

1

The City of Keizer is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible. If you require any service such as language translation or other interpretive services that furthers your inclusivity to participate, please contact the Office of the City Recorder at least 48 business hours prior to the meeting by email at davist@keizer.org or phone at (503)390-3700 or (503)856-3412. Most regular City Council meetings are streamed live through www.KeizerTV.com and cable-cast on Comcast Channel 23 within the Keizer City limits. Thank you for your interest in the City of Keizer.

AGENDA
KEIZER CITY COUNCIL
REGULAR SESSION

Monday, November 21 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**

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**

a. **Ocean Sushi & Teriyaki Liquor License Application – Change of Ownership/Trade Name**

b. **ORDINANCE – Declaring a Lien Against Property Located at 866 Dearborn Avenue Northeast, Keizer, Oregon and Directing the City Recorder to Enter Such Lien in the Minor Lien Docket Pursuant to Ordinance No. 94-282 (Nuisance Abatement Procedure); Declaring an Emergency**

8. **ADMINISTRATIVE ACTION**

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

RESOLUTION – Authorizing Temporary Uses Subject to Conditions for Jingle Dash 5K Run/Walk and Keizer Holiday Lights Parade (2022)

9. CONSENT CALENDAR

- a. RESOLUTION – Amending Resolution R2021-3215 (Recognizing National Observances and Commemorative/Heritage Months) to Add Older Americans Month and Remove Irish-American Heritage Month, Law Day, Constitution Day and Citizenship Day
- b. Approval of November 7, 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.

11. STAFF UPDATES

12. COUNCIL MEMBER REPORTS

13. AGENDA INPUT

November 28, 2022 - 6:00 p.m.

City Council Work Session

- Leash Laws

December 5, 2022 – 7:00 p.m.

City Council Regular Session

December 12, 2022 – 6:00 p.m.

- 2021-2022 City Council Goal Review

December 14, 2022 – 7:30 a.m.

City Council Work Session

- Chemeketa Community College Agricultural Center Tour

December 19, 2022 – 7:00 p.m.

City Council Regular 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: NOVEMBER 21, 2022

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tracy L. Davis, City Recorder

SUBJECT: **OCEAN SUSHI & TERIYAKI LIQUOR LICENSE APPLICATION**

PROPOSED MOTION:

I move the City Council recommend approval of the application for a change of ownership for the Liquor License for Ocean Sushi & Teriyaki under the guidelines as established by ORS 471.178 and the Ordinances of the City of Keizer.

I. SUMMARY:

On October 24, 2022 the City received an application for a change of ownership for the liquor license for Ocean Sushi & Teriyaki located at 3843 River Road N, Keizer, Oregon. The application is for a Limited On Premises license. As required by Keizer Ordinance 2010-623 a public hearing was scheduled; notice was published and mailed to all property owners within 200 feet of the establishment. The Keizer Police Department has completed a background check on the applicant and has no reason to recommend denial of the application. In addition, the Keizer Planning Department finds the location of the establishment to be property zoned and has no additional comment on the application.

II. BACKGROUND:

- A. Keizer Ordinance 2010-623 includes guidelines for review of liquor license applications in the City of Keizer.
- B. The Ordinance states liquor licensees should promote, sell, and serve alcohol in a responsible manner which minimizes the risks associated with its use, and should work in a partnership with the community to improve community livability.

III. CURRENT SITUATION:

- A. A new owner has purchased the Ocean Sushi & Teriyaki business located at 3843 River Road N, Keizer Oregon.
- B. The Oregon Liquor Control Commission requires a new application be submitted for review by the local governing body.

IV. ANALYSIS:

- A. **Strategic Impact** – N/A
- B. **Financial** – The application requires a \$100 fee, which has been paid.
- C. **Timing** – Upon a recommendation of approval, the applicant will finalize the liquor license application with the Oregon Liquor Control Commission.
- D. **Policy/legal** – The review process for a liquor license application is outlined in City Ordinance 2010-623.

ALTERNATIVES:

- A. Recommend approval of the license application.
- B. If no action is taken, the Oregon Liquor Control Commission will have the authority to make a determination.

RECOMMENDATION:

Staff recommends the public hearing be opened to allow testimony from the applicant or other interested individuals and upon completion, the hearing be closed. It is further recommended the Council recommend approval of the application for Ocean Sushi & Teriyaki under the guidelines as established by ORS 471.178 and the Ordinances of the City of Keizer. This recommendation shall then be forwarded to the Oregon Liquor Control Commission for final approval.

ATTACHMENTS:

- Ocean Sushi & Teriyaki Liquor License Application



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: OCEAN SUSHI BCS LLC Phone: 503-393-9898

Trade Name (dba): OCEAN SUSHI & TERIYAKI

Business Location Address: 3843 RIVER RD N

City: KEIZER ZIP Code: 97303

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	<u>11:30 AM</u>	to	<u>9:00 PM</u>
Monday	<u>CLOSED</u>	to	<u>CLOSED</u>
Tuesday	<u>11:30 AM</u>	to	<u>9:00 PM</u>
Wednesday	<u>11:30 AM</u>	to	<u>9:00 PM</u>
Thursday	<u>11:30 AM</u>	to	<u>9:00 PM</u>
Friday	<u>11:30 AM</u>	to	<u>9:00 PM</u>
Saturday	<u>11:30 AM</u>	to	<u>9:00 PM</u>

Outdoor Area Hours:

Sunday	<u>N/A</u>	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

The outdoor area is used for:

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

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

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT Check all that apply: DAYS & HOURS OF LIVE OR DJ MUSIC

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: None

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

SEATING COUNT

Restaurant: 46 Outdoor: _____
 Lounge: _____ Other (explain): _____
 Banquet: _____ Total Seating: 46

OLCC USE ONLY

Investigator Verified Seating: ____ (Y) (N)

Investigator Initials: LT

Date: 10/19/2022

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

Applicant Signature: Shanshan Chen Date: 08/24/2022

LIQUOR LICENSE APPLICATION 7

Page 1 of 3

Check the appropriate license request option:

New Outlet | Change of Ownership | Greater Privilege | Lesser Privilege

Select the license type you are applying for.

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

Full On-Premises

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

Winery

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

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: 2nd 3rd 4th 5th 6th

Limited On-Premises

- Off Premises
- Warehouse
- Wholesale Malt Beverage and Wine

INTERNAL USE ONLY

Application received: 08/26/22

Minimum documents acquired: 08/26/22

LOCAL GOVERNING BODY USE ONLY

City/County name:

Date application received:

Optional: Date Stamp

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

Printed Name

Date

Return this form to:

Investigator name: L Tompkins

Email: lysa.tompkins@oregon.gov



CITY COUNCIL MEETING: NOVEMBER 21, 2022

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

THRU: E. Shannon Johnson, City Attorney

FROM: Shane Witham, Planning Director

SUBJECT: **STATEMENT OF COSTS – 866 DEARBORN AV NE**

PROPOSED MOTION:

I move the City Council adopt Ordinance No. 2022-___ Declaring a Lien Against Property Located at 866 Dearborn Avenue Northeast, Keizer, Oregon and Directing the City Recorder to Enter Such Lien in the Minor Lien Docket Pursuant to Ordinance No. 94-282 (Nuisance Abatement Procedure); Declaring an Emergency.

I. SUMMARY:

This matter is before the Council for public hearing under Nuisance Abatement Ordinance No. 94-282. The property in question, located at 866 Dearborn Avenue Northeast, Keizer, Oregon was in violation of City Ordinance and the property owner was given notice of such violations. The City performed a nuisance abatement to address solid waste and housing code violations at the property with the property owner's consent.

