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**AGENDA**  
**KEIZER CITY COUNCIL**  
**REGULAR SESSION**

Tuesday, February 21, 2023

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. Utility Service Utilizing the Public Rights of Way and Communications License Law
8. **ADMINISTRATIVE ACTION**
  - a. West Keizer Neighborhood Association Annual Report
  - b. Community Center Fee Waiver – Keizer Chamber of Commerce Luncheon/State of the City Address
  - c. **RESOLUTION** – Authorizing the City Manager to Enter Into A Personal Services Agreement with Buffalo Cloud Consulting LLC for Consulting Services

## 9. CONSENT CALENDAR

- a. RESOLUTION – Authorizing the City Manager to Sign Engineering Services Contract with AKS Engineering & Forestry, LLC
- b. RESOLUTION – Authoring the City Manager to Enter Into Agenda and Meeting Management Software Agreement with CivicPlus
- c. Approval of February 6, 2023 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

February 27, 2023 – 4:00 p.m.

City Council Work Session

- Strategic Planning Session

March 6, 2023 – 7:00 p.m.

City Council Regular Session

March 13, 2023 – 6:00 p.m.

Long Range Planning Task Force Meeting

March 20, 2023 – 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: FEBRUARY 21, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: E. Shannon Johnson, City Attorney

SUBJECT: **PUBLIC HEARING – UTILITY SERVICE UTILIZING THE PUBLIC RIGHTS-OF-WAY AND COMMUNICATIONS LICENSE LAW**

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**PROPOSED MOTION:**

I move the hearing on Utility Service Utilizing the Public Rights-of-Way and Communications License Law be continued to March 20, 2023.

**I. SUMMARY:**

This matter is before Council to review the two proposed ordinances referenced above. However, additional comments from the affected companies required the hearing to be continued.

**II. BACKGROUND:**

- A. About a year ago, Council directed staff to move forward with a “code model” rather than the existing “franchise model” in regulating utilities that use the public right-of-way.
- B. Working with our consultant and telecom legal counsel, we are addressing industry concerns, but to be able to do so will require additional time. Therefore, it is appropriate to continue the hearing to March 20, 2023.

**III. CURRENT SITUATION:**

- A. This matter is scheduled for tonight’s meeting.
- B. It is appropriate to allow additional time to address utilities’ concerns.

**IV. ANALYSIS:**

- A. **Strategic Impact** – Not applicable
- B. **Financial** – Not applicable with regard to the issue of the continued hearing. We will address possible financial impacts of the proposed Ordinances at the continued hearing.
- C. **Timing** – It is appropriate to allow additional time to review the matter fully.
- D. **Policy/legal** – Moving forward with the “code model” is consistent with Council’s policy directive. In addition, ultimately the “code model” is more legally defensible as it provides for a level playing field for utilities.

**ALTERNATIVES:**

- A. Continue hearing to March 20, 2023.
- B. Continue hearing to a different date.

**RECOMMENDATION:**

Staff recommends opening the public hearing and then pass a motion to continue the hearing to March 20, 2023. Please contact me if you have any questions.

**ATTACHMENTS:**

- None



CITY COUNCIL MEETING: FEBRUARY 21, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tracy L. Davis, City Recorder

SUBJECT: **WEST KEIZER NEIGHBORHOOD ASSOCIATION ANNUAL REPORT**

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**PROPOSED MOTION:**

*I move the City Council accept the report of the West Keizer Neighborhood Association and extend recognition to the West Keizer Neighborhood Association for an additional year.*

**I. SUMMARY:**

As outlined in City of Keizer Ordinance 93-257, Neighborhood Associations shall make an annual report to the City Council near the anniversary date of their recognition. The report may be made in writing or presented orally. The report shall contain a record of all meetings, summary of all issues dealt with during the year, summary of special activities outside of the meetings, and a report of all efforts to solicit the participation and input from the members of the Associations. If the Council finds the Association has continued to meet the expectations and responsibilities of a neighborhood association, the Council by motion shall extend recognition for an additional year.

The West Keizer Neighborhood Association was first recognized in March 1996. The Association has maintained recognition since this date. Rhonda Rich, President of the West Keizer Neighborhood Association has submitted the attached report for City Council review.

**II. BACKGROUND:**

- A. The West Keizer Neighborhood Association was first recognized in March 1996.
- B. The West Keizer Neighborhood Association has continuously submitted their annual reports and maintained recognition.

