONLY): No File Uploaded

Please explain the impacts these contributions have had on the city of Keizer or the Keizer community:

Joy St. Peter is the director of a non profit named Joy of Living Assistance Dogs for the purpose of training service dogs for people with PTSD and mobility issues. She began this service of passion in 2004 and since then has placed 200-300 nationally certified service dogs with people in Oregon, other states and Canada. She leads dozens of volunteers in training and preparing these dogs for approx. 18-24 months to move onto a life of service for the recipients. Many of these dogs are provided to military veterans - at no charge - in gratitude for their service to our country. In addition to the dozens of citizen volunteers, Joy has built a program to train adults incarcerated in various Oregon penal institutions. This has resulted in people learning skills that can be applied towards employment in everyday life. Joy St. Peter represents our community at its highest standards and reflects our community values and moto of Pride, Spirit and Volunteerism

Your Name: Garry Whalen

Your Address:

Your contact information (email or phone):



Feel-Good STORY

Saluting the people that make us proud of our community

presented by



Good dog—you are a graduate

By LYNDON ZAITZ
Of the *Keizertimes*

Thirty-two service dogs attended their graduation at an event on Saturday, March 19, at the Keizer Civic Center.

Joys of Living Assistance Dogs (JLAD) held its first graduation in two years, handing diplomas to the recipients of the dogs. On Saturday evening, the conference center was filled with dogs, trainers, JLAD board members and those who had received a service dog supplied by the Salem-based organization.

The dogs are trained by adults in custody at the Eastern Oregon Correctional Institute (EOCI) in Pendleton. Once a dog is paired with a person, training continues to acclimate the canine to the obstacles and distractions of being in public.

The organization offers dogs free of charge to recipients. Many military veterans were represented at the graduation. Some of the dogs are specifically trained to be alert to Post-Traumatic Stress Syndrome and others to medical or anxiety issues.

The keynote speaker at the event was Armando Cervantes, who served at EOICI. He spoke of his life, what led him to EOICI and how he got involved with the Prison Puppy program. The evening was live-streamed to the Pendleton institute so the puppy trainers there could be part of the graduation festivities.

Carol Clark read a letter from cousin, Pattye Larson, who received dog Boo due to medical issues. Keizer Mayor Cathy Clark spoke as well, touching on the theme of inspiration.

A silent auction was held that netted more than \$37,000. Attendees also made on-site financial donations, which were collected by Colin with a basket in his mouth.





A - Zander, with Weston Ranzino, of Beaverton, graduates.

B - Kristin Prentice, of Portland, with Bravo.

C - Conference room at the Keizer Civic Center was filled with service dogs and recipients, ready for graduation.

D - Keynote speaker Armando Cervantes.

E - Colin Boerkamp, of Victoria, BC, with Yogi.

F - Conrad, with Army veteran Becky Brown.

G - Laurie Skillman (from left), Mayor Cathy Clark, JLAD Board member Carol Currie, Ben Currie.

H - Colin went from table to table collecting financial donations.

I - Air Force veteran Robyn Sylva and Colin receive their diploma.

J - Zander shows off one of his tricks for recipient Weston Ranzino.



Photos by Lyndon Zaitz of the Keizertimes



Salem REPORTER

Local News That Matters

Therapy and assistance dogs graduate at Keizer event

Joys of Living Assistance Dogs celebrated the training of 32 skilled dogs to aid people with post-traumatic stress disorder and mobility challenges.

By Mary Louise VanNatta - Special to Salem Reporter

March 31, 2022 at 7:00am



Chelsea Flora and Cali attended the Joys of Living Assistance Dog Graduation (Mary Louise VanNatta/Special to Salem Reporter)

The Joys of Living Assistance Dogs graduated thirty-two service dogs on Saturday, March 19, at the Keizer Civic Center.

The Salem nonprofit has raised and trained service dogs since 2004. The organization trains dogs to provide mobility assistance (e.g., turning on lights and opening doors) and relief from post-traumatic stress disorder. The dogs primarily work with veterans and adults living with physical, behavioral, or emotional disabilities. A well-trained assistance dog can dramatically improve the quality of life for these vulnerable populations. There is no cost to the recipients.

This year the event was live-streamed at Pendleton's Eastern Oregon Correctional Institute. Adults in custody and those in the Oregon State Hospital train and socialize many of the canines.

One of the keynote presenters, **Armando Cervantes**, had served time at the prison. His engagement with the Prison Puppy program changed his life, and he now wants to be a vet tech. He joked that **Joy St. Peter**, the group's founder, and director was definitely the "alpha" of the program.

Mayor **Cathy Clark** showed a passion for the program. She expressed pride that JLAD had chosen Keizer for their ceremony.



Training dogs for this type of demanding work is no easy task. From the time they are puppies, the dogs receive a minimum of 18 months of training and lifetime remedial training. Donations from supporters provide quality training aids, pet food, veterinary care, help with remedial training. Connect with JLAD on their [Facebook page](#).

Canadian Colin Boerkamp and Yogi attended the Joys of Living Assistance Dog Graduation. (Mary Louise VanNatta/Special to Salem Reporter)



Kristin Prentice dines with Bravo under the table (Mary Louise VanNatta/Special to Salem Reporter)



Anna Caldwell and Joy St. Peter attended the Joys of Living Assistance Dog Graduation (Mary Louise VanNatta/Special to Salem Reporter)



Cherie Cline, Joy St. Peter, and Craig Cline attended the Joys of Living Assistance Dog Graduation (Mary Louise VanNatta/Special to Salem Reporter)



Gail Levario was the emcee at the Joys of Living Assistance Dog Graduation (Mary Louise VanNatta/Special to Salem Reporter)



Anne Weaver and Colin (Robyn's dog) attended the Joys of Living Assistance Dog Graduation. (Mary Louise VanNatta/Special to Salem Reporter)



Armando Cervantes, dog trainer, spoke at the Joys of Living Assistance Dog Graduation (Mary Louise VanNatta/Special to Salem Reporter)



CITY COUNCIL MEETING: JULY 5, 2022

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tracy Davis, City Recorder/Community Center Manager

SUBJECT: Youth Volunteer Award – Miranda Coleman

PROPOSED MOTION:

No motion necessary.

I. SUMMARY:

At their meeting on June 9, 2022, the Volunteer Coordinating Committee reviewed and discussed a nomination submitted by Matt Lawyer to recognize Miranda Coleman for a Youth Volunteer Award. The Committee unanimously voted to recognize Ms. Coleman for her volunteer work.

II. BACKGROUND:

The Volunteer Coordinating Committee serves in an advisory capacity to the City Council and is responsible for making recommendations for appointments to various Boards and Commissions. The Committee is also responsible for recognition of City volunteers.

III. CURRENT SITUATION:

Miss Coleman has been invited to the meeting to accept the award. Our thanks and congratulations to Ms. Coleman for her contributions to our community.

RECOMMENDATION:

Staff recommends the Mayor present the Youth Volunteer Award to Miranda Coleman.

ATTACHMENTS:

- Nomination form submitted by Matt Lawyer

First and Last Name Miranda Coleman
 Address
 City/State/Zip Code
 Organization (if any) Claggett Creek Watershed Council
 Age of nominee 17

Explain the volunteer contributions or service. As a 7th grader in 2017, Miranda began volunteering with her school and in 8th grade took a more ambitious role as a councilor with the Claggett Creek Watershed Council. Since then she has coordinated 3 projects on her own that have resulted in savings to the city as well as contributions from other students. Miranda leads by example and brings with her a skill set that few adults, let alone students possess. The ability to conceptualize a project and then execute a project. Her project at Palma Ciega allowed for 6 young leadership students to clear 3 yards of excess vegetation, this resulted in space for a picnic table at the park and a clean space for people to enjoy. Each of the projects does so much more than make Keizer a more livable place. Each project she engages in gets more and more youth connected to our city through these volunteer projects. Miranda is exceptional, and that was realized last summer when she was selected to serve as the Youth liaison for the Keizer City Council. I have included a list of most of her projects with this online submission.

Name of adult submitting nomination Matt Lawyer
 Title or relation to nominee Friend, Neighbor and Council Chair
 Address
 Contact Information: Phone/Email

Letter of Recommendation

Additional Information:

Miranda Coleman – List of Projects:

2-21-2018 Ben Miller Clean-up day
 3-17-2018 Keizer Civic Center Clean-up day
 4-21-2018 Keizer Rapids Clean-up day
 5-12-2018 Invasive Species Removal at Keizer Rapids
 10-27-2018 County Glen Park Clean-up day
 11-3-2018 Tree Planting at the Keizer Rotary Arboretum
 2-11-2019 Ben Miller Clean-up day – Miranda's Project
 3-16-2019 Keizer Civic Center Clean-up day
 4-20-2019 Soggy Day in the park
 5-11-2019 Invasive Species Removal at Keizer Rapids and Arboretum work
 11-9-2019 Tree Planting at the Keizer Rotary Arboretum
 10-3-2020 Wallace House Clean-up day
 3-12-2021 Keizer Civic Center Clean-up day
 8-15-2021 Palma Ciega Clean-up day - Miranda's Project
 10-9-2021 North View Terrace Clean-up day - Miranda's Project

Each project averaged 2-4 hours

Youth Volunteer Recognition Program submission 10/29/2021 3:15 PM



CITY COUNCIL MEETING: JULY 5, 2022

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: E. Shannon Johnson, Keizer City Attorney

SUBJECT: **KEIZERFEST TEMPORARY USE AND ASSOCIATED SIGNAGE**

PROPOSED MOTION:

"I move the City Council adopt Resolution R2022-____ authorizing temporary use and signs subject to conditions for KeizerFEST (2022)."

AND

[OPTIONAL – "I direct staff to prepare a limited amendment to the Park Regulations to allow smoking in certain parks under a "special permit".]

I. SUMMARY:

The Keizer Chamber of Commerce is requesting the City Council authorize the annual KeizerFEST event for 2022.

II. BACKGROUND:

- A. In 2004 the City Council passed Ordinance 2004-489, amending Section 2.203 of the Keizer Development Code (Ordinance No. 98-389), which regulates "Permitted Temporary Uses". This amendment affords Council discretion in authorizing "additional temporary uses" during a specific event or festival, and specifically allows for the council to authorize temporary signage in conjunction with a temporary use. The Development Code reads as follows:

Additional Permitted Temporary Uses. The City Council may, by resolution, authorize additional permitted temporary uses during a specific event or festival. This may include setting forth reasonable types of uses, appropriate zones for such uses, temporary signs and any time restrictions the Council finds

necessary to protect the health, safety and welfare of the Public. (KDC Section 2.203.04.E)

- B. The KeizerFEST is a significant community event which is beneficial to the citizens of Keizer and the surrounding communities. This activity has occurred under the leadership of the Chamber of Commerce.
- C. The KeizerFEST events will begin August 11, 2022 and runs through August 14, 2022 this year. The Keizer Chamber of Commerce submitted a packet of materials relating to KeizerFEST events for approval, a copy of which is attached.
- D. A significant portion of the KeizerFEST will take place at Keizer Rapids Park as shown on the attached site plan. The application and use fees would be \$5,705.
- E. The City, as part of its sponsorship, typically waives fees. The Keizer Chamber of Commerce has requested a waiver of the fees.
- F. Typically, the City provides police and public works staffing for the parade. Those costs are estimated to be \$10,000 and were included in the budget.

III. CURRENT SITUATION:

- A. The Keizer Development Code requires that the City Council, by Resolution, authorize permitted temporary uses during a specific event or festival.
- B. The Keizer Chamber of Commerce has requested temporary uses that are not allowed without permission, including wavier of certain park regulations.
- C. To allow the KeizerFEST event to take place as requested, the City Council needs to adopt a Resolution outlining the specific uses allowed during the KeizerFEST.
- D. All of the requested waivers can be granted, except for waiving the smoking prohibition. The Chamber has proposed a “Smokers’ Corner” near the Entertainment tent. Section 14 of the park regulations prohibits all forms of smoking, and unlike other items, there is no provision for waiver. If the Council wishes to allow the Chamber’s request in this regard, Council should direct staff to prepare a limited amendment to provide for a waiver of this regulation. See Recommendation.

IV. ANALYSIS:

- A. **Strategic Impact** – No strategic impact. This action brings the community together and benefits the citizens of Keizer and the surrounding communities.
- B. **Financial** – If Council chooses to waive fees for use of Keizer Rapids Park, the direct financial impact of this request is \$5,705. The use fees are \$105 for the first two

KeizerFEST

July 5, 2022

hours and \$53 per hour after the first two hours. The total is high because there is no maximum daily charge. In addition, police and public works staffing of costs are estimated at \$10,000. The police and public works staffing expense has been budgeted.

- C. **Timing** – Adoption of the Resolution will allow KeizerFEST to occur from August 11, 2022 through August 14, 2022.
- D. **Policy/legal** – Allowing the KeizerFEST at Keizer Rapids Park with or without a fee waiver is a Council policy decision.

ALTERNATIVES:

- A. Take No Action and KeizerFEST does not take place at Keizer Rapids Park.
- B. Adopt a Resolution with conditions to allow KeizerFEST to occur at Keizer Rapids Park and to allow the KeizerFEST parade as requested charging the Chamber for costs, or some of the costs.
- C. Adopt the attached Resolution with conditions that allow KeizerFEST as requested which includes the waiver of the fees.

RECOMMENDATION:

If Council wishes to grant the request including waiver of fees, Council should adopt Resolution R2022-___ authorizing temporary use and signs subject to conditions for KeizerFEST (2022).

If Council wishes to allow smoking in certain parks under a special permit, Council should direct staff to prepare an amendment to the park regulations (See Optional Motion).

ATTACHMENTS:

- Applications and Memo submitted by the Chamber of Commerce
- Resolution R2022-___
- Exhibit A – Conditions for KeizerFEST



City of Keizer
PARADE OR SPECIAL EVENT
PERMIT FOR PUBLIC PROPERTY

Keizer City Hall
 930 Chemawa Road NE
 Keizer, OR 97303
 PO Box 21000, Keizer, OR 97307
 Phone: (503) 390-3700
 Fax: (503) 390-3787

Applications for permits must be submitted at least 60 days prior to date of parade or special event. This permit is pursuant to City of Keizer Ordinance No 2000-419. A fee of \$25.00 must accompany this application.