II. BACKGROUND:

- A. The property was in violation of City Ordinance and the property owner was given notice of such violations. There was a significant amount of solid waste, illegal fencing materials, and housing code violations within the home that needed to be addressed.
- B. After the owner failed to correct the violations, the City abated the nuisance by disposing of the solid waste materials and employed an electrician to make the electrical connections safe within the home and replace the heaters that had been removed. The total abatement costs, including the ten percent administrative charge is \$3,526.50. A copy of the invoice presented to the owner is attached. In addition, notice publication costs of \$71.00 increases the total costs to \$3,597.50.

III. CURRENT SITUATION:

- A. The property nuisance has been abated and the invoice has been sent to the property owner. The property owner has indicated they will be paying monthly payments to take care of the lien.
- B. Once Council has determined the correctness of the Statement of Costs and declares a lien against the property, the lien will be entered into the lien docket.

IV. ANALYSIS:

- A. **Strategic Impact** – No strategic impact
- B. **Financial** – The financial impact of this request is \$3,597.50. The nuisance abatement budget is sufficient to cover the cost and was used to pay for the disposal of solid waste and electrical costs.
- C. **Timing** – Approval at this request will allow the City to place a lien on the minor lien docket to assure that City costs can be recaptured.
- D. **Policy/legal** – Ordinance No. 94-282 (Nuisance Abatement Procedure) requires that City Council hold a public hearing to determine the correctness of the Statement of Costs and to declare a lien against the subject property.

ALTERNATIVES:

- A. Adopt the Ordinance placing a lien against the property.
- B. Take No Action – The City would not be able to recapture the costs of the abatement.

RECOMMENDATION:

Staff recommends that the City Council Open the public hearing, and unless there are specific questions, close the public hearing and adopt the attached Ordinance Declaring a Lien Against Property Located at 866 Dearborn Avenue Northeast, Keizer, Oregon and Directing the City Recorder to Enter Such Lien in the Minor Lien Docket Pursuant to Ordinance No. 94-282 (Nuisance Abatement Procedure); Declaring an Emergency.

ATTACHMENTS:

- Ordinance No. 2022-__

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26

A BILL
FOR

ORDINANCE NO.
2022-_____

AN ORDINANCE

DECLARING A LIEN AGAINST PROPERTY LOCATED AT
866 DEARBORN AVENUE NORTHEAST, KEIZER,
OREGON AND DIRECTING THE CITY RECORDER TO
ENTER SUCH LIEN IN THE MINOR LIEN DOCKET
PURSUANT TO ORDINANCE NO. 94-282 (NUISANCE
ABATEMENT PROCEDURE); DECLARING AN
EMERGENCY

WHEREAS, the City of Keizer Ordinance No. 94-282 provides that a
Responsible Person, as defined in the Ordinance, shall have the duty to abate all
nuisances as defined in City Ordinances; and

WHEREAS, the person or persons responsible for the property located at 866
Dearborn Avenue Northeast, Keizer, Oregon have failed to comply with the Keizer
Solid Waste and Inoperable Vehicle Ordinance (No. 2010-614) and the Housing Code
Ordinance (No. 94-280) after being duly given the notice required under the Keizer
Uniform Nuisance Abatement Procedure (Ordinance No. 94-282); and

WHEREAS, the City Manager, or his designee was required to go upon such
property to remove debris and repair electrical problems under the power given to such
city officials under the Keizer Uniform Nuisance Abatement Procedure; and

1 WHEREAS, after such work was performed, the City Manager or his designee
2 notified the persons responsible by certified mail of the sum of money due to the City
3 of Keizer for such work performed and such person was duly notified of the public
4 hearing to consider and assess such cost as a lien against the property; and

5 WHEREAS, pursuant to Keizer Uniform Nuisance Abatement Procedure, the
6 matter was heard by the City Council at public hearing on November 21, 2022, after
7 reasonable opportunity for objections;

8 NOW, THEREFORE,

9 The City of Keizer ordains as follows:

10 Section 1. CORRECTNESS OF STATEMENT. The City Council declares
11 the correctness of the statement of costs as set forth in Exhibit "A", attached hereto,
12 and by this reference incorporated herein.

13 Section 2. DECLARATION OF LIEN. The amount set forth on the
14 statement of costs regarding the property located at 866 Dearborn Avenue Northeast,
15 Keizer, Oregon is declared to be a lien upon such property, as more particularly
16 described in Exhibit "B" attached, and by this reference incorporated herein.

17 Section 3. ENTRY IN LIEN DOCKET. The City Recorder is directed to
18 enter the amount set forth in Exhibit "A" into the minor lien docket and such amount
19 shall be a lien against the property described in Exhibit "B" from the date of such entry.

1 Such lien shall accrue interest at the rate of nine percent (9%) per annum from the date
2 of entry in the lien docket until paid.

3 Section 4. EMERGENCY CLAUSE. This Ordinance being necessary for
4 the immediate preservation of the public health, safety, and welfare, an emergency is
5 declared to exist and this Ordinance shall take effect immediately upon its passage.

6 PASSED this _____ day of _____, 2022.

7

8 SIGNED this _____ day of _____, 2022.

9

10

11

12

13

14

15

Mayor

City Recorder

EXHIBIT "A"

Nuisance Abatement at
866 Dearborn Avenue Northeast, Keizer, Oregon

Statement of Costs Summary

Itemization of Abatement Costs if Paid Prior to November 12, 2022 Per Statement of Costs Attached Hereto:

Nuisance Abatement	\$3,205.91
Administrative Charge	\$ 320.59

Additional Expenses Occurred as a Result of Failure to Pay by November 12, 2022:

Newspaper Publication	\$ 71.00
-----------------------	----------

Total Amount to Become a Lien Against the Property:

TOTAL COSTS	\$3,597.50
--------------------	-------------------

Such lien shall accrue interest at the rate of nine percent (9%) per annum from the date of entry in the lien docket until paid.

City of Keizer
STATEMENT OF COSTS FOR NUISANCE ABATEMENT
 At 866 Dearborn Avenue Northeast, Keizer, Oregon

Date of this Statement: November 2, 2022

To: Carol Genece Bengel (Responsible Person)
 866 Dearborn Ave NE
 Keizer, OR 97303

Occupants (Responsible Person)
 866 Dearborn Ave NE
 Keizer, OR 97303

1. Itemization of Abatement Costs:

<u>Item</u>	<u>Amount</u>
Removal of solid waste and repair electrical	\$3,205.91
Administrative charge (10%)	\$ 320.59
<u>TOTAL COSTS</u>	<u>\$3,526.50</u>

2. Costs to be Assessed:

The above costs will be assessed against the subject property unless paid in full within ten (10) days from the date of this statement as shown above. Please address your payment to the City of Keizer, PO Box 21000, Keizer, OR 97307-1000.

3. Public Hearing:

The Keizer City Council will hold a public hearing on November 21, 2022, at 7:00 p.m. in the Robert L. Simon Council Chambers, Keizer Civic Center, 930 Chemawa Road NE, Keizer, Oregon, to determine the correctness of this Statement of Costs and to declare a lien against the subject property.

4. Interest to Accrue:

If not paid prior to November 21, 2022, the lien for costs shall bear interest at the rate of nine percent (9%) per annum from the date of entry of the lien, in the lien docket.



 Ben Crosby
 City of Keizer
 Code Compliance Officer



City of Keizer
 P.O. Box 21000
 Keizer, OR 97307-1000

DATE: 11/02/22
INVOICE # 22-151

Bill To: Carol Genece Bengel
 866 Dearborn Ave NE
 Keizer, OR 97303

DESCRIPTION	AMOUNT
<i>Re: Nuisance Abatement at 866 Dearborn Ave NE, Keizer, Oregon</i>	
Removal of solid waste and repair electrical equipment, wiring, and lighting	3,205.91
Administrative Charge (10%)	\$ 320.59
Payment Due Date: November 14, 2022	
TOTAL	\$ 3,526.50

Make all checks payable to City of Keizer
 If you have any questions concerning this invoice:
 Please Contact: Arcelia Mena, Accounts Payable
 (503) 856-3422

THANK YOU

EXHIBIT "B"

Lot 2, Block 1, CARLHAVEN, in the City of Keizer, County of Marion and State of Oregon.



CITY COUNCIL MEETING: NOVEMBER 21, 2022

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: E. Shannon Johnson, Keizer City Attorney

SUBJECT: **KEIZER HOLIDAY LIGHT PARADE TEMPORARY USE**

PROPOSED MOTION:

"I move the City Council adopt Resolution R2022-____ Authorizing a Temporary Suspension of the Ordinance Prohibiting Street Vendors."

AND

"I move the City Council adopt Resolution R2022-____ Authorizing Temporary Use Subject to Conditions for Jingle Dash 5K Run/Walk and Keizer Holiday Lights Parade (2022)."

AND IF COUNCIL WISHES:

"I move the City Council waive all fees for the December 10, 2022 Jingle Dash 5K Run/Walk and the Keizer Holiday Lights Parade."

I. SUMMARY:

The Keizer Chamber of Commerce is requesting the City Council authorize the annual Jingle Dash 5K Run/Walk and the Keizer Holiday Lights Parade event for 2022.

II. BACKGROUND:

- A. In 1990, the City Council passed Ordinance 90-193 (An Ordinance Prohibiting Street Vendors) that 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.

Keizer Holiday Light Parade

November 21, 2022

- B. 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)*
- C. The Jingle Dash 5K Run/Walk and the Keizer Holiday Lights Parade are significant community events which are beneficial to the citizens of Keizer and the surrounding communities. These activities are being organized under the leadership of the Chamber of Commerce.
- D. The events will take place on December 10, 2022 this year. The Keizer Chamber of Commerce submitted a packet of materials relating to the events for approval, a copy of which is attached.
- E. In addition to the permits, the Chamber specifically requests authority to place up to eight food trucks/carts at each of the following locations:
1. Saint Edward Catholic Church
 2. Willamette Valley Bank
 3. Simonka House
 4. Coppercreek mercantile
 5. Remodeling by Classic Homes
 6. Keizer Chamber
 7. Chicken Shack on Sam Orcutt Way
 8. Farmers Insurance
- F. The application and temporary use permit fees is approximately \$465. The K23 coverage fee is approximately \$180.
- G. The City, as part of its sponsorship, typically waives fees. The Keizer Chamber of Commerce has requested a waiver of the fees.
- H. Typically, the City provides police and public works staffing for the parade. Those costs are estimated to be \$7,500 and were included in the budget.

III. CURRENT SITUATION:

- A. Ordinance No. 90-193 requires that the City Council, by Resolution suspend the regulations regarding vendors. A Resolution is attached for your consideration. This Resolution prohibits any interference with pedestrian, vehicular or parade traffic.
- B. The Keizer Development Code requires that the City Council, by Resolution, authorize permitted temporary uses during a specific event or festival.
- C. The Keizer Chamber of Commerce has requested temporary uses that are not allowed without permission, including the allowance of food trucks.
- D. To allow the Jingle Dash 5K Run/Walk and the Keizer Holiday Lights Parade events to take place as requested, the City Council needs to adopt a Resolution outlining the specific uses allowed during the events. The attached Resolution approves the request with conditions that imposed last year.

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, the direct financial impact of this request is \$8,145 including police and public works staffing costs which have already been budgeted.
- C. **Timing** – Adoption of the Resolutions will allow the Jingle Dash 5K Run/Walk and the Keizer Holiday Light Parade to occur on December 10, 2022.
- D. **Policy/legal** – Allowing the events with or without a fee waiver is a Council policy decision.

ALTERNATIVES:

- A. Take No Action and the events do not take place.
- B. Adopt a Resolution with conditions to allow the events to occur and to allow the food trucks and parade as requested charging the Chamber for costs, or some of the costs.
- C. Adopt the attached Resolutions with conditions that allow the events as requested which includes the waiver of the fees.

RECOMMENDATION:

Council should adopt the Resolution authorizing a temporary suspension of the Ordinance prohibiting street vendors. Council should then adopt the Resolution authorizing temporary uses subject to conditions for Jingle Dash 5K Run/Walk and the Keizer Holiday Lights Parade.

The Council should then consider the matter of the fees and make a minute motion to formalize its intent.

ATTACHMENTS:

- Applications and Memo submitted by the Chamber of Commerce
- Resolution R2022-___ Authorizing a Temporary Suspension of the Ordinance Prohibiting Street Vendors
- Resolution R2022-___ Authorizing Temporary Uses Subject to Conditions for Jingle Dash 5K Run/Walk and Keizer Holiday Lights Parade (2022)



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: _____

Date of Event: _____ Event Start Time: _____ Event End Time: _____

Title of Event: _____

Description of Event: _____

Proposed Route or Event Location: _____

Estimated Participants: _____ Number of Vehicles: _____ Number of Animals: _____

Clean-up Arrangements: _____

Assembly Location: _____

Disassembly Location: _____

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): _____

Applicant Name: _____

Primary Phone: _____ Secondary Phone: _____

Mailing Address: _____

Email Address: _____

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: _____

POLICY NUMBER: _____

COVERAGE LIMITS: _____

****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: _____

*****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



SÁBADO
DEC 10
7:00 PM
RIVER ROAD



SATURDAY
DEC 10
7:00 PM
RIVER ROAD



October 21, 2022

To: Mayor Clark and Keizer City Councilors
Adam Brown, Keizer City Manager

From: Keizer Chamber of Commerce, Corri Falardeau

Subjects: Keizer Holiday Events (Turkey Dash, Christmas Tree Lighting, Jingle Dash, Light Parade)
Special Event Permit (see attached)
Sign Code Variance request
Street Closure request

Keizer Chamber is proud to partner with the City of Keizer and many local area businesses to bring the spirit of the holidays beginning with Thanksgiving to the streets within our community. Below please find details for the Turkey Dash 5k, Christmas Tree Lighting, Jingle Dash 5k and the Keizer Holiday Lights Parade.

Chamber Events Date and Times:

Turkey Dash- Start time 8am

November 24 The Turkey Dash starts at Lowes Keizer Station weaving around businesses and then back into Gubser Neighborhood then, back to Lowes to finish the race, 500-800 runners and walkers are expected to participate in the 5k run/walk event. The fastest participants will finish in 15 to 20 minutes and the slowest participants will finish by 10:30am. Set up begins at 6:00am, on-site registration opens at 7:00am.

Christmas Tree Lighting

December 6 The Christmas Tree Lighting takes place at Walery Plaza, Christmas Caroling, Santa arrives for to help light the tree, Candy canes given for all kids!