Type of Event: Parade Walk Run Bike Race Special Event: Annual KeizerFEST
 Date of Event: 8/11-8/14/2022 Event Start Time: See attached Event End Time: see attached
 Title of Event: KeizerFEST Parade

Description of Event: Hometown celeration, kick off party, festival, entertainment tent, carnival, vendors & exhibitors, food boots, Food Trucks, Parade, 5k Fun Run, Cornhole tournament, Family Fun Day, car show

Proposed Route or Event Location: Parade: Lockhaven/ River Rd to Appleblossom/ River Rd
Festival: Keizer Rapids Park 1900 Chemawa Rd. N

Estimated Participants: 30,000 Number of Vehicles: 300+ Number of Animals: 100 parade

Clean-up Arrangements: Volunteer Crews/ Contracted services for all events, including post parade cleanup & street sweeping

Assembly Location: Parade: Lockhaven (River Rd to McClure)

Disassembly Location: Parade: River Rd (Garland, Appleblossom, Weeks, Skyline Ford Parking Lot)

Map Included: Please include a map showing the desired route or location, including assembly and disassembly points of the event, the proposed signing/traffic control plan, and the specific locations of streets to be closed.

Request for suspension of street vendor ordinance: Yes No
 (Note: If granted, suspension of the ordinance allows sales by all persons.)

Group or Organization (if applicable): KeizerFEST Committee

Applicant Name: Keizer Merchant Association dba Keizer Chamber of Commerce

Primary Phone: 503-393-9111 Secondary Phone: 503-871-6797

Mailing Address: 4118 River Rd N Keizer OR 97303

Email Address: corri@keizerchamber.com

This permit is subject to the following conditions:

1. No alcoholic beverages are permitted on public street or property unless allowed by City Ordinance. Please contact City staff for additional requirements regarding alcoholic beverages.
2. Permittee certifies that all residents living adjacent to proposed closure or businesses located adjacent to proposed closure have been notified of the event.
3. Barricades may be placed in the street right-of-way but must be positioned to allow access for emergency vehicles. Barricades are available from the City by calling 503-856-3551. Barricades must be returned to Public Works no later than the day after closure date.
4. Participants shall yield right-of-way to vehicular traffic, unless directed otherwise by a police officer.
5. The event will be conducted in such a manner to ensure the safety of the participants and spectators.
6. Permittee shall be responsible for clean-up of areas and removal of all paraphernalia and debris as a result of this event.

****NOTICE****

Permittee shall defend and indemnify the City of Keizer, its officers, agents and employees, against any claim, demand, suit or action for property damage, personal injury or death arising in connection with this event. The City of Keizer requires that the sponsor of such events carry commercial single limit liability insurance in the minimum amount of \$500,000 and name the City of Keizer as an additional insured for this event. "City of Keizer" includes its officers, agents, contractors and employees. Claims made in excess of the policy will be the responsibility of the sponsor of the event. Sponsor shall provide City with evidence of the insurance no later than 20 days prior to the event.

INSURANCE COMPANY: The Summit Group of Oregon, LLC: Insurer; The Hanover Insurance Co.; SAIF Corp
POLICY NUMBER: OZ2H066657
COVERAGE LIMITS: 1,000,000-2,000,000

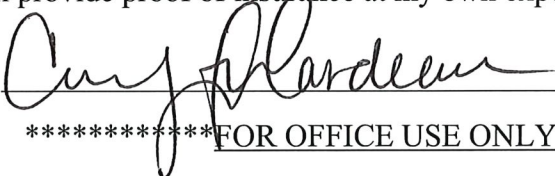
****PERMIT REVOCATION****

The City Manager may revoke this permit if circumstances reasonably show that the parade or special event can no longer be conducted consistent with public safety.

****APPLICATION SIGNATURE****

Facsimile or electronic transmission of any signed original document, and retransmission of any signed facsimile or electronic transmission, shall be the same as delivery of an original. At the request of either party, the parties shall confirm facsimile or electronic transmitted signatures by signing an original document.

I hereby certify that I am the authorized representative of the above group, that the above statements are true to the best of my knowledge, that I will abide by all restrictions, administrative rules and applicable City Ordinances, and that I will provide proof of insurance at my own expense as required herein.

Applicant's Signature:  Date: 6/13/2022
*****FOR OFFICE USE ONLY*****

APPROVED ROUTE AND/OR POLICE COMMENTS:

FIRE DEPARTMENT COMMENTS:

ADDITIONAL APPROVAL COMMENTS OR CONDITIONS:

Approved by: _____
Keizer Police Department

Approved by: _____
Keizer Fire Department

Approved by: _____
Keizer Public Works

Approved by: _____
Keizer City Manager



City of Keizer Park Area Reservation Application

Keizer City Hall
930 Chemawa Road NE
Keizer, OR 97303
PO Box 21000, Keizer, OR 97307
Phone: (503) 390-3700
Fax: (503) 390-3787

Park Area Requested: *(See map for further details)*

Fee Schedule:

<input type="checkbox"/> Covered Area at Claggett Creek Park ~ 1400 block Dearborn Ave NE <input type="checkbox"/> Gazebo at Chalmers Jones Park ~ 930 Chemawa Road NE	\$42 for the first two hours and \$16 for each additional hour.
<input type="checkbox"/> Sports Field at Claggett Creek Park ~ 1400 block Chemawa Road NE	\$84 for the first two hours and \$42 for each additional hour. (Maximum of \$420 per day)
<input type="checkbox"/> Claggett Creek Park Designated Grass Area ~ 1400 block Chemawa Rd NE <input type="checkbox"/> Chalmers Jones Park Designated Grass Area ~ 930 Chemawa Road NE <input checked="" type="checkbox"/> Other: 4.8 Acres in Keizer Rapids Park near the Big Toy, right off Walsh Way <i>(Please discuss with City Staff prior to selecting "Other")</i>	\$105 for the first two hours and \$53 for each additional hour.

Event Information:

Title of Event: KeizerFEST
 Date of Event: 8/11-8/14/2022 Type of Event: Community Festival
 Start Time: 8:00 AM PM Estimated Group Size: 10,000+
 End Time: 12:00 AM PM Estimated Number of Vehicles: 300+ at any given time

Event Contact Information: *(Responsible person will receive Application correspondence)*

Group or Organization *(if applicable):* Keizer Chamber of Commerce
 Responsible Person: Corri Falardeau Primary Phone: 503-393-9111
 Mailing Address: 4118 River Rd N City/State/Zip: Keizer OR 97303
 Email Address *(optional):* corri@keizerchamber.com

FORM AND PAYMENT SUBMISSION:

Please return this **form and payment** to the City of Keizer by one of the following methods:
 1) In person: 930 Chemawa Rd NE -or- 2) By Mail: City of Keizer, PO Box 21000, Keizer, OR 97307

QUESTIONS:

If you have any questions call 503-856-3436 or email PC@keizer.org

STRICTLY PROHIBITED UNLESS PERMITTED BY APPLICATION ADDENDUM:

Ordinance No. 2018-791 as amended establishes Keizer Parks Regulations. The following are specifically prohibited in all Park Areas unless expressly permitted in writing by the City:

Possession or consumption of alcoholic beverages	Cooking with anything other than a barbecue
Use of Generators	Amplified sound
Events with over 50 attendees	Public, Ticketed or Concert Events
Events causing traffic or parking issues	Using City provided electrical services
Projecting any still or moving pictures	

You may use the **"Park Area Reservation Application Addendum"** to apply for any of these accommodations. A Non-refundable Application Fee of \$63.00 will apply with submittal of the application addendum.

REVOCACTION INFORMATION:

The City Manager or his designee may revoke the application if circumstances reasonably show that the event can no longer be conducted consistent with public safety or the Responsible Person does not meet the conditions set forth within the required time period. Any violations of the terms of this park reservation or park regulations, as determined by a police officer or a city parks official, immediately revokes this reservation.

THIS APPLICATION IS SUBJECT TO THE FOLLOWING CONDITIONS:

Application Submittal: This application by itself does not serve as an approved reservation. Reservations will be reviewed on a first-come, first-served basis provided that the proposed use is appropriate for the designated area and consistent with park policies and regulations. **The established park reservation fee must be submitted along with the reservation application.** Payment of the fee secures the date and time requested, upon approval. If the reservation is denied, the reservation fee will be refunded. An individual or group that has an approved reservation will have first priority to use the section or sections of the park for the date and time listed on the reservation application.

Please take a copy of your approved application with you on the day of your event.

Cancellations: Reservations must be cancelled in writing with City Hall Staff no less than thirty (30) days before the reservation date for full refund.

General Information: Responsible Person/Group must restore Park areas used to its original condition by the end of the event. General Park users will be allowed to use other park facilities during the event. The City reserves the right to review and approve or deny any other requests that may be potentially hazardous, unsafe or cause damage. In the case of a “Group” reservation, a designated person from the group must complete and sign the park reservation application. This person will be responsible for the actions of the group while using the park and for the condition of the park after the scheduled event.

RULES AND REGULATIONS:

- Parks open ½ hour prior to sunrise and close ½ hour after sunset. No one may enter or remain in the parks overnight unless camped in a specifically designated camping area or otherwise permitted.
- Smoking, vaping, tobacco products and any type of legal or illegal drugs are not permitted in any park or park facility.
- All garbage must be disposed of properly in receptacles provided.
- Vehicles are only allowed in designated parking areas only. Parking on grass areas is not allowed at any time.
- Outdoor fires in any place other than in a barbecue for cooking purposes is not allowed.
- Dogs are allowed in park areas and must be on a leash at all times unless in an area designated as an off-leash area. *(All other pets are prohibited unless authorized in writing.)*
- Noise levels that violate the City’s noise ordinance will not be allowed.
- The follow are prohibited in all Park Areas:

Littering	Garbage dumping and water pollution
Vandalism	Possession of firearms or weapons of any kind <i>(Unless permitted by state law)</i>
Fireworks of any kind	Hitting golf balls
All types of inflatable bouncers, mechanical rides and trampolines	Birdseed, confetti, glitter, rice, anything that sprouts, hay/straw, silly string, party poppers, and sky lanterns
Feeding wild animals, birds, fish or reptiles	Operating any boats, cars, rockets or other devices that are powered by a rocket motor or an internal combustion engine

NOTICES:

Responsible Person agrees to defend and indemnify the City of Keizer, its officers, agents and employees, against any claim, demand, suit or action for property damage, personal injury or death arising in connection with this event. Responsible Person agrees to comply with all the conditions set forth herein and if applicable to provide at Responsible Person’s own expense the insurance set forth in the addendum attached.

Facsimile or electronic transmission of any signed original document, and retransmission of any signed facsimile or electronic transmission, shall be the same as delivery of an original. At the request of either party, the parties shall confirm facsimile or electronic transmitted signatures by signing an original document.

I hereby certify that I am the authorized representative of the above group, that the above statements are true to the best of my knowledge, and that I will abide by all restrictions, administrative rules and applicable City Ordinances.

Signature of Responsible Person: *Cy J. Anderson* Date: 6/13/2022

*****THIS SECTION MUST BE COMPLETED BY CITY OF KEIZER STAFF*****

Total Fee: _____ Received by: _____ Date: _____

Approved by: _____ Date Approved: _____

Copy to: Parks Manager Police Department Reserving Group Parks File



City of Keizer Application Addendum

Keizer City Hall
930 Chemawa Road NE
Keizer, OR 97303
PO Box 21000, Keizer, OR 97307
Phone: (503) 390-3700
Fax: (503) 390-3787

Date of Event: August 11-14th, 2022 Title of Event: KeizerFEST

Responsible Person: Corri Falardeau Primary Phone: 503-393-9111

A Non-refundable Permit Application Fee of \$63.00 will apply at the time this addendum is submitted with a reservation application.

ADDITIONAL EVENT INFORMATION:

Is your event open to the public? (See below for definition of a public event) Yes No

A public event is any event open to the general public whether a fee is charged to attendees or not. These events can include, but are not limited to concerts, trade shows, vendor markets, charitable, fundraising, and leisure events.

Will attendees be paying any type of fee? Yes No

FOR THE FOLLOWING PLEASE CHECK ALL BOXES THAT APPLY TO YOUR EVENT:

- Alcoholic Beverage Service:** Alcohol beverages are only permitted on City owned property if the appropriate OLCC permit/license has been issued for this event and all City requirements have been met.
 - Alcohol vendor must enter into a separate agreement with City, must provide single limit liability insurance with minimum limits of \$1,000,000 and liquor liability insurance certificate with minimum limits of \$1,000,000 naming City of Keizer as additional insured. "City of Keizer" includes its officers, agents, contractors, and employees.
 - The insurance policy is to be issued by an insurance company authorized to do business in the state of Oregon. The agreement, evidence of insurance and additional insured endorsement must be provided to City 20 days prior to event.
 - Alcohol vendor must provide all Oregon Liquor Control Commission (OLCC) licenses/permits in a form acceptable to City 20 days prior to the event. Alcohol vendor must comply with all City regulations. The only Park Areas that alcohol service can be permitted are Chalmers Jones Park and Keizer Rapids Park.

Name of Alcohol Vendor: Oregon Beverage Services

Alcohol Service Times: Starting at: Aug 1 AM PM Ending at: Aug 1 AM PM

- Security:** For events with over 100 attendees, Responsible Person must provide proof that a professional Security Company has been hired. The number of guards will be determined by the security company's requirements. The proof of security must be provided to City 20 days prior to event.

- Food Service for a Public Event:** For events open to the public, all food service vendors must provide approved copies of the necessary Marion County Health Department licenses/permits to City 20 days prior to the event. All Food service vendors must comply with all applicable City and Marion County regulations and provide all the necessary licenses/permits to City 20 days prior to the event. All food service/preparation vendors must have Food Handlers License.

Name of Vendor(s): Chicken Shack, Fat Schlags, Adam's Rib Smokehouse, Sancho's Tacos, Shuga Daddyz

- Food Service for a Private Event:** All Food Service Vendors must comply with all applicable City and Marion County regulations and provide all the necessary licenses/permits to City 20 days prior to the event. All food service/preparation vendors must have Food Handlers License. Private events may provide their own food if listed as "self-provided" below.