Keizer Holiday Lights Parade

Keizer Holiday Lights Parade is a community wide celebration of the unique spirit of Keizer. Held the Second Saturday of December each year, this year falling on December 10th, 2022. Keizer Holiday Lights Parade is a one-day event in which we hold a Holiday Family Fun Run, Jingle Dash, and Holiday Light Parade. The Holiday Lights Parade Committee, a function of the Keizer Chamber of Commerce, oversees the scheduling of events and the promotion of the Parade and Jingle Dash. The Chamber wishes to, in cooperation with the City of Keizer, facilitate the Keizer Holiday Lights Parade and Jingle Dash.

Parade – start time 7:00pm

December 10 Staging at Lockhaven (3:30pm – 9:00pm)
Parade on River Rd from Lockhaven to Glynbrook.
Disbandment begins at Glynbrook to Plymouth (side streets of River Rd.)



SÁBADO
DEC 10
7:00 PM
RIVER ROAD



SATURDAY
DEC 10
7:00 PM
RIVER ROAD



Jingle Dash Family Fun Run- Start time 6:15pm

December 10 100-150 runners and walkers are expected to participate in the 5k run/walk event During the 5k on Saturday, the fastest participants will finish in 15 to 20 minutes and the slowest participants will finish by 7:00pm.

The race will start at the Keizer Chamber office, down to Boucher Jewelers, down to Abby's Pizza around the block on Appleblossom (Run attendants and Race Signs will be present) back to the Keizer Chamber to Finish.

Location of Events:

Turkey Dash

Lowes Keizer Station, Gubser Neighborhood

Parade & Jingle Dash

River Road, Lockhaven Dr., Glynbrook, Plymouth Dr

Description of Events:

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. All floats will be illuminated to participate.

6:00pm-9:00pm Food Trucks and vendors available for public (Indicated on the Food Truck Map provided) Free Hot Chocolate, Coffee, and Goodies available for the public too.

Run/Walk Events – 150-250 runners and walkers are expected to participate in the 5k run/walk event. During 5k on Saturday, the fastest participants will finish in 15 to 20 minutes and the slowest participants will finish by 7:00pm.

Street Closures	Days'	Time	Location
River Road	December 10	6:00pm-9:00pm	Lockhaven to Plymouth
Lockhaven	December 10	3:30pm-9:00pm	McClure to River Rd
Cherry Ave	December 6 th	5:30-7:30pm	Greenwood to Mambrin

Parade Detours

West and east bound traffic will be able to cross River Rd at Chemawa Rd until the main 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



SÁBADO
DEC 10
7:00 PM
RIVER ROAD



SATURDAY
DEC 10
7:00 PM
RIVER ROAD



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.

Event Parking

Parking will be available in various area lots of unoccupied businesses, and alongside streets.

Promotional Event Signs, Banners

The Keizer Holiday Lights Parade Committee will embark on decorating the City with Holiday Lights Parade & Jingle Dash Street Banners at the vacant lot on River Rd & Bever, the vacant lot next to Willamette Valley Bank, Chemawa Rd., Lockhaven Dr. and on participating business storefronts, promoting the Parade and Jingle Dash.

Other Permits and Agencies

The Keizer Chamber of Commerce will require all food concessionaires to obtain Temporary Restaurant Licensing from Marion County Health Department. We will also require they have the proper insurance for this event.

The Keizer Holiday Light Parade Committee asks the City of Keizer limit mobile street vending during the parade be exclusive to those who have registered with the Parade, through the Chamber's required processes. (Local Schools, Youth, and Non-Profit organizations given priority).

Security & Safety

Keizer Police Department has established an Incident Action Plan in partnership with input provided by the Keizer Chamber and event planning committee for the Keizer Holiday Lights Parade.

All activities will be monitored with volunteers for each event as well as staff of the Keizer Chamber of Commerce.

Clean Up

The Keizer Chamber will provide cleanup for the parade route with Chamber Volunteers and by partnering with Chamber members. Garbage cans, street cleaning and porta potties will be offered during Turkey Dash, Jingle Dash, and the Parade.

Fee Waiver Request

The Keizer Chamber would like to request to waive police staffing, public works staffing, temporary use permit fees, K23 television coverage, and public works barricade fees and any other fees for this event.

Respectfully Submitted for

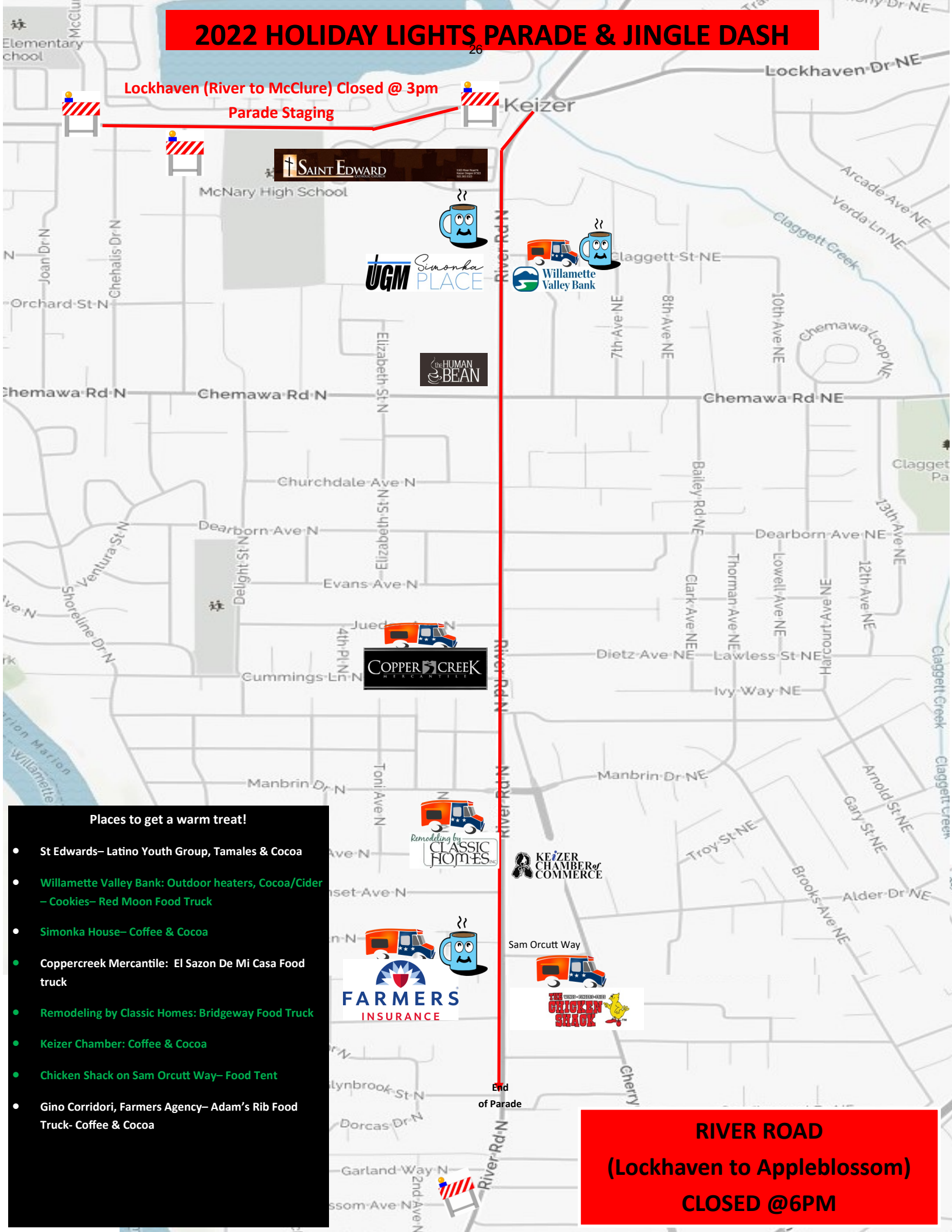
Keizer Chamber of Commerce

2022 HOLIDAY LIGHTS PARADE & JINGLE DASH

Lockhaven (River to McClure) Closed @ 3pm

Parade Staging

Keizer



Places to get a warm treat!

- St Edwards– Latino Youth Group, Tamales & Cocoa
- Willamette Valley Bank: Outdoor heaters, Cocoa/Cider – Cookies– Red Moon Food Truck
- Simonka House– Coffee & Cocoa
- Coppercreek Mercantile: El Sazon De Mi Casa Food truck
- Remodeling by Classic Homes: Bridgeway Food Truck
- Keizer Chamber: Coffee & Cocoa
- Chicken Shack on Sam Orcutt Way– Food Tent
- Gino Corridori, Farmers Agency– Adam’s Rib Food Truck- Coffee & Cocoa

**RIVER ROAD
(Lockhaven to Apple Blossom)
CLOSED @6PM**

Register by November 10th for 10% Discount



Saturday, December 10, 2022

SCHEDULE

3:30 pm Parade Staging Opens -All entrants must be lighted! ! !

6:00 pm River Road Closed (except East/West Intersection of Chemawa & River Road)

6:15pm Jingle Dash 5k/Fun Run - Keizer Chamber - 4118 River Rd N

5:00 pm Judging

7:00 pm Parade Starts

ROUTE

River Road:

Lockhaven to Glynbrook

*****THERE WILL ONLY BE ONE LIVE SANTA CLAUS IN THE PARADE!*****



*Parade Application Deadline - December 2nd , 2022
Applications available at www.keizerchamber.com*

2022 Keizer Holiday Lights Parade sponsored by

28

ENTRY INFORMATION

Entries **must** be lit, they may be historical, humorous or modern in design, so long as they are in good taste and reflect the theme which is “.” Those planning entries should remember that our audience focus and participation will mainly be children.

Entrants must observe the following established parade rules, regulations and entry criteria:

1. The entry application must be filled out completely and must contain a full description of the proposed entry.
2. Your staging and disbandment assignment will be e-mailed to by Wednesday, prior to parade day.
3. Non-parade vehicles *will not* be allowed to park in the staging areas. *Horse Trailers, Flat Bed Trailers, etc will not be allowed to stay in the staging area.*
4. Parade Check-in and staging areas will be open at 3:30 p.m.
5. All parade participants must be in position no later than at 4:45 pm to be judged or by 5:30 pm for non-competitive entries. The parade will begin at approximately 7:00 p.m.
6. The parade will disband at River Rd & Glynbrook, BUT not before. **Please refer to map and instructions for picking up participants at the end of the parade.**
7. **All entries, INCLUDING those walking, MUST be decorated with lights, or they will not be allowed to enter the parade route. Remember it will be dark!**
8. **Candy may not be thrown from any entry under any circumstances. It CAN be handed out- just not thrown.**
9. All entries must obey police and parade personnel.
10. **Proof of liability insurance MUST be provided with parade application. Commercial vehicles must be properly licensed and be driven by a licensed driver.**
11. Consumption of alcoholic beverages and use of any illicit drugs are prohibited on or in any entry. No use of alcohol by parade participants will be allowed prior to or during the parade.
12. All entries must incorporate the theme, , be in good taste, and promote the goal of community spirit and civic pride. No entry shall display material offensive or discriminatory to any race, religion, sex, national origin, age, or marital status.
13. All entries must be moving in a forward motion at all times unless directed by police or parade personnel. Entries must stay within 50 feet of the entry directly in front of them, but no closer than 30 feet.
14. It is the responsibility of the applicant to furnish all necessary materials for the entry, **including waste removal for all animal entries.**
15. Political candidates are limited to one entry throughout the entire parade.
16. All entries will be subject to approval of the Parade Committee. **THERE WILL BE ONLY ONE SANTA** In the parade. If you have a Santa **WE WILL** ask you to remove them.

JUDGING & AWARDS

Judging will take place in the parade formation and staging areas beginning at 5:00 pm for all entries except bands.

Divisions

Most Festive Best Use of Lights Best Choreography Best Theme Mayor's Choice Honorable Mentions(3)
Best Use of Music/Sound (Cash Prize awarded POST-parade excludes marching bands)

Thank you for participating!

Keizer Chamber of Commerce
4118 River Rd N-Keizer, OR 97303
(503) 393-9111
info@keizerchamber.com
KEIZERCHAMBER.COM



2022 Keizer Holiday Lights Parade Application - ²⁹

Name of Entry: _____

Contact: Name: _____ Phone: _____

Parade Day Contact Name/Phone (if different): _____

E-Mail: _____

Mailing Address: _____

INCOMPLETE APPLICATIONS MAY BE RETURNED

Type of Entry - Must Select One:

- Decorated Float
- Decorated Commercial Vehicle
- Marching Group or Walkers- How Many? _____
- Single Vehicle (Check One):
- Horses - How Many? _____
 - Mounted Group
 - Rodeo Court
 - Novelty Group

(Entries with animals must provide for water & waste removal)

- Automotive Club/Show - How many? _____
Limited to 24 autos (**staged side by side**) and only one entry.
- Other - Describe: _____

REQUIRED:

Staging Length: _____ feet
Total length of vehicle or float including towing vehicle.

Music: Yes? ____ No? ____

Will your entry be playing music over a sound system or creating music, sound, or noises? If yes describe? _____

Handouts: Yes? ____ No? ____

City ordinance does not allow throwing of any objects (i.e candy) to the spectators.

There will only be ONE live Santa Claus in the parade. Please do not prepare your float to have one on board.

Entry Fees

Non Profit (Civic/Service/Military Group)	\$35.00
<i>Cannot advertise a commercial business.</i>	
Commercial (Keizer Chamber Member)	\$125.00
Commercial (Non-Keizer Chamber Member)	\$175.00
Auto Clubs/Shows	\$35.00

Total Paid: _____

Make checks payable to Keizer Chamber of Commerce or
Visa/Master Credit Card #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Billing Address: _____

Expiration Date _____ / _____ Zip Code _____ CVC _____

Entry Deadline: December 2nd, 2022

Entries MUST include:

- Entry fee
- Proof of Insurance for motorized vehicles (copy of insurance card)
- Signed Application
- Script (emailed to: info@keizerchamber.com)-A brief description (50-70 words) of your entry for parade radio/TV announcers. Details may include history, participants, and interesting facts, or other parade experience.

No exceptions please. **Incomplete forms may be returned.**
Entries will be limited and those not accepted will receive a full refund.

Appearance/Decor Policy:

All entries must be decorated **WITH LIGHTS**. No undecorated commercial vehicles, trucks, motorcycles, golf carts, or bicycles allowed.

The undersigned applicant, sponsor or authorized agent represents that they have fully read and understand the attached rules and regulations and that they agree to comply with said rules and regulations and all other rules, regulations and entry criteria of the Keizer Holiday Lights Parade. In consideration of the acceptance of this application, the applicant agrees to indemnify, hold harmless and defend against any action against the Keizer Holiday Lights Parade, sponsors, and continued members and/or the Keizer Chamber of Commerce and Board of Directors from and against all liabilities whatsoever arising out of applicant's participation in the Keizer Holiday Lights Parade.