Name of Vendor(s) or (Self-Provided): _____

- Using Commercial Cooking Equipment and/or Generators:** A fire prevention plan must be reviewed and approved by the Keizer Fire District Fire Marshall or his/her designee. The approved plan must be provided to City 20 days prior to event.
- Amplified Sound:** All amplified sound must adhere to City Noise Ordinance 2004-511. Responsible Person shall be responsible for the monitoring of sound levels in the Park Area. The City recommends that the noise level not exceed 80-85 DB. However, the Keizer Noise Ordinance applies to sound levels measured at the property lines of adjoining residences. Responsible Person must comply with all applicable regulations and laws, including, but not limited to the requirements of the Keizer Noise Ordinance. Amplified sound is only permissible when approved by permit and is strictly prohibited after 9:00 p.m.
- Type of Amplified Sound: Bands playing music, individuals talking on a microphone. We will have music until 12am 8/12 & 8/13
- Events with over 50 attendees:** The event is expecting over 50 attendees as listed on the Reservation Application and are requesting an increase of the number of allowed attendees in the reserved park area.
- Public Event, Ticketed Event or Concert Event:** Must submit a crowd control/security plan to the City of Keizer 20 days prior to event.
- Anticipated Traffic or Parking Issues:** If your event is expecting a large number of vehicles that may cause traffic or parking issues in the park a parking plan must be submitted 20 days prior to event. Include documentation of necessary equipment/volunteer staff for event parking. Sufficient parking attendants and ADA parking spaces must be provided. If any Shuttle buses will be used for the event then they must have a spotter when backing or maneuvering in the park. If your event is being held at Keizer Rapids Park you may use your own documentation or complete the City provided "Keizer Rotary Amphitheatre Parking Plan". Additional requirements may be necessary due to the size and nature of the event.
- City Provided Electrical Services:** A \$21.00 use fee will apply and is due at the time the application is submitted. Electrical service is limited. Please confirm details of what you require below:
We will need access to available electricity. We plan to use spider boxes to split the power to different p
- Projecting still or moving pictures of any kind.**
 Describe: _____
- Using posted signs for the event.** Signage for the event must comply with the Keizer Sign Regulations. Call 503-856-3441 for further information.
 Describe: We will hang a banner at the intersection of Chemawa & River. Yard Signs and other banners throughout River Rd & Chemawa stating the dates and location of the event. See attached plan for more sign locations.
- Using temporary structures, fencing or tents for the event.**
 Describe: We will have a 150ft+ tent to house beer garden & Concerts, misc pop ups from vendors & f
- Listed below are other proposed accommodations requested for the event that are not permitted without the Public Works Director approval or not addressed with this addendum: (Requests will be reviewed on an individual basis)**
We need as much parking as possible. See attached letter.
-

In the space below or on a separate sheet, provide a diagram or map of the layout of the proposed event:

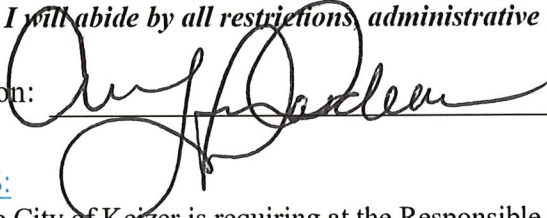
Please refer to Bob Shackelford's plan, subject to change upon city approval.

It is the Permittee's responsibility to contact our Parks Department (503-856-3569) at least one week prior to your event date to review the following, if applicable to your event:

- ❖ **PARKING:** Staff will review the provided parking plan to ensure parking instructions given by the City are followed. Access to any parking access gates may be arranged by the City at that time. A parking plan and a map will be provided with the approved permit.
- ❖ **ELECTRICAL USE:** If electrical use fee was paid, staff will review access to limited power.
- ❖ **ADDITIONAL REQUIREMENTS:** Some events may be required to provide fire extinguishers, additional signage or other event specific equipment. If required, arrangements will be reviewed with the permittee.

I hereby certify that I am the authorized representative of the above group, that the above statements are true to the best of my knowledge, and that I will abide by all restrictions, administrative rules and applicable City Ordinances.

Signature of Responsible Person:



Date: ~~3/3/2022~~ *OK*
6/13/2022

ADDITIONAL REQUIREMENTS:

Due to the nature of your event the City of Keizer is requiring at the Responsible Person or Group's expense the following that are checked below:

- Insurance:** Provide single limit liability insurance with minimum limits of \$1,000,000 naming **City of Keizer** as additional insured. The insurance policy is to be issued by an insurance company authorized to do business in the state of Oregon. "City of Keizer" includes its officers, agents, contractors, and employees. The evidence of insurance and additional insured endorsement must be provided to City 20 days prior to event.
(Insurance is required for all events at the Keizer Rotary Amphitheatre)
- Chemical Toilets:** The Responsible Person must provide the City with verification 20 days prior to event that the appropriate amount of portable toilets listed below have been arranged for each event. The size and nature of the event determines the number of toilets.
(Chemical Toilets are required for all events at the Keizer Rotary Amphitheatre)
Number of portable toilets required: 20 + Company Name: Ace Septic
- Garbage Services:** The Responsible Person must provide the City with verification 20 days prior to event that the appropriate amount of receptacles listed below have been arranged for each event. The size and nature of the event determines the number of receptacles. Contact Loren's Sanitation (503-393-2262) for rental information.
Number of receptacles required: 31 + Type of receptacles required: 30, 35 gal buckets, 120 yrd container, 10+ Can recycling containers for cans and bottles

Other: Since this is the first time we would be holding this event at the park it will be a learning process.
Through the process we will stay in close contact with Robert Johnson & Bill Lawyer and any other
sure we are following all rules and regs. If things come up that need to change Corri Falardeau , E
Dave Walery will be point of contact to make those decisions.

*****THIS SECTION MUST BE COMPLETED BY CITY OF KEIZER STAFF*****

Approved as Submitted

Approved as Amended

Denied

By: _____ Title: _____ Dated: _____

Copy to: Parks Manager Police Dept. Fire Dept. Reserving Group City File



June 13, 2022

To: Mayor Clark and Keizer City Councilors &
City Manager Adam Brown
From: KeizerFEST Co-Chairs, Bob Shackelford & Dave Walery
Subjects: KeizerFEST
Special Event Permit (see attached)
Sign Code Variance request
Street Closure request

KeizerFEST

KeizerFEST is a community wide celebration of the unique spirit of Keizer. We are planning the 2022 festival for August. The KeizerFEST Committee, a function of the Keizer Chamber of Commerce, oversees the scheduling of events and the promotion of the festival. The Chamber wishes to, in cooperation with the City of Keizer, facilitate the KeizerFEST Parade, an Entertainment Tent including a Kickoff Party, a Fun Center & Carnival, KeizerFEST Run(s), a Cornhole Tournament, Mayor's Pet Parade, a Golf Tournament, a car show, a Family Fun Day, a local teen music showcase, and a Crown the Hound event.

Chamber Events Date and Times:

KeizerFEST Vendors/ Including Set up 10am Wednesday Aug 10- Take down August 14 8pm

August 10 Come out and see what Keizer Small Business and Entrepreneurs have to offer at the KeizerFEST Market. (Vendors may be sleeping in their booth, duration of event) Operating Hours 12pm-10pm Thurs-Sat, Sunday 10am- 6pm

KeizerFEST Golf Tournament 11am Registration, 1pm Shotgun start

August 10 The KeizerFEST Golf Tournament takes place at McNary Golf Course. Players will enjoy lunch, and a Raffle.

Fun Center/Carnival (Includes set-up, event nightly cleanup, and take down)

August 11 – 1:00pm to August 14th - 6:00 p.m.

Volunteer Appreciation Luncheon start time 11:30am

August 11 Volunteer Appreciation Luncheon for all those who have supported KeizerFEST. Lunch and Sponsors thank you' s provided.

KeizerFEST Kick- Off Party 4:30pm-9pm Dinner served at 6pm

August 11 We will Kick-Off the event with some great music and delicious food provided by Adam's Rib.

Willamette Valley Greeters 8:00am-10:00am

August 12 Come support the Keizer Chamber of Commerce as they host the surrounding Chambers and their members. The event will be in the KeizerFEST tent at Keizer Rapids Park. Come to network, come and support all greater Oregon Business and come for our famous Pancake Breakfast!

Valor Mentoring- Kids Camp Music 12pm-4pm

August 12 Valor Mentoring will be using the KeizerFEST tent and stage to show case the kids that Participated in their music/ production camp. The kids will be able to show case and perform the skills and music they created while at camp.

Live Showcase Music & Beer Garden 4:30pm-12am

August 12 Live music starting at 4:30pm and continuing until 12am.

5K - start time 9:00 am / 9:30 am

August 13 Courses begin and end at the Keizer Chamber office on River Road.
5K down and back on River Road.



Parade – start time 10:30 am

August 13 Staging at Lockhaven (7am – 11:30am)
 Parade on River Rd from Lockhaven to Glynbrook.
 Disbandment begins at Glynbrook to Plymouth (side streets of River Rd.)

Crown the Hound – Start time 1:00 pm

August 13 This event will take place at the KeizerFEST grounds directly after the parade.

Mayor’s Pet Parade – start time 10:00 am

August 13 Mayor’s Course along River Road starting and ending at Creekside Shopping Center Parking Lot (Corner River Rd/Lockhaven Dr.)

Car Show- Start Time 1pm

August 13 This will take place during the day, directly after the parade at Keizer Rapid Park.

McNary APT Production - Start Time 1-3:30pm

August 13 McNary High Schools APT Program will present several musical acts from kids at McNary and those that participate in the program. Led by Mr. Andy Thomas.

Live Showcase Music & Beer Garden 4:30pm-12am

August 13 Live music starting at 4:00pm and continuing until 12am.

Family Fun in the Sun

August 14 This day will include fun family activities. TBD

Teen Talen Showcase

August 14 Valor Mentoring and McNary APT will work together to present a Kids Talent Show. There will be different categories and kids can win a cash prize for winning their category.

Location of Events:

Keizer Rapids Park & Chemawa Rd, River Road, Lockhaven Dr., and McNary Golf Club

Description of Events:

Fun Center & Carnival The majority of the activity will generate from a carnival and evenings of live music scheduled at the entertainment tent which will be located at the Keizer Rapid’s Park.

Parade – Parade 90+ entries of floats, bands, cars, and marching groups. Noise will be generated during the parade along River Rd from bands and other entries providing live and recorded music.

Run/Walk Events – 50-150 runners and walkers are expected to participate in the run/walk event. (5k). During the 5k on Saturday, the fastest participants will finish in 15 to 20 minutes and the slowest participants will finish by 10:30 am.

Mayor’s Pet Parade –50-100 projected participants able to complete event with-in 45 minutes.

Street Closures	Days	Time	Location
River Road	August 13	9am -1:30pm	Lockhaven to Plymouth
Lockhaven	August 13	6:45am-12:30pm	McClure to River Rd

Parade Detours

West and east bound traffic will be able to cross River Rd at Chemawa Rd until the main parade (not pet parade) lead float/entry approaches the intersection.



North/South Detour (west of River Road)- north and south bound traffic via: McNary Estates Drive (back gate), McClure St., Lockhaven (west of McClure St), Windsor Island Rd/Shoreline, Wayne, Rivercrest, Sunset, 5th, Fall Creek Dr., Sandra Ave., Dorcas, Jack St, and Stark
North/South Detour (east of River Road) – north bound traffic via: Plymouth, Cherry Ave. and Salem Parkway

North/South Detour (east of River Road) –south bound traffic via: Manzanita, Trail, Lockhaven, Verda, and Salem Parkway

North end of River Road gradually will open as end of parade continues south.

Keizer Rapids Park

Keizer Rapids Park usually closes at dark. We would like to request that the KeizerFEST grounds which is on city park property stay open until 12am or when the last members of the committee leave for the evening on Friday 8/12 and Saturday 8/13. On 8/11 we request the park stay open until 10pm or until the last committee member leaves. We have bands that will break down and could take up to an hour for break down after the they finish.

We also request that the city allow the KeizerFEST committee to place a 150x50 tent to house the bands that will play the event. We will place the speakers in the tent so that they face away from the neighborhood and towards the river to help reduce amplified sound.

The KeizerFEST committee also asks for the KeizerFEST Grounds to be allowed to permit a smoking section in the corner closest to the tent and the corner of Walsh Way near the big toy parking lot. We will have fire extinguishers for any emergencies, and this area will also be monitored by security.

We will have Food vendors that will be cooking with commercial grade equipment. Some also have generators to power their food trucks. We would ask that the city amend the regulation and allow Food Trucks, food vendors and exhibitors be allowed to use generators. Madgex Jump Tents will be providing carnival services and will also be using a generator to power bounce houses and carnival rides. We ask that the city please include lifting the prohibition of generators for them as well.

The KeizerFEST expects to have at least 10,000 people visit the KeizerFEST grounds and would like to ask the city lift the limit of 50 guests so we can serve our community.

In partnership with the city of Keizer we will be taping into the power supplied to Keizer Rapids Park, to supply power to our Event Tent. We are currently working with Bill Lawyer, Robert Johnson, and PGE to make this happen.

The KeizerFEST Committee does charge a cover entry fee for the evening events. The cover charge will start at 4pm and we will collect \$8 for Thursday, Fri and Sat events. On Thursday we offer a community meal, and we charge \$10 per adult and \$5 per kid to come and eat. We ask that the city



permit us to charge these fees as they go to cover the costs of security, bands, and other event expenses. We take cash or card at the event. If there is a serious barrier to someone joining in, we will allow entry as we want everyone to participate, however this will not be advertised and will be case by case.

Event Parking, Transportation, & RV Parking

Parking will be available in a parking lot created near the Event site. The parking lot will be right off of Chemawa Rd, behind the Walsh home. Parking will be open and operating for the duration of the Event, while KeizerFEST grounds are open and operating. We will have a separate ride share area toward the front of parking for Uber, Cabs, and Lyft to use. ADA Parking spots will be created and clearly marked with signage. Hours of Operation will be Weds 8/10 7am-9pm, Thurs 8/11 9am-9pm, Fri 8/12 7:30am-12am, Sat 8/13 9am-12am, and Sun 8/14 9am-5pm (event closes at 3pm Sun. We will be cleaning up till dusk)

We will have up to 10 RV's parking at the Event. We would like to request this be approved for our committee members and when it is requested by vendors. The parking will be behind the Tent and Food Booths. This is understood that it will be dry camping. Wed-Sat night 8/10-8/13.

Promotional Event Signs, Banners & Balloons

The KeizerFEST Marketing Committee will embark on decorating the City with KeizerFEST Street Banners, Chemawa Rd Storage on Chemawa & Windsor Island, River Road, Chemawa Rd., Wheatland Rd., 14th Ave., Lockhaven Dr. and on participating business storefronts, promoting the festival. Two banners at the River Rd/Lockhaven Intersection; (Additional banners & hand signs along River Road and at the Fun Center will be posted July 15 through August 15. We will also be placing a banner in the field at Keizer Rapids Park for promotion of the event.

Other Permits and Agencies

The Keizer Chamber of Commerce has hired Oregon Beverage Services (OBS) to provide alcohol services for the entire event. OBS will obtain the necessary permits with OLCC. We will obtain a special event licensing/insurance through Marion County Public Works and require all food concessionaires to obtain Temporary Restaurant Licensing from Marion County Health Department. We would like the city to allow alcohol services in the park through the duration of KeizerFEST.

The Festival Council requests the City of Keizer limit mobile street vending during the parade be exclusive to those who have registered with the festival, through the Chamber's required processes. (Local Schools, Youth, and Non-Profit organizations given first priority).

Security & Safety

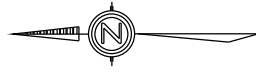
A professional security company will provide crowd control and overnight security throughout the festival grounds, hired by OBS while alcohol is being served. The Keizer Chamber has hired Creative Security to provide overnight Security while KeizerFEST is in operation, separate from OBS Security. The Festival Council has established an Incident Command Plan in partnership with Keizer Police



Department and will accommodate an onsite command center at the festival location, as requested by Keizer Police Department. All activities will be monitored with volunteers.

Respectfully Submitted for

KeizerFEST Planning Board and the Keizer Chamber of Commerce



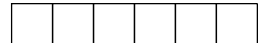
CITY SHED

625 ft

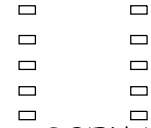
PARK RESTROOM

ELEC. VAULT

EXIT



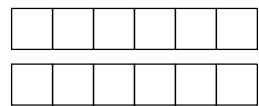
VENDOR BOOTHS



CORN HOLE



SHADE TENTS



STAGE

TENT

50' x 150'

BAR

FIRE LANE

325 ft

BIG TOY PARKING

ENTRANCE

CARNIVAL RIDES

FOOD VENDORS

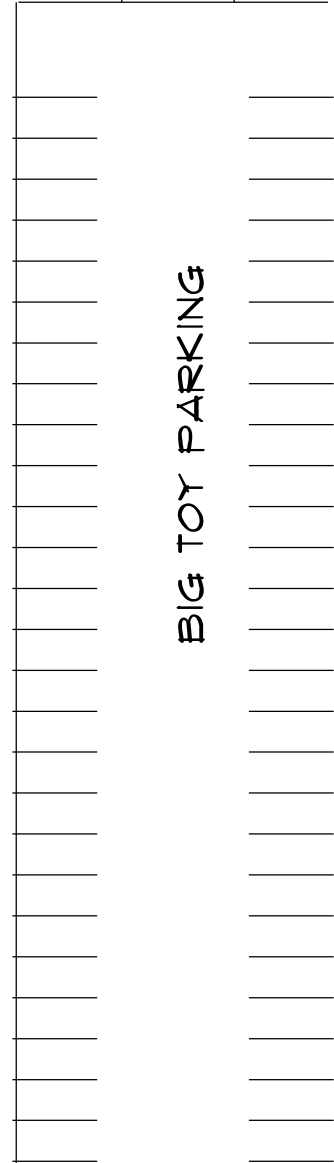
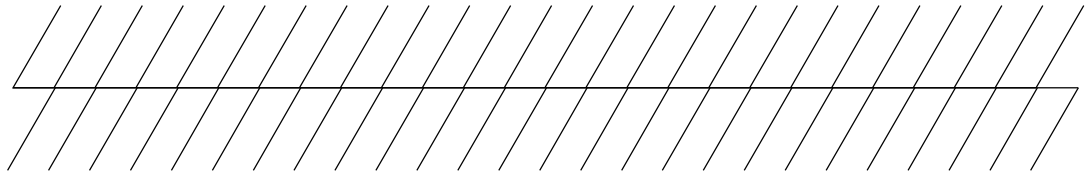
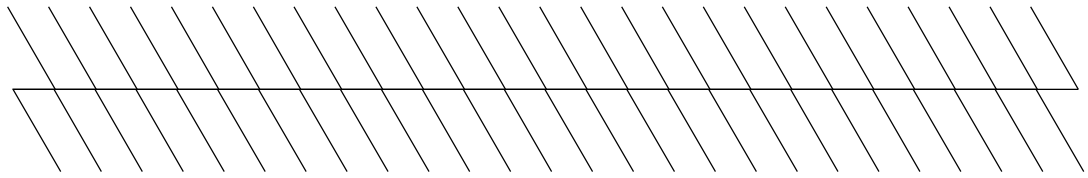
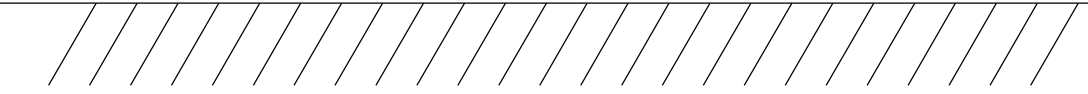
RESTROOMS

RIDE SHARING

SMOKERS CORNER

RICHARD WALSH WAY

CHEMAWA RD



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CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2022-_____

AUTHORIZING TEMPORARY USE AND SIGNS SUBJECT TO CONDITIONS FOR KEIZERFEST (2022)

WHEREAS, the Keizer Development Code provides pursuant to Section 2.203.04(E) that the City Council may by resolution authorize temporary uses and signage during a specific event or festival;

WHEREAS, the Keizer Development Code also provides that the Council may set forth the reasonable types of uses, zones and time restrictions;

WHEREAS, the Keizer Park Regulations provides that prohibited activities may be permitted by the City;

WHEREAS, the Keizer Chamber of Commerce has requested the City to authorize a temporary use for the KeizerFEST, including, but not limited to placement of temporary signage to promote such festival, and to allow prohibited activities at Keizer Rapids Park during the festival;

WHEREAS, the City Council has considered this matter and finds that it is appropriate to grant the request with certain restrictions necessary to protect the health, safety and welfare of the public;

1 NOW, THEREFORE,

2 BE IT RESOLVED by the City Council of the City of Keizer that the 2022
3 KeizerFEST is authorized as a specific temporary use and the hours of operation and
4 signage for the 2022 KeizerFEST is hereby allowed pursuant to the design, restrictions
5 and conditions as set forth in the attached Exhibit "A" which is incorporated herein by
6 this reference.

7 BE IT FURTHER RESOLVED that the City waives all City fees in connection
8 with this matter and provides Police/Public Works support as a part of the City's
9 sponsorship of the event.

10 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
11 on the date of its passage.

12 PASSED this _____ day of _____, 2022.

13 SIGNED this _____ day of _____, 2022.

14
15
16
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18
19

Mayor

City Recorder

EXHIBIT "A"

Design, Restrictions and Conditions

The City Council approves the proposed temporary use, hours of operation and signage for the 2022 KeizerFEST as follows:

1. Except as set forth in this decision, the 2022 KeizerFEST shall be located, operated and conducted pursuant to the attached Special Event Permit application, the Park Area Reservation Application, and the Application Addendum submitted by the applicant dated June 13, 2022. Signs, banners, flags and balloons shall be limited to the locations and numbers identified in the application.
2. The 2022 KeizerFEST may have up to 5 banners not to exceed 20 square feet advertising the event. The locations of such banners must have prior approval of the Planning Director or designee. Such banners may be placed no earlier than July 15, 2022 and must be removed no later than August 16, 2022.
3. The 2022 KeizerFEST may have up to 30 light pole banners installed on the Keizer Station and River Road light poles. Such banners may be placed no earlier than July 15, 2022 and must be removed no later than August 16, 2022.
4. The 2022 KeizerFEST may have hand signs and flags located adjacent to the main intersections along River Road, Chemawa Road, Windsor Island Road, Wheatland Road, 14th Avenue, Lockhaven Drive and on participating business storefronts. No signs or flags may be placed without the property owner's permission. All hand signs and flags shall not exceed the allowable size as stated in the sign code. Such hand signs and flags may be placed no earlier than July 15, 2022 and must be removed no later than August 16, 2022 and may not obstruct any public road or sidewalk.
5. Signs, banners, flags and balloons shall be placed to ensure there shall be no traffic interference or distraction, and if deemed to be a hazard by the Planning Director, shall be removed immediately without notice. Balloons shall be placed in such a manner so as to not present a potential to damage light fixtures or landscaping.
6. No other signs are allowed.
7. No electronic signs of any type are allowed, unless required by the Keizer Police Department for safety or traffic control reasons.
8. No signs, flags, balloons or other items may be placed in the right-of-way, except for banners referenced in Section 2. No signs shall be placed on private property

without the specific permission of the private property owner. Placement of any sign in any public right-of-way or sidewalk easement shall cause the City to remove such signs immediately without notice. In such instance, the Chamber shall pay for City staff time, including benefits.

9. Any signs, banners, flags and balloons not removed by August 16, 2022 may be immediately removed by City staff without notice and the KeizerFEST shall pay for staff time at the hourly rate of staff person removing the signage, including benefits.
10. Vendors sleeping in their booths overnight is permitted ONLY at the direction and requirements of the Keizer Fire District.
11. The Applicant has requested a waiver or partial waiver of several park regulations. Except as noted below, these requests are granted with the following conditions:
 - a. Park Hours. On August 11, 2022, all events shall close no later than 9:00 p.m. and the public shall vacate the park. Vendors and Chamber staff and volunteers shall vacate the park no later than 11:00 p.m., except those that are permitted to stay overnight by the Public Works Director and/or the Fire Department. On August 12, 2022 and August 13, 2022, all events shall close no later than midnight and the public shall vacate the park. Vendors and Chamber staff and volunteers shall vacate the park no later than 1:30 a.m., except those that are permitted to stay overnight by the Public Works Director and/or the Fire Department. On August 14, 2022, all events shall close by 3:00 p.m. and the public shall vacate the area. Vendors and Chamber staff and volunteers shall vacate the park no later than 1:00 a.m.
 - b. Tent and Other Structures. The entertainment tent and other types of shelters are allowed as indicated in the application.
 - c. Generators. Generators are allowed as requested in the application. All generators shall be equipped with spark arrestors.
 - d. Number of People. The limit of 150 persons is waived.
 - e. Conducting Business. This regulation is waived.
 - f. Recreational Vehicles. Up to ten (10) recreational vehicles may be parked at the location dry-camping only is allowed.
 - g. Alcohol. Alcoholic beverages are allowed only if the alcohol vendor enters into an agreement with the City and provides certificates of insurance and endorsements as required by the City Attorney. Applicant and vendor must comply with all OLCC requirements.

The Chamber also requested a waiver of the regulation prohibiting smoking. Unlike the other items, the smoking prohibition is not waivable by staff or Council. Unless amended by Council, all smoking is prohibited pursuant to the Park Regulations Ordinance.

12. All food trucks/carts shall be placed as shown on the site plan. All food trucks/carts shall be subject to the conditions further described herein as well as the sign code. Such food trucks/carts may be placed no earlier than noon August 11, 2022 and must be removed no later than 4:00 p.m. August 14, 2022 and may not be located on any public road or sidewalk. The exact site location is subject to approval by the Planning Director/Public Works Director, or designee.
13. If required under applicable regulations, any food vendor shall obtain a license from Marion County Environmental Health or similar county agency prior to operating.
14. Any food truck/cart or other vendor shall not obstruct pedestrian pathways, driveways or drive aisles and shall not create a traffic or safety hazard.
15. Any paper, cardboard, wood, or plastic containers, wrappers, or any litter or material is to be picked up by the vendor.
16. All food trucks/carts must remain capable of being moved at any time.
17. Any food truck/cart not removed by 4:00 p.m. August 14, 2022 may be immediately removed by City staff without notice and the Chamber shall be billed for staff time at the hourly rate of staff person including benefits for removing the food truck/cart.
18. All activities shall comply with Keizer Police Department/Public Works direction and requirements of Keizer Fire District.



CITY COUNCIL MEETING: JULY 5, 2022

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: E. Shannon Johnson, Keizer City Attorney

SUBJECT: **RESOLUTION AUTHORIZING TEMPORARY SUSPENSION OF STREET VENDOR ORDINANCE**

PROPOSED MOTION:

"I move the City Council adopt Resolution R2022-____ authorizing a temporary suspension of the ordinance prohibiting street vendors."

I. SUMMARY:

The Keizer Chamber of Commerce is requesting the City Council temporarily suspend the ordinance prohibiting street vendors for the KeizerFEST Parade.

II. BACKGROUND:

- A. Ordinance No. 90-193 (An Ordinance Prohibiting Street Vendors) prohibits the selling of any commodity or service upon any street, sidewalk or public right-of-way. There is a provision that allows for suspension of such regulations during a festival. The suspension is done by a City Council Resolution.
- B. On Page 4 of the memo from the Chamber attached to the application, the Festival Council has recommended that the City limit mobile street vending during the parade to be exclusive to those who have registered with the festival. This issue has come up previously.

III. CURRENT SITUATION:

- A. Ordinance No. 90-193 prohibits street vendors.

Temporary Suspension of Street Vendor Ordinance

July 5, 2022

- B. To allow street vendors during the KeizerFEST Parade, a suspension of the Ordinance is required.

IV. ANALYSIS:

- A. **Strategic Impact** – This action is the same as the Council adopted in 2021.
- B. **Financial** – The financial impact of this request is none.
- C. **Timing** – Adoption of the attached suspension Resolution will allow street vendors from 7:00 a.m. to noon on the day of the KeizerFEST Parade (August 13, 2022) in any location.
- D. **Policy/Legal** – This is what is required to allow street vendors during the KeizerFEST Parade, but the attached Resolution still prohibits any interference with pedestrian, vehicular or parade traffic.

ALTERNATIVES:

- A. Take No Action – Do not approve the Resolution. This option would not allow street vendors.
- B. Adopt the attached Resolution allowing street vendors from 7:00 a.m. to noon on the day of the KeizerFEST Parade in any location. The Resolution would also prohibit any interference with pedestrian, vehicular or parade traffic.
- C. Revise the Ordinance Prohibiting Street Vendors to develop a process that would allow the mobile street vending during the parade to be exclusive to those who have registered with the festival. The issue of cost, authority to register, and authority to enforce such regulations would need to be reviewed and if Council wishes to look at this option for next year, you should direct staff accordingly. It would be difficult to work through these issues in time for this year’s festival.

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution R2022-____ authorizing a temporary suspension of the ordinance prohibiting street vendors.

ATTACHMENTS:

- Resolution R2022-____

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2022-_____

AUTHORIZING A TEMPORARY SUSPENSION OF THE ORDINANCE PROHIBITING STREET VENDORS

WHEREAS, the City of Keizer adopted Ordinance 90-193 in December, 1990 which prohibits street vendors in the City of Keizer;

WHEREAS, the Ordinance allows for suspension of these regulations during a festival;

NOW, THEREFORE,

BE IT RESOLVED that a temporary suspension of the Ordinance prohibiting street vendors is hereby granted and street vendors will be permitted on Saturday, August 13, 2022 from 7:00 a.m. to noon.

BE IT FURTHER RESOLVED all vendors must have any necessary governmental permits and approvals.

BE IT FURTHER RESOLVED that at no time shall any person interfere with, impede or block pedestrian, vehicular or parade traffic in any manner whatsoever.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately on the date of its passage.

PASSED this _____ day of _____, 2022.

SIGNED this _____ day of _____, 2022.

Mayor

City Recorder



CITY COUNCIL MEETING: July 5, 2022

To: MAYOR CLARK AND CITY COUNCIL MEMBERS

FROM: Adam Brown, City Manager

SUBJECT: LIBRARY

PROPOSED MOTION:

I move the City Council direct staff to look further into the library fee proposal and work with the the library workgroup to answer outstanding issues related to the feasibility of the Keizer Public Library through a fee on the Keizer community services bill.