Signature _____

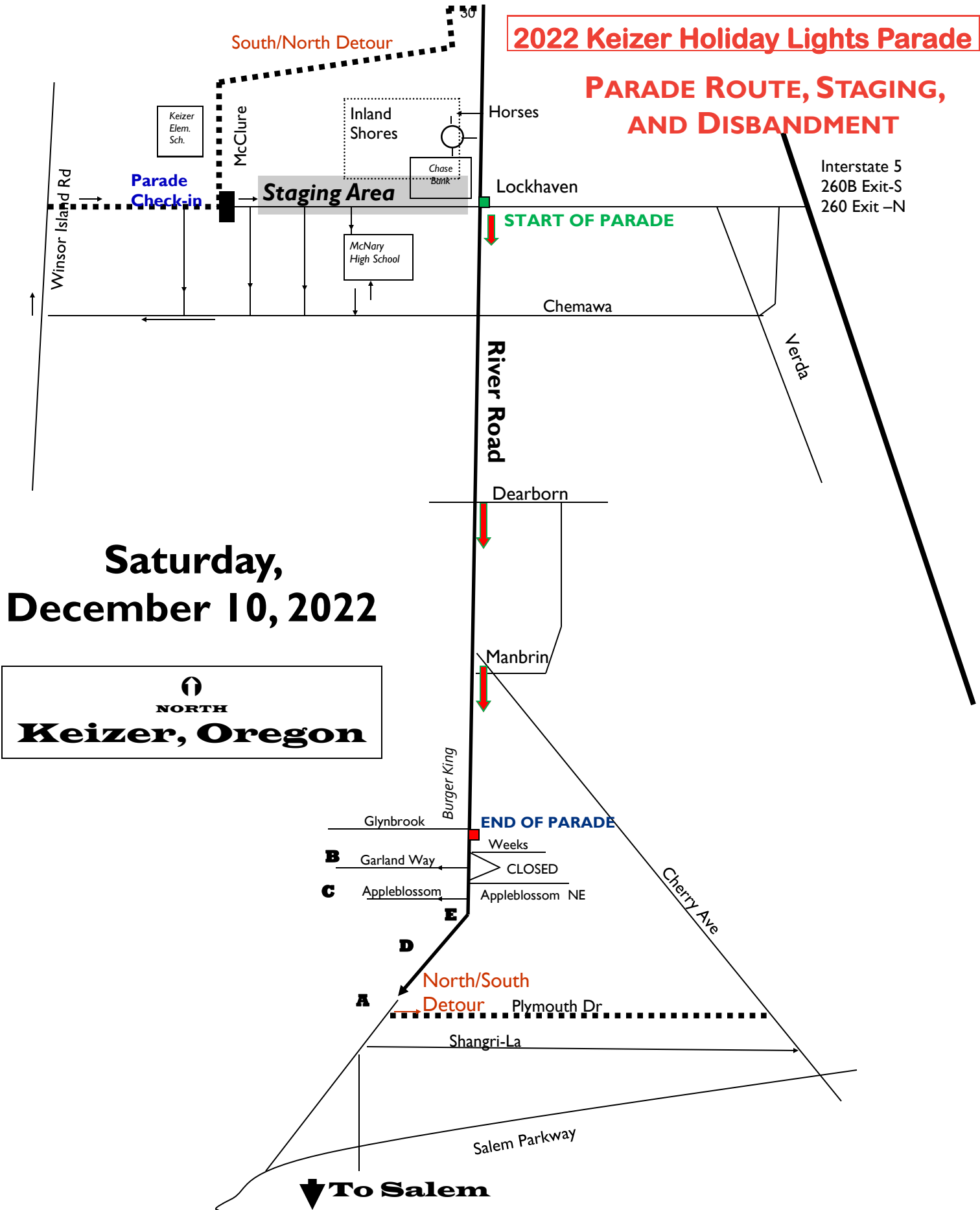
Date _____

Mail Application and Fee to:
Keizer Chamber of Commerce,
4118 River Rd N, Keizer, OR 97303 Phone (503) 393-9111
E-mail TV/Radio script: info@keizerchamber.com

*Register by November 10th
to save 10%!*

2022 Keizer Holiday Lights Parade

PARADE ROUTE, STAGING, AND DISBANDMENT



**Saturday,
December 10, 2022**

NORTH
Keizer, Oregon

River Road will close at 6:00 pm from Lockhaven to Glynbrook and will remain closed until all parade entries are cleared from River Road. Please be sure to have established a disbandment plan PRIOR to the time of the parade start. YOU WILL NOT BE ALLOWED to disband on River Road. (Chemawa Road will remain open for East to West traffic until approximately 7:00pm).

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, December 10, 2022 from 5:00 p.m. to 11:00 p.m.

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 or unreasonably interfere with viewing the parade. Street vendors shall not operate on private property.

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

3 PASSED this _____ day of _____, 2022.

4

5 SIGNED this _____ day of _____, 2022.

6

7

8

9

Mayor

10

11

City Recorder

12

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2022-_____

AUTHORIZING TEMPORARY USES SUBJECT TO
CONDITIONS FOR JINGLE DASH 5K RUN/WALK AND
KEIZER HOLIDAY LIGHTS PARADE (2022)

WHEREAS, the Keizer Development Code provides pursuant to Section
2.203.04(E) that the City Council may by resolution authorize temporary uses 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 Chamber of Commerce has requested the City to
authorize a temporary use for the Jingle Dash 5k Run/Walk and the Keizer Holiday
Lights Parade, including, but not limited to placement of food booths, stands, trucks or
carts in specific locations during the events;

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;

NOW, THEREFORE,

1 BE IT RESOLVED by the City Council of the City of Keizer that the 2022 Jingle
2 Dash 5k Run/Walk and the 2022 Keizer Holiday Lights Parade are authorized as specific
3 temporary uses and the hours of operation, allowance for booths/stands for the events,
4 and signage for the events are hereby allowed pursuant to the design, restrictions and
5 conditions as set forth in the attached Exhibit "A" which is incorporated herein by this
6 reference.

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

9 PASSED this _____ day of _____, 2022.

10 SIGNED this _____ day of _____, 2022.

11
12
13
14
15
16

Mayor

City Recorder

EXHIBIT "A"

Design, Restrictions and Conditions

The City Council approves the proposed temporary uses, hours of operation, placement of food trucks/carts, and signage for the 2022 Jingle Dash 5k Run/Walk and 2022 Keizer Holiday Lights Parade as follows:

1. Except as set forth in this decision, the 2022 Jingle Dash 5k Run/Walk shall be routed, staged, disbanded, operated and conducted pursuant to the Special Event Permit application submitted by the applicant as approved by the Keizer Police Department and Public Works Department.
2. Except as set forth in this decision, the 2022 Keizer Holiday Lights Parade shall be routed, staged, disbanded, operated and conducted pursuant to the Special Event Permit application submitted by the applicant as approved by the Keizer Police Department and Public Works Department.
3. Except as noted below, the 2022 Jingle Dash 5k Run/Walk and the 2022 Keizer Holiday Lights Parade may have one (1) food truck/cart located at each of the following locations :
 - Saint Edward Catholic Church
 - Willamette Valley Bank
 - Simonka House
 - Coppercreek Mercantile
 - Remodeling by Classic Homes
 - Keizer Chamber
 - Chicken Shack on Sam Orcutt Way
 - Farmers Insurance

All food trucks/carts shall be placed on a parking lot or other hard surface area.