I. SUMMARY:

The Keizer Community Library (KCL) currently housed at the Keizer Cultural Center would like to expand services to be recognized as a public library. If the public library could qualify to join Chemeketa Cooperative Regional Library System (CCRLS) as a public library, the resources available to residents would be greatly expanded. Council previously discussed a fee of \$1.50 and \$2.00 for consideration and directed staff to come back with a financial plan at those levels. There appear to be some outstanding questions with which should be resolved prior to putting the matter on the ballot.

II. BACKGROUND:

- A. Keizer Community Library (KCL) originally submitted a proposal to the Keizer City Council for the City to fund the library for \$125,000 each year, which would allow the library to be recognized as a public library in Oregon. A \$1.00 service fee would be enough to generate \$125,000.
- B. A work group was formed by the Mayor to discuss the request by the Keizer Community Library. The amount requested annually cannot be sustained by the city general fund, so the option of a fee on the utility bill was suggested as an option. That prompted an additional question of whether the city council should vote for that on their own, which is within their powers, or by referral to the electorate in the November general election ballot. The work group was asked to make a recommendation to the City Council as to which manner it should be approved.
- C. Minimum Standards for Public Library - The minimum conditions became effective

on January 1, 2020 as Oregon Administrative Rule (OAR) 543-010-0036 and are as follows:

1. The State Library Board will officially recognize those public libraries that become legally established under one of the methods described in ORS 357.216-286 or 357.400- 621 and have met all minimum conditions.
 2. Libraries, that have a service population of over 2000, shall meet the following minimum conditions:
 - a. Have at least half (50%) of its operational financial support from public funds.
 - b. Be open to the public a minimum of 20 hours per week.
 - c. Provide a collection comprising books, media, or electronic resources.
 - d. Offer free public access computers with Internet access.
 - e. Offer free public wireless Internet access (wi-fi).
 - f. Provide a website that enables local library users to access State Library of Oregon resources and services available to all Oregon residents.
 - g. Dedicate at least 0.50 full-time equivalent (FTE) paid staff time exclusively to library functions.
 - h. Have basic policies in place and accessible online for collection management, circulation, and patron confidentiality that incorporate relevant American Library Association (ALA) professional ethical codes, rules, and guidelines.
 - i. Provide basic services for reference and youth services.
 - j. Complete the annual statistical report as required under ORS 357.520 and OAR 543-010-0035.
 3. As initially proposed, the Keizer Community Library would meet all minimum conditions at \$1.00 per month or more.
 4. The work group discussed the issue of the City Council approving the additional fee on the water bill or referring the matter to the voters. The workgroup voted 2-1 to refer the matter to voters.
- D. Discussion followed the workgroup's recommendation about whether to ask for more than the \$125,000 request if the item was referred to ballot. No recommendation was made by the work group on this point.

- E. The following table gives a general idea of increments of fees and the corresponding yield, which may be helpful in determining funding levels. Past practice has been to keep the fees in whole dollar amounts, however, the Council can create the fee at any increment.

Fee	Fee Yield
\$1.00	\$166,667
\$1.25	\$208,333
\$1.50	\$250,000
\$1.75	\$291,667
\$2.00	\$333,333
\$2.25	\$375,000
\$2.50	\$416,667

III. CURRENT SITUATION:

- A. The workgroup's recommendation was given to the entire city council on May 16, 2022 to refer the matter to voters on the November ballot. City staff presented how the library finances would look at increments of \$1.00, \$1.50, and \$2.00. All three funding scenarios would meet the minimum standards set by the State of Oregon for the Keizer Community Library to be a public library.
- B. The City Council requested that staff bring back proposals at the \$1.50 and \$2.00 increments to the July 5, 2022 council meeting.
- C. Questions that remain to answer include the dollar amount that would best serve Keizer residents, the city's relationship with CCRLS, which election would be best, if there is a need to collect feedback from residents, and when imposition of the fee should begin.
- D. City staff have worked with the library volunteers on budgets for both scenarios. Staff agrees that additional communication is needed with CCRLS and perhaps more communication and feedback with the public. In lieu of this recognition, staff is recommending that we wait until August to consider the issue. Staff can continue to work with the Keizer Community Library board members and CCRLS staff to put together a proposal that would best meet Keizer's needs.

IV. ANALYSIS:

- A. **Strategic Impact** – This action has no impact on the council's short or long-term goals.
- B. **Financial**
1. The original funding request was for \$125,000. Attached are funding models

as requested by the council.

2. Property owners, and to the extent to which they are passed on to tenants, already pay a tax rate of .0818 per thousand dollars of assessed value per year. That amounts to an average of \$16.36 per household. That tax will remain regardless of additional funding from the city. It is estimated that \$75,000 will come back to the Keizer Public Library with membership in the cooperative. The CCRLS tax generated revenues of \$232,000 last year from Keizer residents.
- C. **Timing** – While it is possible to get a question on the November ballot for 2022, there appears to be too many questions to answer to approve language at this time. More information is needed to have a solid recommendation for voters to consider. Language will have to be approved in August if it is to make the November ballot.
- D. **Policy/legal** – The City Council has the authority to refer matters to the ballot. The City Council also has the authority to add fees directly to utility bills as has been done to with the public safety fee and the parks fee. Ballot issues must be created by ordinance. The city attorney would need time to write the ordinance in time to meet the deadlines for the November ballot.

ALTERNATIVES:

- A. Recommended Action – Reconsider in August.
- B. Take No Action - Under the current library benefit from CCRLS tax, Keizer residents can buy-up to get a full-service library card for \$60 per year. This allows them to exceed the 10-item limit currently capped under the tax benefit as well as accessing eBooks, eAudiobooks, and streaming movies. That benefit can be used at all CCRLS area libraries. Residents would be limited to the current benefit without the buy-up cost.

RECOMMENDATION:

Staff recommends that the Council table the item for refinement with the staff, partners, and the library work group.

ATTACHMENTS:

- Attachment A: Service Level Impacts at Various Funding Levels.
- Attachment B: Financial Models at \$1.50 and \$2.00

Attachment A: Service Level Impacts at Various Funding Levels

Service Levels for Keizer Public Library	\$1.50	\$2.00	\$2.50- 2.67	Dependent on move to larger storefront
Employees				
Hire professional Library Director	X	X	X	
Hire .1 FTE bookkeeper	X	X	X	
Hire library assistant	X		X	
Hire professional Youth Services librarian		X	X	
Hire temporary (~3 month) cataloger			X	
Hours				
Increase library hours to 40 hrs/week	X			
Increase library hours to 44 hrs/week		X		
Increase library hours to 48 hrs/week			X	
Library Services				
Quality of service to public increases	X	X	X	
Offer reference and reader's advisory services for adults	X	X	X	
24/7 Online reference service	X	X	X	
Offer reader's advisory services for youth (birth-teens)		X	X	
Offer Interlibrary loans from across the nation			X	X
Offer CCRLS holds pick-up			X	X
Increased number of public access computers			X	X
Materials Collection				
Book budget of \$10,000 per year	X			
Book budget of \$15,000 per year		X		
Book budget of \$20,000 per year			X	
Lease program for popular materials			X	
Purchase additional popular digital books			X	
Streaming online movies and educational videos			X	X
Access to e-books, e-magazines and e-audio books			X	X
Access to informational and instructional online products (Consumer Reports, Chiltons, Creative Bug, Duolingo)			X	X
In-library access to Ancestry.com			X	X
Access to collection of 1.4 million CCRLS items			X	X
Technology				
Computer workstations and peripherals			X	X
Hardware and software support and security			X	X
Network and Internet connections and security			X	X
Network storage			X	X
Supplies: barcodes, library cards RFID tags, stickers, etc			X	X
Cataloging and data management service			X	X
Technology training for staff			X	X
Collaborative purchases and support of library-related technology			X	X
Mobile wi-fi hotspots for checkout			X	X

Attachment A: Service Level Impacts at Various Funding Levels

Service Levels for Keizer Public Library	\$1.50	\$2.00	\$2.50- 2.67	Dependent on move to larger storefront
Programming				
Present one English storytime and one Spanish storytime weekly	X	X	X	
Recruit and train volunteers	X	X	X	
Present additional storytime on Saturday		X	X	
Offer Summer Reading Program for children and teens		X	X	
Offer summer program series for children and teens		X	X	
Offer weekly summer performers series for families from CCRLS Ready to Read funds			X	
Outreach to Keizer Schools		X	X	
Offer outreach services for after school programs			X	
Offer outreach services for retirement centers and nursing homes			X	
Support from CCRLS Ready To Read funds for early literacy programmng			X	
Offer year-round programming for youth			X	X
Offer skills workshops for adults - resume building, Adult literacy programs, etc.			X	X
Additional Bilingual programming			X	X
Space-related services				
Move into storefront with more space in 2026		X		
Move into storefront with more space in 2024			X	
Move into Community Center in 2023				
Dedicated spaces for Children, Teens, and Adults				X
Comfortable seating				X
Study area				X
Networking hardwired, not wifi				X
Meeting room(s) for library programs, public meetings, study groups				X
Workroom and office area				X
Increased capacity for CCRLS holds				X

Attachment B

Model of Funding at \$1.50 Library Service Fee

	BUDGETED			PROPOSED			
	2022	2023	2024	2025	2026	2027	2028
1 RESOURCES:							
2 Beginning Balance:	\$ 53,000	\$ -	\$ -	\$ -	\$ -	\$ 94,500	\$ 191,000
3 Revenues:							
4 American Rescue Plan Act Grant	-	190,000	189,200	118,600	-	-	-
5 Library Services Fee (\$1.50 per household per month)	-	-	-	-	238,000	245,100	252,500
6 Chemeketa Cooperative Regional Library Services Fees	-	-	-	75,000	75,000	75,000	75,000
7 Donations	-	1,000	1,000	1,000	1,000	1,000	1,000
8 Miscellaneous	-	5,000	5,000	5,000	5,000	5,000	5,000
9 Total Revenues:	-	196,000	195,200	199,600	319,000	326,100	333,500
10 TOTAL RESOURCES	53,000	196,000	195,200	199,600	319,000	420,600	524,500
11 REQUIREMENTS:							
12 Expenditures:							
13 Personnel Services - 2.0 FTE	-	137,500	141,500	145,700	150,000	154,400	158,900
14 Materials & Services - Increased Book Inventory	51,500	55,500	50,700	50,900	51,100	51,300	51,500
15 Capital Outlay	1,500	3,000	3,000	3,000	3,000	3,000	3,000
16 Total Expenditures:	53,000	196,000	195,200	199,600	204,100	208,700	213,400
17 Other Requirements:							
18 Contingency at 10% of Expenditures	-	-	-	-	20,400	20,900	21,300
19 Total Other Requirements	-	-	-	-	20,400	20,900	21,300
20 Fund Balance:							
21 Unassigned	-	-	-	-	94,500	191,000	289,800
22 Total Fund Balance	-	-	-	-	94,500	191,000	289,800
23 TOTAL REQUIREMENTS	\$ 53,000	\$ 196,000	\$ 195,200	\$ 199,600	\$ 319,000	\$ 420,600	\$ 524,500

Model of Funding at \$2.00 Library Service Fee

	BUDGETED			PROPOSED			
	2022	2023	2024	2025	2026	2027	2028
1 RESOURCES:							
2 Beginning Balance:	\$ 53,000	\$ -	\$ -	\$ -	\$ -	\$ 173,900	\$ 352,200
3 Revenues:							
4 American Rescue Plan Act Grant	-	190,000	189,200	118,600	-	-	-
5 Library Services Fee (\$2.00 per household per month)	-	-	-	-	317,400	326,900	336,700
6 Chemeketa Cooperative Regional Library Services Fees	-	-	-	75,000	75,000	75,000	75,000
7 Donations	-	1,000	1,000	1,000	1,000	1,000	1,000
8 Miscellaneous	-	5,000	5,000	5,000	5,000	5,000	5,000
9 Total Revenues:	-	196,000	195,200	199,600	398,400	407,900	417,700
10 TOTAL RESOURCES	53,000	196,000	195,200	199,600	398,400	581,800	769,900
11 REQUIREMENTS:							
12 Expenditures:							
13 Personnel Services - 2.0 FTE	-	137,500	141,500	145,700	150,000	154,400	158,900
14 Materials & Services - Increased Book Inventory	51,500	55,500	50,700	50,900	51,100	51,300	51,500
15 Capital Outlay	1,500	3,000	3,000	3,000	3,000	3,000	3,000
16 Total Expenditures:	53,000	196,000	195,200	199,600	204,100	208,700	213,400
17 Other Requirements:							
18 Contingency at 10% of Expenditures	-	-	-	-	20,400	20,900	21,300
19 Total Other Requirements	-	-	-	-	20,400	20,900	21,300
20 Fund Balance:							
21 Unassigned	-	-	-	-	173,900	352,200	535,200
22 Total Fund Balance	-	-	-	-	173,900	352,200	535,200
23 TOTAL REQUIREMENTS	\$ 53,000	\$ 196,000	\$ 195,200	\$ 199,600	\$ 398,400	\$ 581,800	\$ 769,900



CITY COUNCIL MEETING: JULY 5, 2022

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: E. Shannon Johnson, Keizer City Attorney

SUBJECT: **PURCHASE OF SCULPTURE**

PROPOSED MOTION:

"I move the City Council approve purchase of the sculpture entitled "Cold, Wet Eagle" for \$15,000".

I. SUMMARY:

The sculpture "Cold, Wet Eagle" located at the corner of River Road and Chemawa Road is currently on display through an agreement with the artist. The artist desires to sell the sculpture to the City and the Keizer Public Arts Commission believes that this sculpture is desirable for the City to own.

II. BACKGROUND:

- A. Currently, sculptures along River Road are on display by loan agreements.
- B. The City owns the story poles on Chemawa Road, the Thomas Dove statue on Chemawa Road, and Sasquatch at Keizer Rapids Park.
- C. The Master Plan for the Keizer Public Arts Commission lists securing funding for purchase of Cold, Wet Eagle on Chemawa and River as a future art project.
- D. Funding in the amount of \$15,000 has been secured to purchase Cold, Wet Eagle through the budget process.

III. CURRENT SITUATION:

- A. Cold, Wet Eagle is currently being displayed by a loan agreement.

Purchase of Sculpture

July 5, 2022

- B. To purchase the sculpture from the artist, the City Council needs to instruct staff to purchase Cold, Wet Eagle from the artist and to terminate the loan agreement. The current agreement expires April 30, 2023.

IV. ANALYSIS:

- A. **Strategic Impact** – This action supports the Master Plan for the Keizer Public Arts Commission previously adopted by the City Council.
- B. **Financial** – The financial impact of this request is from the American Rescue Plan Act (ARPA) fund. The budget included \$15,000 which is sufficient to cover the cost.
- C. **Timing** – Approval at this request will allow the purchase of Cold, Wet Eagle.
- D. **Policy/legal** – This action is required to fulfill an action outlined in the Master Plan for the Keizer Public Arts Commission.

ALTERNATIVES:

- A. Authorize purchase of the Cold, Wet Eagle.
- B. Take No Action – The sculpture remains on display through a loan agreement.

RECOMMENDATION:

Staff recommends that the City Council approve the purchase of the sculpture entitled “Cold, Wet Eagle.”

ATTACHMENTS:

- None



CITY COUNCIL MEETING: JULY 5, 2022

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: E. Shannon Johnson, Keizer City Attorney

SUBJECT: **OREGON PSILOCYBIN SERVICE ACT**

PROPOSED MOTION:

I move that the City Council direct City Attorney to prepare appropriate documentation to put the question of whether to ban Psilocybin Service Centers, the manufacture of Psilocybin products, and related activities to the voters of the City of Keizer.

OR

I move that the City Council direct City Attorney to prepare appropriate documentation to establish a two-year temporary ban on Psilocybin Service Centers and the manufacture of Psilocybin products to allow time to prepare regulations relating to hours, location, and operation of licenses and to place the temporary ban before the voters of the City of Keizer.

I. SUMMARY:

The Oregon Psilocybin Service Act (Measure 109) was approved by the voters in November 2020. The Measure provides for establishment of Psilocybin manufacturing and service centers. Psilocybin is a drug derived from certain mushrooms. There is evidence that the drug may be effective in treating depression, anxiety, trauma disorders and obsessive-compulsive disorder.

The Act provides for the Oregon Health Authority to adopt rules and regulate the field which includes manufacturers, delivery, sale/purchase, and use of the drug in a “service center.” The drug is not sold for use outside a service center.

This OHA link is to a technical paper outlining reviews of professional studies of the issue:
<https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/Pages/Psilocybin-Scientific-Literature-Review.aspx>.

This link is to OHA's Frequently Asked Questions:

<https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/Pages/Psilocybin-FAQ.aspx>.

This link is to Measure 109:

<https://sos.oregon.gov/admin/Documents/irr/2020/034text.pdf>.

Measure 109 provides that a City may adopt an Ordinance to be referred to the electors of the City prohibiting the establishment in the area subject to the jurisdiction of the City (the "Opt-out" provisions). The Oregon Health Authority will regulate this product, but has not completed the rulemaking process yet. A referral to the electors of the City may be made at the next statewide election on November 8, 2022.

II. BACKGROUND:

- A. In November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act which allows for the manufacture, delivery and administration of psilocybin at licensed facilities.
- B. ORS 475A.235 provides that the Oregon Health Authority will regulate the manufacturing, transportation, delivery, sale and purchase of psilocybin products and the provision of psilocybin services in the state.
- C. The Oregon Health Authority has initiated a rulemaking process and intends to begin accepting applications on January 2, 2023.
- D. The Oregon Health Authority has not completed the rulemaking process for implementing the state's psilocybin regulatory program and staff does not know how the manufacture, delivery and administration of psilocybin at licensed psilocybin facilities will operate within the City.
- E. The Council may adopt an Ordinance to be referred to the electors of the City prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the jurisdiction of the City or an Ordinance to be referred to the electors to place a temporary ban on this matter until regulations can be established. The Council could also choose not to refer the Opt-out provision to the voters and direct staff to prepare Psilocybin regulations for Council review.

III. CURRENT SITUATION:

- A. The Oregon Health Authority will continue with its rulemaking process and take applications.

- B. If Council desires to ban Psilocybin Service Centers and the manufacture of Psilocybin products in the City, Council needs to place this matter before the electors of the City.

IV. ANALYSIS:

- A. **Strategic Impact** – None
- B. **Financial** – None
- C. **Timing** – If Council desires to ban Psilocybin Service Centers and the manufacture of Psilocybin products in the City, the Ordinance and ballot related materials must be prepared and submitted soon for inclusion in the November 8, 2022 election
- D. **Policy/legal** – ORS 475A sets out the requirement if the City desires to ban or temporarily ban Psilocybin Service Centers and the manufacture of Psilocybin products in the City. If a Measure to prohibit these uses is not passed by the voters, the City may not ban such Psilocybin uses.

ALTERNATIVES:

- A. Take No Action – The Oregon Health Authority will continue to establish the rulemaking process and implement the program. Psilocybin Service Centers and other Psilocybin uses would be allowed in the City without any regulations except for state regulations.
- B. Direct City Attorney to prepare documentation to refer to the voters a ban on Psilocybin Service Centers and the manufacture of Psilocybin products in the City.
- C. Direct City Attorney to prepare documentation to refer to the voters a temporary ban on Psilocybin Service Centers and the manufacture of Psilocybin products in the City to allow time to place regulations within the City of Keizer.
- D. Direct City Attorney to prepare appropriate “time, place and manner” regulations for Council’s consideration. The concern with this option is that we may not be aware of the Oregon Health Authority’s rules at the end of the year when we would need to adopt the local rules.

RECOMMENDATION:

Staff recommends that the City Council review the matter carefully and direct staff how to proceed. As a suggestion, Council may wish to decide first if you wish to ban the Psilocybin uses permanently or not. If the choice is not to send a permanent ban to the voters, the choice then would be between a temporary ban or to move directly to adopting regulations.

ATTACHMENTS: None



CITY COUNCIL MEETING: JULY 5, 2022

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: E. Shannon Johnson, Keizer City Attorney

SUBJECT: **OPIOIDS MULTI-DISTRICT LITIGATION**

PROPOSED MOTION:

"I move that the City Council direct staff to give notice to directly receive funds from the national opiate settlement."

I. SUMMARY:

Based on Council direction, Keizer approved the national opiate settlement agreement in December last year. One of the last steps is deciding whether to accept the funds directly or direct all or a portion of the funds to the county.

II. BACKGROUND:

- A. Keizer delegated the authority to negotiate the settlement agreement to the City Attorney and City by Resolution R2021-3181 in June 2021.
- B. In December 2021, Council passed Resolution R2021-3240 authorizing the City Attorney to sign the final opioid settlement agreements and those agreements were signed and submitted December 23, 2021.
- C. The settlement agreement allows for cities to opt to receive their shares directly or to send all or a portion to the county.
- D. The settlement agreement restraints the use of funds to treatment for opioid addiction and associated uses; however, there is an allowance for training for police staff to deal with overdoses and to purchase opiate-overdose drugs called naloxone.

III. CURRENT SITUATION:

- A. Currently, the settlement funds are estimated to be about \$15,000 per year. It is estimated to be paid out over 18 years.
- B. We are required to decide whether to receive funds directly or send all or a portion to the county.
- C. Police staff believes we may be able to utilize some or all of the funds for allowed uses.
- D. Any funds not used could be turned over to the county.

IV. ANALYSIS:

- A. **Strategic Impact** – None
- B. **Financial** – If Council accepts the funds, the City will have \$15,000 additional funds to use on allowed projects related to opioid addiction and associated uses.
- C. **Timing** – We have a deadline to decide on the funding. The timeline for receipt of funds is unclear.
- D. **Policy/legal** – Use of funds must match with allowed uses set forth in the settlement agreement.

ALTERNATIVES:

- A. Take No Action.
- B. Elect to receive the funds directly.
- C. Elect to have the funds paid to the county.

RECOMMENDATION:

Direct staff to opt to receive the funding directly.

ATTACHMENTS:

- None



CITY COUNCIL MEETING: JULY 5, 2022

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tracy L. Davis, City Recorder/Community Center Manager

SUBJECT: **LEAGUE OF OREGON CITIES REQUEST FOR WAIVER OF RENTAL FEE FOR KEIZER COMMUNITY CENTER**

PROPOSED MOTION:

I move the City Council approve a waiver of the rental fee and refundable deposit but charge \$375 for staffing costs for the League of Oregon Cities Elected Officials training and social event on January 26, 2023.

I. SUMMARY:

The League of Oregon Cities has scheduled the Keizer Community Center for an Elected Officials training on January 26, 2023. The League provides newly elected officials, experienced elected officials, and city staff with free daylong training on the basics of municipal governance in Oregon. Following the training session in Keizer, a reception for area mayors will be hosted by the Oregon Mayors Association at the Center. Based on an estimated attendance of 70 people, Iris Room B has been reserved for this event. The rental rate for Iris B, including the government partner 20% discount, will be \$1,040 plus a \$750 refundable deposit. The League of Oregon Cities has requested a waiver of these fees.

II. BACKGROUND:

- A. The League of Oregon Cities held a similar training event at the Keizer Community Center in 2018. The City Council waived the rental fee, however charged \$250 for staffing costs for pre-event, event, and post event work.
- B. City Resolution R2018-2932 states the City Council may reduce or waive rates, deposits, or other costs for certain uses if, in the Council's sole discretion, the use is a significant benefit to the Keizer community considering such factors as the

Waiver of Fees - League of Oregon Cities

City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.

III. CURRENT SITUATION:

- A. As of this date, no other requests for room reservations on this date have been received.

IV. ANALYSIS:

- A. **Strategic Impact** – The training opportunity will be open to current City Council members, newly elected City Council members, and City staff.
- B. **Financial** – The financial impact of this request is a reduction in rental income for the Community Center. The City will be required to pay staffing costs of approximately \$375 for pre-event, event, and post event work.
- C. **Timing** – Approval of this request will allow League of Oregon Cities to begin marketing the event.
- D. **Policy/legal** – The City Council has the sole authority to grant fee waivers for use of the Community Center. The League of Oregon Cities will be required to provide a certificate of general liability insurance for the event.

ALTERNATIVES:

- A. Approve a waiver of the rental fee of \$1,040 and the refundable deposit of \$750;
- B. Approve a waiver of the rental fee of \$1,040 and the refundable deposit of \$750 but charge for the staffing fees of \$375;
- C. Deny the waiver of the rental fee of \$1,040 and the refundable deposit of \$750.

RECOMMENDATION:

Staff recommends that the City Council waive the rental fee of \$1,040 and the refundable deposit of \$750 but charge \$375 to recover the costs of staffing.

ATTACHMENTS:

- Letter from League of Oregon Cities requesting waiver of fees
- Resolution 2018-2932 – Adopting Use Policies and Rates for the Keizer Community Center Rooms



City of Keizer

Attn: Mayor Cathy Clark and City Councilors

PO BOX 21000, Keizer OR 97303

SENT VIA EMAIL to Tracy Davis, City Recorder - DavisT@keizer.org

June 8, 2022

Dear Mayor and Councilors:

Later this year, the staff and board at the League of Oregon Cities (LOC) look forward to providing our signature Elected Essentials training program in person for the first time since the 2018-2019 season. LOC provides newly elected officials, experienced elected officials, and city staff with free daylong training on the basics of municipal governance in Oregon. Over 500 LOC members statewide participated in 2018-2019; LOC produced professional recordings in 2020-2021 when COVID-19 precluded onsite training. This year, as before, LOC representatives will travel to all regions of the state to ensure equitable access for LOC members. LOC has also traditionally offered a 13th “catch-all” session in the Willamette Valley in January. This year, LOC’s daylong trainings will be followed by a reception for area mayors, hosted by our affiliates at the Oregon Mayors Association.

This year, LOC plans to hold this “catch-all” session at the Keizer Community Center on January 26, 2023. The LOC is respectfully requesting that the City of Keizer consider a fee waiver or reduction, as in years past. In 2018-2019, LOC contributed \$250 towards cleaning and staffing, which represents a savings of over \$1,000 to the LOC. Projected costs for this upcoming event would be similar; LOC would happily cover similar costs. For the LOC, collaborating with our members on Elected Essentials locations allows us to maximize our funds in providing these interactive, in-person educational opportunities. City of Keizer elected officials and related staff, as LOC members, would of course be welcome to attend Elected Essentials programming at no charge.

We very much appreciate your consideration and thank you for your time and your service to the City of Keizer.

Sincerely,

Lisa Trevino

Interim Operations & Member Engagement Director, League of Oregon Cities

ltrevino@orcities.org

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2018- 2932ADOPTING USE POLICIES AND RATES FOR THE
KEIZER COMMUNITY CENTER ROOMS;
REPEALING RESOLUTION R2015-2612

WHEREAS, the City Council adopted policies for community use of city hall facilities in 1986;

WHEREAS, the adopted policies for community use of city hall facilities has been amended several times with the last revision taking place in 2015;

WHEREAS, the City Council adopted the current use rates for the Civic Center Community Rooms pursuant to Resolution R2015-2612;

WHEREAS, the City Council has reviewed the matter and finds that it is appropriate to amend the policies for the Community Center Rooms;

WHEREAS, the City Council desires to amend the Community Center Room policies;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the following policies for use of the Keizer Community Center Rooms and lobby are hereby adopted:

Alcohol Policies: The following regulations apply to the allowance, sale or consumption of alcoholic beverages in the Keizer Community Center Rooms and lobby:

- a. Only individuals twenty-one (21) years of age or older may consume alcohol in accordance with this policy.

- 1 b. No person shall sell, give or otherwise make available any alcoholic
 2 beverage to a person under the age of 21 years.
 3 c. No person shall sell, give or otherwise make available any alcoholic
 4 beverage to any person who is visibly intoxicated.
 5 d. Alcoholic beverages are permitted only in the Community Rooms
 6 and the adjoining lobby areas. Alcoholic beverages are prohibited
 7 outdoors and in other areas of the building.
 8 e. Alcoholic beverages are allowed only in conjunction with a reserved
 9 event and only after written approval has been given by the City.
 10 f. Alcoholic beverages will be served only by a licensed and bonded
 11 server pursuant to all Oregon Liquor Control Commission laws and
 12 regulations.
 13 g. Alcoholic beverages will be served only when acceptable Oregon
 14 Liquor Control Commission documentation has been provided to the
 15 City.
 16 h. Caterer/server shall secure at its own expense General Liability
 17 Insurance with minimum limits of \$1,000,000.00 per occurrence and
 18 Liquor Liability Insurance with minimum limits of \$1,000,000.00
 19 per occurrence. The insurance policy is to be issued by an insurance
 20 company authorized to do business in the State of Oregon. The City
 21 of Keizer shall be included as additional insured in said insurance
 22 policy. The "City of Keizer" includes its officers, agents,
 23 contractors, and employees. Evidence of the insurance and
 24 additional insured endorsement must be provided to City at least
 25 fourteen (14) days prior to the date of the event. As part of the event
 26 reservation process, the applicant and caterer/server shall agree to
 27 defend and indemnify the City, its employees, agents and contractors
 28 from any and all claims in connection with alcohol use on the
 29 premises.
 30 i. The City Manager may place reasonable conditions on the event to
 31 protect persons and property.
 32

33 **Insurance Policies:** The following regulations apply to clients' rental of
 34 the Keizer Community Center Rooms and lobby:

- 35 a. The client shall, at its sole cost and expense, procure and maintain
 36 through the term of the rental a Comprehensive General Liability insurance
 37 policy providing coverage against claims for bodily injury or death and
 38 property damage occurring in or upon or resulting from the facilities used
 39 hereunder in the amount of \$1,000,000. The Comprehensive General
 40 Liability Insurance required shall be issued by an insurance company
 41 authorized to do business in the State of Oregon. The City of Keizer shall
 42 be included as additional insured in said insurance policy. The "City of

1 Keizer" includes its officers, agents, contractors, and employees. Client
 2 must provide the City with the proof of the insurance and additional insured
 3 endorsement evidencing such insurance at least fourteen (14) days prior to
 4 the date of the contracted event. Failure to provide the proof of insurance
 5 and endorsement will result in cancellation of the event.