No food truck/cart may be placed without the property owner's permission. 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 December 10, 2022 and must be removed no later than noon December 11, 2022 and may not be located on any public road or sidewalk. The exact site location is subject to approval by the Planning Director.

4. No electronic signs of any type are allowed, unless required by the Keizer Police Department or Public Works Department for safety reasons.
5. The 2022 Jingle Dash 5k Run/Walk and the 2022 Keizer Holiday Lights Parade may have four (4) banners not to exceed 32 square feet advertising the events. The locations of such banners must have prior approval of the Planning Director.

Such banners may be placed no earlier than November 22, 2022 and must be removed no later than December 12, 2022.

6. The 2022 Jingle Dash 5k Run/Walk and the 2022 Keizer Holiday Lights Parade may have a hand sign or flag located at the Focal Point. Such sign or flag may be placed no earlier than December 2, 2022 and must be removed no later than December 12, 2022. The hand sign or flag shall not exceed the allowable size as stated in the sign code.
7. 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 upon notice. Balloons shall be placed in such a manner so as to not present a potential to damage light fixtures or landscaping.
8. No other signs are allowed.
9. No signs, flags, balloons or other items may be placed in the right-of-way, except for banners referenced in Section 5. No signs shall be placed on private property without the specific permission of the private property owner. Other than banners referenced in Section 5, 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 Keizer Holiday Lights Parade shall be billed for City staff time, including benefits.
10. If required under applicable regulations, any food vendor shall obtain a license from Marion County Environmental Health or similar county agency prior to operating.
11. 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.
12. Any paper, cardboard, wood, or plastic containers, wrappers, or any litter or material is to be picked up by the vendor.
13. All food trucks/carts must remain capable of being moved at any time.
14. All activities shall comply with Keizer Police Department's direction and requirements of Keizer Fire District.
15. Any food truck/cart not removed by December 11, 2022 may be immediately removed by City staff without notice and the Keizer Holiday Lights Parade shall be billed for staff time at the hourly rate of staff person including benefits for removing the food truck/cart.



CITY COUNCIL MEETING: NOVEMBER 21, 2022

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tim Wood, Assistant City Manager/Finance Director

SUBJECT: **NATIONAL OBSERVANCES AND COMMEMORATIVE MONTHS**

PROPOSED MOTION:

"I move the City Council adopt Resolution R2022-_____ Amending Resolution R2021-3215 (Recognizing National Observances and Commemorative/Heritage Months) to add Older Americans Month and remove Irish-American Heritage Month, Law Day, Constitution Day and Citizenship Day."

I. SUMMARY:

The Community Diversity and Engagement Committee (CDEC) met on Thursday November 3, 2022 and made a motion to recommend that the City Council add Older Americans Month and remove Irish-American Heritage Month, Law Day, Constitution Day and Citizenship Day from the list of recognized National Observances and Commemorative/Heritage Months.

II. BACKGROUND:

- A. On September 7, 2021 the City Council adopted Resolution R2021-3215 Recognizing National Observances and Commemorative/Heritage Months. The resolution currently identifies 13 National Observances and Commemorative/Heritage Months that the City will formally recognize.
- B. Resolution R2021-3215 was amended at the September 19, 2022 City Council meeting to add Indigenous People Day.
- C. Recognition of National Observances and Commemorative/Heritage Months may include the following types of activities among others in the discretion of the City Manager:
 - i. Acknowledgement on the City's readers board,

- ii. Acknowledgement on the City’s website/social media with links to additional educational materials, and
 - iii. Displaying education materials.
- D. Appendix “A” of Resolution R2021-3225 – Establishing Community Diversity Engagement Committee identifies that the CDEC is tasked with “Recommending additions or subtractions of national observances/commemorative/heritage months.”

III. **CURRENT SITUATION:**

- A. The Community Diversity and Engagement Committee met on Thursday November 3, 2022 and made a motion to recommend that the City Council add Older Americans Month and remove Irish-American Heritage Month, Law Day, Constitution Day and Citizenship Day from the list of recognized National Observances and Commemorative/Heritage Months.
- B. Older Americans Month is celebrated in May and is to encourage and recognize the countless contributions that older adults make to our communities.

IV. **ANALYSIS:**

- A. **Strategic Impact** – This action supports the City’s Statement of Values-Justice, Equity, Diversity and Inclusion Statement dated December 7, 2020.
- B. **Financial** – There is no financial impact for adopting this resolution.
- C. **Timing** – The next opportunity to recognize Older Americans Month is May 2023.
- D. **Policy/legal** – City Council action is required to add Older American Month and remove Irish-American Heritage Month, Law Day, Constitution Day and Citizenship Day to the list of formally recognized National Observance and Commemorative/Heritage Months.

ALTERNATIVES:

- A. Amend the resolution to add Older Americans Month and remove Irish-American Heritage Month, Law Day, Constitution Day and Citizenship Day from the list of National Observances and Commemorative/Heritage Months adopted by the City Council.
- B. Take No Action – The list of National Observances and Commemorative Heritage Months formally recognized by the City will remain unchanged.

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution R2022-___ Amending Resolution R2021-3215 Recognizing National Observances and Commemorative/Heritage Months to include Older Americans Month and remove Irish-American Heritage Month, Law Day, Constitution Day and Citizenship Day.

ATTACHMENTS:

- Resolution R2022-_____ Amending Resolution R2021-3215 Recognizing National Observances and Commemorative/Heritage Months.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2022-_____

AMENDING RESOLUTION R2021-3215 (RECOGNIZING NATIONAL OBSERVANCES AND COMMEMORATIVE/HERITAGE MONTHS) TO ADD OLDER AMERICANS MONTH AND REMOVE IRISH-AMERICAN HERITAGE MONTH, LAW DAY, CONSTITUTION DAY AND CITIZENSHIP DAY

WHEREAS, the City Council adopted Resolution R2020-3135 (Adopting Keizer Statement of Values-Justice, Equity, Diversity and Inclusion) on December 7, 2020;

WHEREAS, the Community Diversity Engagement Work was formed by the city Council in April 2021 as part of the Goals and Work Plan;

WHEREAS, the City Council adopted Resolution R2021-3215 (Recognizing National Observances and Commemorative/Heritage Months) on September 7, 2021;

WHEREAS, the City Council adopted Resolution R2022-3324 amending R2021-3215 on September 19, 2022 Indigenous Peoples' Day;

WHEREAS, the Community Diversity Engagement Group made motions to request the City Council to revise the list to remove Lay Day, Constitution Day and Citizenship Day, and Irish/American Heritage Month; and to recognize Older Americans Month;

WHEREAS, the Council has considered the recommendation and wishes to remove Lay Day, Constitution and Citizenship Day, and Irish/American Heritage Month;

1 WHEREAS, the Council has considered the recommendation and wishes to
2 recognize Older Americans Month;

3 NOW, THEREFORE,

4 BE IT RESOLVED by the City Council of the City of Keizer that Resolution
5 R2021-3215 be amended to remove the following from the list of national observances
6 and commemorative/heritage months:

7 • **Irish-American Heritage Month (March)**

8 Irish-American Heritage Month is a month to celebrate the contributions which Irish-
9 Americans have made to the United States.