6 b. No insurance is required for non-alcoholic events when client is
 7 using one or two small rooms.

8
 9 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the

10 following use rates are hereby established:

11 1. Base Use Rates. The following base use rates shall be charged for the
 12 Keizer Community Center Rooms:

- 13
 14 a. Small room (1,000 square feet) - \$25.00 per hour with a three hour
 15 minimum.
 16 b. Medium room (3,000 square feet) - \$100.00 per hour with a four
 17 hour minimum.
 18 c. Large ballroom (9,000 square feet) - \$250.00 per hour with an eight
 19 hour minimum.
 20 d. Keizer-based 501(c) organizations may host fundraiser activities
 21 using two Medium rooms or the Large ballroom for a base use fee
 22 of \$500.00. This fee shall include the use of the facility and
 23 amenities. The user will be responsible to pay all fees associated
 24 with required staffing. The use under this provision is limited to one
 25 (1) event per calendar year per Keizer-based 501(c) organization and
 26 is limited to a maximum of twelve (12) hours usage.
 27 e. Keizer residents and Keizer-based 501(c) non-profit organizations
 28 are entitled to a twenty-five percent (25%) discount on the base use
 29 rates outlined in 1(b) and 1(c) herein. (Small rooms are not
 30 discounted. Keizer residents' use is limited to personal, non-
 31 business use only, including, but not limited to birthday parties,
 32 anniversary parties, and baby showers.)
 33 f. Government and quasi-government entities, e.g., City of Salem,
 34 Marion County, State of Oregon, Salem-Keizer School District,
 35 Keizer Fire District, Salem-Keizer Transit District, Keizer Chamber
 36 of Commerce, League of Oregon Cities, Mid-Willamette Valley
 37 Council of Governments, are entitled to a twenty percent (20%)
 38 discount on the base use rates outlined in 1(b) and 1(c) herein.
 39 (Small rooms are not discounted.)
 40

- 1 g. City-hosted activities directly benefiting City operations are entitled
 2 to a fifty percent (50%) discount on the base use rates outlined in
 3 1(b) subject to the following:
 4 i. Registration fees charged to participants shall total no more
 5 than the actual out-of-pocket costs of the event.
 6 ii. This discount is only available for one or two medium rooms.
 7 The large ballroom and small room rates are not discounted.
 8 iii. For Friday, Saturday or Sunday dates, the event may not be
 9 reserved more than six (6) months prior to the event.
 10 iv. No alcohol is allowed for City hosted events. Insurance is not
 11 required.
 12 h. The above discounts are not transferrable.
 13
 14 2. Exempt Uses. The following uses are exempt from payment of use rates
 15 and insurance requirements, except caterer insurance if applicable. No
 16 alcohol is allowed for these events:
 17
 18 a. City Meetings. City Council/Urban Renewal Agency meetings,
 19 City/Urban Renewal Agency committee, task force, or staff
 20 meetings, trainings, recruitments or exercises.
 21 b. Neighborhood Associations. Recognized neighborhood
 22 associations may hold their regular meetings, up to twelve (12)
 23 meetings per year in one or two small rooms.
 24 c. Keizer-based Youth Sports. Keizer-based youth sports
 25 organizations may hold up to three (3) events per year using one
 26 medium room or one or two small rooms.
 27 d. Town Hall/Community Forums. City, Urban Renewal Agency,
 28 Salem Area Mass Transit District, Marion County, and other
 29 governmental agencies may hold town hall/community forums for
 30 the purpose of gathering public input.
 31 e. Keizer Library. The Keizer library may hold up to two (2) book sale
 32 events per year.
 33 f. City Employee/City Volunteer Training. Training and meetings for
 34 City employees or City volunteers are exempt. The trainings or
 35 meetings are limited to one or two small rooms during regular City
 36 Hall business hours. Other governmental employees or volunteers
 37 may also attend. No fee may be charged to participants other than
 38 the actual meal cost, if a meal is served.
 39 g. City-Hosted Educational Outreach Events. No registration fee may
 40 be charged to the participants.
 41 h. Outside Committees/Groups. With City Manager approval,
 42 organizations connected with the City or benefitting City residents

1 such as Keizer United, Claggett Creek Watershed Council, and
 2 Community Emergency Response Team may hold one meeting per
 3 month in one or two small rooms. No registration fee may be
 4 charged to the participants.

5
 6 3. Other Agreements Exempt. Organizations with specific agreements for
 7 Community Room use are not subject to the above rates. The City Manager
 8 is authorized to negotiate and reduce the use rates for organizations who
 9 request repeating scheduled use for a term not exceeding two (2) years.

10
 11 4. Council Approved Uses. The City Council may reduce or waive rates,
 12 deposits or other costs for certain uses if, in the Council's sole discretion,
 13 the use is a significant benefit to the Keizer community considering such
 14 factors as the City's fixed and non-fixed costs, staff resources, wear and
 15 tear on the facility, and other factors deemed appropriate by Council.

16
 17 5 Additional Facility Charges. The City Manager is authorized to adopt and
 18 impose surcharges for rental rates for additional facilities, including, but not
 19 limited to stages, audio/visual equipment, computer equipment, kitchen
 20 usage and additional labor expenses. The City Manager is authorized to
 21 impose deposits, fees or additional charges as City Manager may deem
 22 appropriate in his/her discretion.

23
 24 6 Use Rates Subject to Facility Agreement. The use rates set forth herein are
 25 subject to the provisions of the Facility Use Agreement as authorized by the
 26 City Manager. The City Manager is authorized to amend the use rates if in
 27 the City Manager's discretion such amended rates provide increased
 28 transient occupancy taxes, other identifiable economic benefits to the
 29 citizens of the City as a whole, or other identifiable fiscal benefits to the
 30 City of Keizer administratively.

31
 32 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that

33 Resolution R2015-2612 (Adopting Use Policies and Rates for the Keizer Community
 34 Center Rooms) is hereby repealed in its entirety except for already booked events.

35 ///

36 ///

37 ///

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
2 upon the date of its passage.

3 PASSED this 3rd day of December, 2018.

4
5 SIGNED this 3rd day of December, 2018.

6
7 Cathy Clark
8 Mayor

9
10 [Signature]
11 City Recorder



CITY COUNCIL MEETING: JULY 5, 2022

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tracy L. Davis, City Recorder/Community Center Manager

SUBJECT: **ORCHARD STREET PARTITION STREET LIGHTING DISTRICT –
ADOPTION OF ENGINEER REPORT**

PROPOSED MOTION:

I move the City Council approve Resolution R2022-_____ Approving the City Engineer's Report; Declaring the City's Intent to Form Orchard Street Partition Street Lighting Local Improvement District; Providing Notice and Setting Hearing.

I. SUMMARY:

On May 16, 2022 the City Council adopted Resolution R2022-3283 declaring the City's intent to initiate Orchard Street Partition Street Lighting Local Improvement District and directing the City Engineer to make a survey and file a written report with the City Recorder. This Council action was taken in response to a petition from the developer requesting the formation of a lighting district in this area.

The City Engineer's report for Orchard Street Partition Street Lighting Local Improvement District was filed with the City Recorder on June 28, 2022. The report was reviewed by the Public Works Department and found to meet the guidelines as outlined in the City of Keizer Ordinance for development of street lighting districts.

II. BACKGROUND:

- A. New subdivisions are required to establish a lighting district as part of the City's development code.
- B. Each district is assessed annually the cost to provide lighting (electricity) for their specific district for the previous year.

Orchard Street Partition Street Light District/Engineer Report

III. CURRENT SITUATION:

- A. This is a 3-lot subdivision currently being developed.
- B. There is no lighting within this new subdivision.

IV. ANALYSIS:

- A. **Strategic Impact** – The addition of a street light will add to overall safety.
- B. **Financial** – The cost of installation, electrical costs and administration of the street light district will be reimbursed by the property owners thru the annual certification of street lighting districts.
- C. **Timing** – Approval of this Resolution will move the process forward. A public hearing will be scheduled for August 1, 2022.
- D. **Policy/legal** – The adoption of the City Engineer Report and setting of public hearing meets the requirements outlined in City Ordinance 94-278.

ALTERNATIVES:

- A. Adopt the Resolution Approving the City Engineer’s Report.
- B. If no action is taken, the formation of the District will not move forward.

RECOMMENDATION:

Staff recommends that the City Council approve Resolution 2022-___ Approving the City Engineer’s Report; Declaring the City’s Intent to Form Orchard Street Partition Street Lighting Local Improvement District; Providing Notice and Setting Hearing.

ATTACHMENTS:

- City Engineer’s Report for Orchard Street Partition Street Lighting District
- R2022-_____ Approving the City Engineer’s Report; Declaring the City’s Intent to Form Orchard Street Partition Street Lighting Local Improvement District; Providing Notice and Setting Hearing

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2022-_____

APPROVING THE CITY ENGINEER’S REPORT; DECLARING THE CITY’S INTENT TO FORM ORCHARD STREET PARTITION STREET LIGHTING LOCAL IMPROVEMENT DISTRICT; PROVIDING NOTICE AND SETTING HEARING

BE IT RESOLVED by the City Council of the City of Keizer, Oregon:

Section 1. That the City Council hereby finds the City Engineer’s Report, marked as exhibit “A” and by this reference incorporated herein, containing preliminary plans and an estimate of probable costs for Orchard Street Partition Street Lighting Local Improvement District which was filed with the City Recorder on June 28, 2022 to be satisfactory, and the same are hereby approved and adopted.

Section 2. That the City Council hereby declares its intention to form Orchard Street Partition Street Lighting Local Improvement District and to make the lighting district improvements to serve Orchard Street Partition Street Lighting Improvement District.

Section 3. That the City Council hereby directs the City Recorder to give notice of its intention to form Orchard Street Partition Street Lighting Local Improvement District and to make the improvements by sending notice to the property owners within the district stating a public hearing will be held on August 1, 2022, said notice to also provide that information required under City of Keizer Ordinance 94-278, an ordinance providing for procedures for municipal lighting districts and special assessments.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this ___ day of _____, 2022.

SIGNED this ___ day of _____, 2022.

Mayor

City Recorder

City of Keizer Engineer's Report Orchard Street Partition SLD

Date: June 21, 2022

Client: CITY OF KEIZER

Engineer: William Peterson, P.E.

Engineering Firm: AKS Engineering & Forestry, LLC
3700 River Road N.
Suite 1
Keizer, OR 97303

City Council Action: July 5, 2022



CERT. EXP. DEC. 31, 2022



To: The Honorable Mayor and City Council

From: City Engineer's Office

Subject: Street Lighting District for Orchard Street Partition

Authority and Purpose:

This report is submitted in accordance with the requirements of City of Keizer **Ordinance No. 94-278** and Council **Resolution 2022-3283** for the purpose of creating the subject Street Lighting District.

District Boundaries and Map:

A Map of the proposed District is attached showing the areas benefitted by the streetlights proposed to be installed.

Lighting Plan:

The lighting improvements will consist of 1, 47-Watt, LED luminaries at 30' mounting height attached to an existing wooden utility pole with a 6' aluminum mast arm. This design is selected to meet current city standards and provide the most efficient light coverage. It is recommended that installation be accomplished by the following method:

Portland General Electric Co. (PGE) would install the underground wiring and supply the electrical power to the District. The luminaries and poles would be furnished, owned and maintained by PGE.

Estimated Developer Costs:

(1) 47-Watt luminary @ \$5.16 per month ea. X 12 mos.	\$61.92
Administrative Fee @ \$8.10/Lot:	\$24.30
Engineering @ \$14.00/Lot:	<u>\$42.00</u>
Total Assessment	\$128.22
(1) Per Lot Assessment (First Year, 3 Lots)	\$42.74

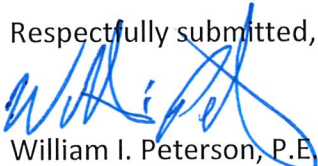
(1) Includes tax roll preparation, audit, delinquencies and miscellaneous administrative costs to the City as authorized by Res. 94-716.

Method of Assessment: It is recommended that the costs be assessed on a per lot basis to each parcel in the district.

For the developer, the first-year assessment would include the one-time costs for District formation and engineering. Subsequent year's assessments would reduce to \$20.64 per lot.

Assessment Roll: The attached preliminary assessment roll identifies the benefitted properties and the first-year assessments to be levied against each.