10 • **Law Day (May 1)**

11 Law Day is a national day to celebrate the rule of law and its contributions to the
12 freedoms Americans enjoy.

13 • **Constitution Day and Citizenship Day (September 17)**

14 Constitution Day and Citizenship Day is observed each year on September 17 to
15 commemorate the signing of the Constitution on September 17, 1787 and "recognize all
16 who, by coming of age or by naturalization, have become citizens."
17
18

19 BE IT RESOLVED by the City Council of the City of Keizer that Resolution
20 R2021-3215 be amended to add the following to the list of national observances and
21 commemorative/heritage months:

22 • **Older Americans Month (May)**

23 Older Americans Month is a month to encourage and recognize the countless
24 contributions that older adults make to our communities.

25 BE IT FURTHER RESOLVED that this action by the City Council is in the form
26 of engaging the City's own speech activities and in no way creates any type of public
27 forum or limited public forum.

28

29

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

3 PASSED this _____ day of _____, 2022.

4

5 SIGNED this _____ day of _____, 2022.

6

7

8

9

10

Mayor

11

12

13

14

City Recorder



MINUTES
KEIZER CITY COUNCIL
Monday, November 7, 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
Shaney Starr, Councilor
Kyle Juran, Councilor
Daniel Kohler, Councilor
Roland Herrera, Councilor
Elizabeth Smith, Councilor
Youth Councilor Angelica Sarmiento Avendano

Staff:

Adam Brown, City Manager
Shannon Johnson, City Attorney
Shane Witham, Planning Director
Bill Lawyer, Public Works Director
John Teague, Police Chief
Tracy Davis, City Recorder

Absent:

Laura Reid, Councilor

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

**SPECIAL ORDERS
OF BUSINESS**

Volunteer of the Quarter Awards: Don Earle Sr. and Don & Jennifer Earle:

Larry Jackson introduced the Earles and explained why they were being honored. Don Sr. and Don & Jennifer accepted the awards.

PROCLAMATION – Fortieth Birthday of City of Keizer

Mayor Clark read the proclamation which included information regarding the history of Keizer.

PROCLAMATION – Small Business Saturday

Mayor Clark read the proclamation. It was accepted by Corri Falardeau, Executive Director of the Keizer Chamber of Commerce, who then shared information about the Chamber and small business support.

PROCLAMATION – Native American Heritage Month

Mayor Clark read the proclamation noting that Dee Pigsley, Chair of the Confederated Tribes, and Neveah Music were attending the meeting to accept the proclamation. Ms. Pigsley then shared information about local tribes and recent accomplishments.

COMMITTEE REPORTS

Community Diversity Engagement Committee Appointments – Mayor Clark and Councilor Starr: Mayor Clark re-appointed Neveah Music and Councilor Starr appointed Tammy Kunz.

Mid-Willamette Valley Community Action Agency Appointment: Mayor Clark announced that Councilor Reid had agreed to represent the City of Keizer.

Mid-Willamette Valley Homeless Alliance Alternate Appointment: Mayor Clark announced that Councilor Starr had agreed to serve as the alternate.

RESOLUTION – Amending the Audit Committee; Amending Resolution No. R93 627; Repealing Resolution R2013-2312

City Attorney Shannon Johnson summarized his staff report.

Councilor Smith moved that the Keizer City Council adopt the Resolution Amending the Audit Committee; Amending Resolution No. R93 627; Repealing Resolution R2013-2312. 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)

COMMITTEE REPORTS

Nivea Music, on behalf of the Community Diversity Engagement Committee, explained that November is Native American Heritage Month and shared information about Native American traditions, culture and history.

Michael DeBlasi, reported THAT the Traffic Safety, Bikeways, Pedestrian Committee is working on updating the Committee Purpose and the Neighborhood Traffic Management Program.

PUBLIC COMMENT Mayor Clark acknowledged for the record emails received from *Dana Petre-Miller* and *Scott Kennedy* regarding electrification of area buildings.

Rich Rodriguez, Keizer, questioned Council reasoning on participating in a lawsuit related to climate change, asked what the City's policy was on climate change, shared information on CO2 and urged that efforts be made to reduce it. Mayor Clark acknowledged that the litigants in the lawsuit are working toward climate friendly and equitable communities but are opposed to the rules that are not climate friendly or equitable.

Corrie Falardeau, Keizer Chamber of Commerce, shared information on upcoming Keizer holiday events.

Jill Gust, McNary Booster Club Vice President, invited everyone to attend the Holiday Bazaar on November 19.

PUBLIC HEARING None

ADMINISTRATIVE ACTION

a. Keizer Heritage Foundation – Window Replacement Project – American Rescue Plan Act (ARPA) Funding

City Manager Adam Brown summarized the staff report.

Councilor Smith moved that the Keizer City Council authorize the City Manager to enter into an agreement with the Keizer Heritage Foundation to provide \$30,000 in financial support from the ARPA Fund for the window replacement project. 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 – Authorizing the City Manager to Enter Into a Personal Services Agreement with CivicPlus for Codification Services
- b. RESOLUTION – Authorizing the City Manager to Sign Amendments to the Intergovernmental Agreement – Joint Litigation of Climate Friendly and Equitable Communities Rules
- c. Approval of October 10, 2022 Work Session Minutes
- d. Approval of October 17, 2022 Regular Session Minutes

Item d was pulled.

Councilor Smith moved for approval of items a, b and c 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 item d of the Consent Calendar. Councilor Kohler seconded. Motion passed as follows:

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

OTHER BUSINESS

Mayor Clark commended Tracy Davis for her efficient management of the Community Center and pointed out that three people have been hired to do the job.

STAFF UPDATES

Public Works Director Bill Lawyer reported that the stormwater system performed very well over the weekend in spite of receiving over three inches of rain.

COUNCIL MEMBER REPORTS

Councilor Starr reported on meetings and events she had attended and commended the McNary High School Honor Society for their successful 'Trunk or Treat' event.

Councilor Smith announced the Chamber phone number for requesting text message information: Text 503-563-8679 and text the word 'groups' to receive text messages for various working groups, alerts, etc.

Councilor Kohler reported on meetings and events he had attended, announced upcoming ones and noted that June 16 and 17 would be the 40-year Keizer anniversary party.

Councilor Herrera reported on meetings and events he had attended, noted that Veterans Day used to be called Armistice Day, commended Nolan Gonzalez (city staff) for his work ethic, praised McNary Soccer team and their coach, Miguel Camarena, who was awarded Coach of the Year and announced the upcoming Latino Business Alliance meeting.

Youth Councilor Sarmiento shared information about winter sports at McNary, a program at The Rec, an orchestra concert and a living history assembly.

Mayor Clark shared information on various meetings and events she had attended, congratulated Salem's new mayor, Chris Hoy, thanked former Mayor Chuck Bennett, announced upcoming events, and congratulated Kaleigh Westermann-Lewis who received the Distinguished Project Award from the City of Salem for her efforts in the Salem Cloth Project.

AGENDA INPUT

November 14, 2022 - 6:00 p.m. ~ City Council Work Session
CANCELLED

November 21, 2022 – 7:00 p.m. ~ City Council Regular Session

November 28, 2022 – 6:00 p.m. ~ City Council Work Session

- Leash Law

December 5, 2022 – 7:00 p.m. ~ City Council Regular Session

December 12, 2022 – 6:00 p.m. ~ City Council Work Session

- Bi-Annual Meeting with outgoing/incoming Council

December 14, 2022 – 7:30 a.m. ~ City Council Work Session

- Chemeketa Community College Agricultural Center Tour

December 19, 2022 – 7:00 p.m. ~ City Council Regular Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 8:21 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: _____