Respectfully submitted,

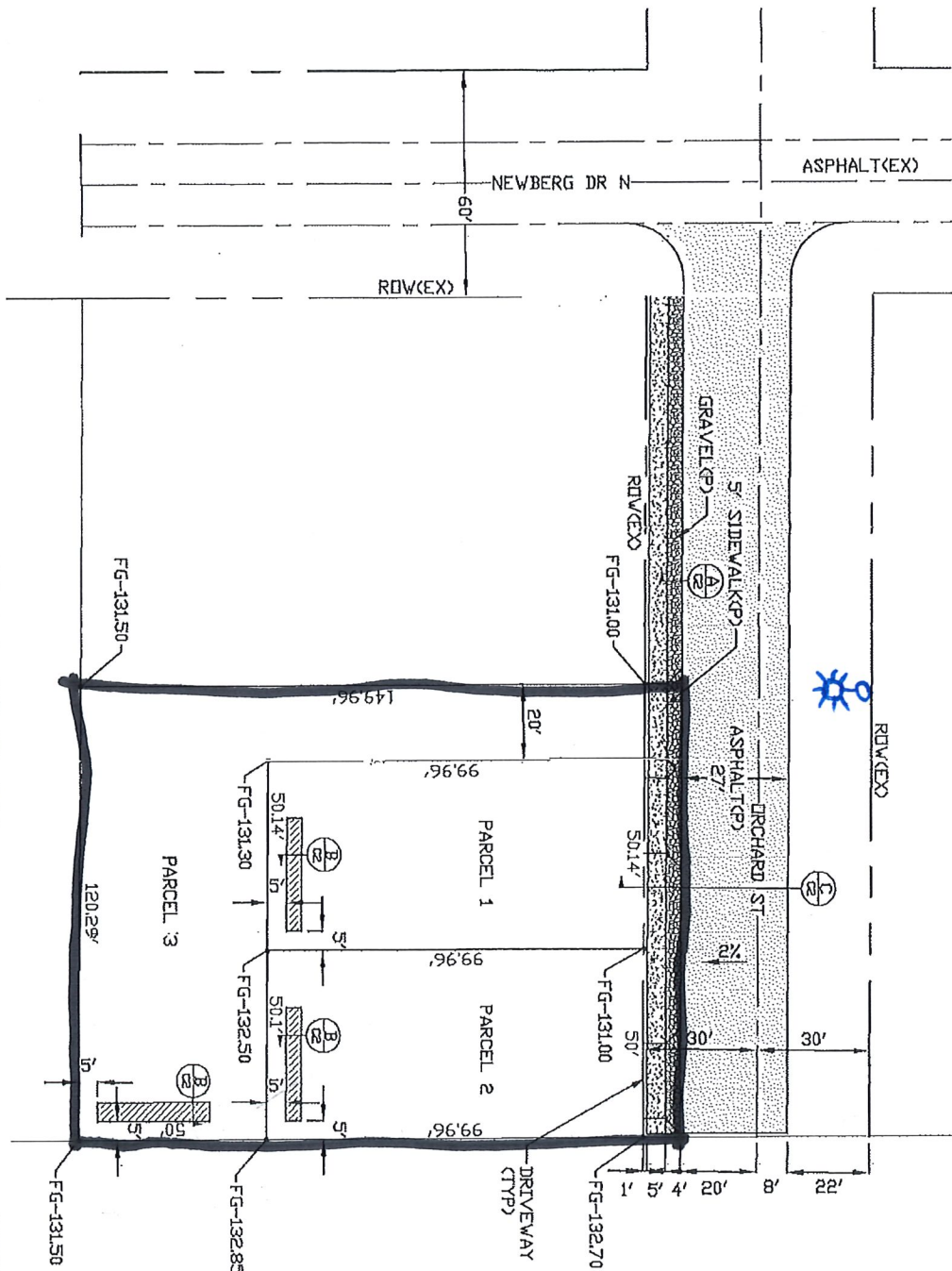


William I. Peterson, P.E.
City Engineer

PRELIMINARY ASSESSMENT ROLL

ORCHARD STREET PARTITION
STREET LIGHTING DISTRICTAssessors Map and Tax Lot No.
073W03AA
03302

<u>Lot#</u>	<u>Owner</u>	<u>Cost (per lot)</u>
1 - 3	TORAN, IVO 17961 BOONES FERRY RD. NE HUBBARD, OR 97032	\$42.74 (first year)
	Total Assessment:	\$128.22



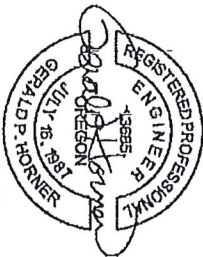
ORCHARD ST PLAN

1/8" = 1'-0"

FOR APPLICATION
NOT FOR REVIEW

VERTICAL ELEVATIONS ESTABLISHED USING MARION COUNTY BENCHMARK 9677 AT THE INTERSECTION OF ELIZABETH AND CHEMAYA RD. BENCHMARK IS A 2" ALUMINUM CAP MARKED "MARION COUNTY SURVEYOR 9677 1996" BENCHMARK ELEVATION - 130.97'

EXPIRES: JUNE 30, 2023



NEW ST Light
on EX. POLE
Qty: (1)

PROJECT NO.	GH
DATE	01-14-22
CLIENT	2022-02
SCALE	1" = 1'-0"
DATE	01-14-22
CLIENT	2022-02

**ORCHARD ST
PARTITION**

KEIZER, OR 97808

GRADING PLAN

ENGINEER:
WILLAMETTE ENGINEERING INC.
P.O. BOX 9032
SALEM, OREGON 97305
PH: 503-304-0905
FAX: 503-304-9512



MINUTES
KEIZER CITY COUNCIL
WORK SESSION
Monday, June 13, 2022
Keizer, Oregon

CALL TO ORDER

Mayor Clark and Community Diversity Engagement Committee (CDE) Vice Chair Laura Reid called the work session to order at 6:03 p.m. Attendance was taken as follows:

PRESENT:

Council:

Cathy Clark, Mayor
Dan Kohler, Councilor
Kyle Juran, Councilor
Roland Herrera, Councilor (6:14)
Shaney Starr
Laura Reid, Councilor
Elizabeth Smith, Councilor

CDE Committee:

R.W. Taylor
Markey Toomes
Carrie Brown
Kim Freeman
Laura Reid
Shaney Starr

Staff Present:

Adam Brown, City Manager
Tim Wood, Finance Director
Shannon Johnson, City Attorney
Debbie Lockhart, Deputy City Recorder

ABSENT:

Anthony Rosilez
Kacey McCallister
Nevaeh Music

DISCUSSION

a. Update and Discussion of Community Diversity Engagement Committee Work

Mayor Clark opened the meeting noting that the CDE Committee had been together since January and so far they have finalized a Mission Statement.

Finance Director Tim Wood explained that the Committee has met four times and the last meeting was cancelled due to a lack of a quorum. At the first meetings, committee members discussed what they wanted to accomplish over the next year such as listening sessions, maximizing opportunities and developing a matrix. Demographic information has been compiled to give the group a better understanding of the makeup of the community and national observances have been discussed.

Each committee member then shared their goals for the committee including meeting outside the confines of City Hall in order to better connect with the community, helping the City Council become more aware of the diverse needs of the community, and encouraging everyone to work together to bring about change and help others feel they are part of the community.

Council members suggested that the committee model themselves after cities who have already established their own similar committees such as Beaverton, Albany and Wilsonville and perhaps to access what is available from the National League of Cities as well. They suggested that a way for committee members to reach out to the community would be to attend

meetings of neighborhood associations, area schools, other city committees, clubs, fraternal organizations and sports organizations, and perhaps have a booth at Keizerfest and at the Summer Series Concerts, and then share with Council what they learn from those interactions and make recommendations. They could also consider working with the food bank and emergency shelters, organizing an event in which area businesses participate to share what they have to offer and developing a survey to find out what challenges people are facing to distribute at meetings/events.

Councilor Herrera volunteered to invite the Assistant City Manager of Wilsonville come to a committee meeting and share how the Wilsonville similar committee is working and details of what it is doing.

Discussion also took place regarding public meetings laws and holding meetings in venues other than City Hall. Mayor Clark noted that meetings held outside City Hall in the past had actually been less well attended and less accessible for outreach and attendance. However, she expressed support for reaching out to the community at community events.

Mayor Clark asked that research be done into other cities with ‘flag’ programs so that one could be developed for Keizer. Committee members were urged to visit the Beaverton website and review the Diversity, Equity and Inclusion documents found there. Mayor Clark indicated that another joint work session could be scheduled in six months.

ADJOURN

Meeting adjourned at 7:51 p.m.

APPROVED:

MAYOR:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #4 – Roland Herrera

Councilor #2 – Shaney Starr

Councilor #5 – Elizabeth Smith

Councilor #3 – Kyle Juran

Councilor #6 – Daniel R. Kohler

Minutes approved: _____



MINUTES
KEIZER CITY COUNCIL
Tuesday, June 21, 2022
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 7:00 pm. Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Daniel Kohler, Councilor
Roland Herrera, Councilor
Kyle Juran, Councilor
Shaney Starr, Councilor
Elizabeth Smith, Councilor

Staff:

Adam Brown, City Manager
Shannon Johnson, City Attorney
Shane Witham, Planning Director
John Teague, Police Chief
Tim Wood, Finance Director
Tracy Davis, City Recorder

Absent:

Laura Reid, Councilor

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

a. Recognition of Award

R.J. Navarro and *LaTonya Gibbs* thanked Council for efforts being made to make the community more inclusive. They specifically thanked Councilor Roland Herrera for his unwavering support in these efforts and presented him with an award as a token of appreciation.

Councilor Herrera expressed gratitude for the award noting that many others are part of this effort as well.

b. Introduction of Newly Hired Keizer Police Officer and Reserve Officer

Police Chief John Teague introduced Police Officer Robert Cheek and Reserve Officer Riley Hall sharing details about each.

City Attorney Shannon Johnson issued the Oath of Office to both.

COMMITTEE REPORTS

a. Volunteer Coordinating Committee Recommendations for Appointment

Tracy Davis summarized her staff report.

Councilor Smith moved that the Keizer City Council accept the recommendation of the Volunteer Coordinating Committee and appoint Lore Christopher to position 6 on the Keizer Public Arts Commission term beginning on July 1, 2022 and expiring on June 30, 2025, Angelica Sarmiento-Avendano as the Keizer City Council Youth Councilor for the 2022-2023 school year, Amanpreet Sandhu as the youth liaison to the Keizer Planning Commission for the 2022-2023 school year, and

Katherine Klein as the youth liaison to the Keizer Public Arts Commission for the 2022-2023 school year. Councilor Kohler seconded. Motion passed as follows:

AYES: Clark, Smith, Kohler, Starr and Juran (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Reid and Herrera (2)

**COMMITTEE
REPORTS –
Neighborhood
Associations**

Jacque Green from the Northeast Keizer Neighborhood Association, reported that they would be taking the summer off for marketing and connecting with neighbors to see what they would like in the community.

Tammy Kunz, Keizer, explained that the Kennedy Neighborhood Family Council is a new group in the community looking for positive connections and offering support to families. They hope to collaborate with the Keizer Library and high school students to increase reading skills and help families which autistic children. Mayor Clark and Councilor Starr suggested resources to assist with this effort.

PUBLIC COMMENT Mayor Clark acknowledged receipt of an email from Leslie Burke regarding Keizer and the Pride flag.

PUBLIC HEARING *Mayor Clark opened the Public Hearing.*

a. RESOLUTION –
Authorizing
Sole-Source
Procurement
Contracts with
ROW
Consultants
LLC for the
Purpose of
Assisting with
Drafting of a
Right-of-Way
Ordinance and
Managing the
Usage of the
Right-of-Way

City Attorney Shannon Johnson summarized his staff report, explained what is meant by the term ‘right-of-way’, and fielded questions regarding the cost to members of the community.

Finance Director Tim Wood reminded everyone that the City has several programs available to help those struggling to pay their utility bills.

With no further testimony, Mayor Clark closed the Public Hearing.

Councilor Smith moved that the Keizer City Council adopt a Resolution Authorizing Sole-Source Procurement Contracts with ROW Consultants LLC for the Purpose of Assisting with Drafting of a Right-of-Way Ordinance and Managing the Usage of the Right-of-Way. Councilor Kohler seconded. Motion passed as follows:

AYES: Clark, Herrera, Smith, Kohler, Starr and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Reid (1)

**ADMINISTRATIVE
ACTION**

a. ORDINANCE –
Amending
Keizer
Development

City Attorney Shannon Johnson summarized his staff report.

Councilor Smith moved that the Keizer City Council adopt an Ordinance Amending Keizer Development Code Regarding Middle Housing and Related Matters; Amending Keizer Comprehensive Plan; Amending Ordinance 98-389 and Ordinance 87-077; Declaring an Emergency. Councilor Kohler seconded. Motion passed as follows:

- Code Regarding Middle Housing and Related Matters** AYES: Clark, Herrera, Smith, Kohler, Starr and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Reid (1)
- b. RESOLUTION – Authorizing City Manager to Sign Marion County ARPA Funds Subrecipient Agreement BO-4567-22** City Manager Adam Brown summarized his staff report.
Councilor Smith moved that the Keizer City Council adopt a Resolution Authorizing City Manager to Sign Marion County ARPA Funds Subrecipient Agreement BO-4567-22. Councilor Kohler seconded. Motion passed as follows:
AYES: Clark, Herrera, Smith, Kohler, Starr and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Reid (1)
- c. RESOLUTION – Amending the Keizer Personnel Policy Manual Regarding Motor Duty Pay Under the Compensation Section** City Manager Adam Brown summarized his staff report. Police Chief Teague provided clarification and additional information.
Councilor Smith moved that the Keizer City Council adopt a Resolution Amending the Keizer Personnel Policy Manual Regarding Motor Duty Pay Under the Compensation Section; Amending Resolution R2010-2040. Councilor Kohler seconded. Motion passed as follows:
AYES: Clark, Herrera, Smith, Kohler, Starr and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Reid (1)
- CONSENT CALENDAR**
- A. RESOLUTION – Declaring the City’s Intent to Initiate a Street Lighting Local Improvement District (Ryden Forest) and Directing the City Engineer to Make a Survey and File a Written Report with the City Recorder
- B. RESOLUTION – Certification of Delinquent Sewer Accounts
- C. Approval of June 6, 2022 Regular Session Minutes
- D. Approval of June 7, 2022 Work Session Minutes
- Councilor Starr pulled items C and D.
- Councilor Smith moved for approval of items A and B of the Consent Calendar. Councilor Kohler seconded. Motion passed as follows:
- AYES: Clark, Herrera, Smith, Kohler, Starr and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Reid (1)
- Councilor Smith moved for approval of items C and D of the Consent Calendar. Councilor Kohler seconded. Motion passed as follows:

AYES: Clark, Herrera, Smith, Kohler and Juran (5)
 NAYS: None (0)
 ABSTENTIONS: Starr (1)
 ABSENT: Reid (1)

OTHER BUSINESS/ STAFF UPDATES City Recorder Tracy Davis reported that the second round of interviews is scheduled for the Community Center Coordinator.

Police Chief Teague reported that the Department is one step away from having 42 police officers.

Public Works Director Bill Lawyer reported that the Big Toy is still closed. It is anticipated that the extended columns will arrive by July 7. Work is being done on the splash pad with the hope that it will open Wednesday if temperatures are over 75°.

COUNCIL MEMBER REPORTS Councilor Juran reported on the recent Northwest Keizer Neighborhood Association meeting.

Councilor Kohler announced volunteer openings, Chamber Concert in the Park, Chamber Board Installation, and the Community Dinner and reported on various meetings and events he had attended.

Councilor Herrera reported on events and meetings he had attended and announced that he would be leaving for the National Association of Latino Elected and Appointed Officials National Conference tomorrow. He also announced the names of recipients of Beacon Awards: Vic Backlund, Tyler Copeland, Lacey Vasas, Colby Sullivan and the Tavera Family.

Mayor Clark congratulated graduating students, reported on various meetings and events she had attended, announced upcoming ones and urged everyone to view the Coffee with Cathy Facebook post featuring McNary Principal, Eric Jespersen.

AGENDA INPUT July 5, 2022 (Tuesday) – 7:00 pm - City Council Regular Session
 July 18, 2022 – 7:00 pm - City Council Regular Session
 August 1, 2022 – 7:00 pm - City Council Regular Session
 August 2, 2022 - National Night Out

ADJOURNMENT Mayor Clark adjourned the meeting at 8:04 p.m.

MAYOR:

APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

~ Absent ~

Councilor #1 – Laura Reid

Councilor #4 – Roland Herrera

Councilor #2 – Shaney Starr

Councilor #5 – Elizabeth Smith

Councilor #3 – Kyle Juran

Councilor #6 – Daniel R. Kohler

Minutes approved: _____