**III. CURRENT SITUATION:**

- A. The West Keizer Neighborhood Association annual report will be presented to the

City Council by President Rhonda Rich.

- B. A copy of the report is attached to this staff report.

#### **IV. ANALYSIS:**

- A. **Strategic Impact** – Neighborhood Associations are an important part of the involvement of the citizens in Keizer City government.
- B. **Financial** – The West Keizer Neighborhood Association is provided funding through the City budget process.
- C. **Timing** – Extending recognition for an additional year will allow West Keizer Neighborhood Association to continue their mission.
- D. **Policy/legal** – The presenting of this report confirms the West Keizer Neighborhood Association is meeting the guidelines set forth in the Ordinance.

#### **ALTERNATIVES:**

- A. The Council may accept the report and extend recognition to the West Keizer Neighborhood Association for an additional year.
- B. The Council may choose to not accept the report or extend recognition to the West Keizer Neighborhood Association for an additional year.

#### **RECOMMENDATION:**

Staff recommends the City Council accept the report and extend recognition to the West Keizer Neighborhood Association for an additional year.

#### **ATTACHMENTS:**

- West Keizer Neighborhood Association Annual Report

## 2022 ANNUAL ASSOCIATION REPORT for the WEST KEIZER NEIGHBORHOOD ASSOCIATION

### JANUARY 2022

**Jan. 8-9** – WKNA Board members distribute informational notices to neighbors on high-traffic streets to alert them to the traffic blitz meeting on Jan. 13. Streets canvassed were Manbrin, Rafael, Delight, Shoreline, Dearborn, Sunset, 15<sup>th</sup> Ave. and 5<sup>th</sup> Ave.

**Jan. 13** – WKNA Board meets. Plans made for next quarterly newsletter to come out in early March. Gary Blake reports that a neighbor of his on Cummings is willing to volunteer time and equipment to arrange a work party of neighbors at Palma Ciega Park. Gary will coordinate with Parks Manager Robert Johnson on the effort to clean up leaves and debris that are blocking people from walking in the park.

The Board coordinates the process for election of officers to be held at the General meeting.

Kris Adams is recruited as WKNA's liaison to the Keizer Community Library Board, following a request from the Library Board for representatives from neighborhood associations.

**Jan. 13** – About 20 people attend the General meeting to offer comments about traffic safety in Keizer. Among comments are calls for red-light cameras; more signage, including adding stop signs on streets like Shoreline to help slow speeders; lowered speed limits; the possibility of speed bumps or speed tables. An education campaign to target pedestrians and bikers as well as drivers was suggested. Comments were recorded and will be shared with Keizer Police Chief Teague, who will be the February General meeting speaker to address the issues raised.

It's reported that the WKNA-sponsored food collection barrels have raised 4,621 pounds of food; \$1,111 in cash donations and 80 pounds of dog food, as well as several toys during 2021. All donations benefit the Keizer Community Food Bank.

Election of officers is held: Carol Doerfler, President; Rhonda Rich, Vice President; Carolyn Homan, Secretary. Other Board members are: Carol Phipps, Gary Blake, Art Mauer, Robb Witters.

**Jan. 20** -- Rhonda reports to the Traffic Safety Bikeways Pedestrian Committee on input received from neighbors regarding traffic safety concerns in the West Keizer area.

### FEBRUARY 2022

**Feb. 3** – The WKNA Board met at Keizer Community Library and got a tour of the revamped space led by BJ Toewe and John Goodyear, vice president and treasurer respectively of the Library Board. Kris Adams agrees to take responsibility for the Little Library at Shoreline and Rafael while Carol Doerfler is unable to see to it. Plans are made for the next newsletter edition, to come out in March.

**Feb. 7 --** Rhonda attends the City Council meeting in support of the updated Parks Master Plan, specifically as it relates to improving and maintaining Palma Ciega Park as providing a natural experience for viewing wildlife and the river.

**Feb. 8 –** Rhonda attends Parks Board meeting to highlight the need for maintenance at Palma Ciega Park and WKNA's willingness to plan a work day at the park focused on cleanup. .

**Feb. 10 –** Eric Bandonis, Marion County Sheriff's Parole/Probation deputy stationed at Keizer Police Dept., gives his quarterly update to the WKNA General meeting.

Guest speaker Police Chief John Teague responds to comments gathered from residents in January regarding traffic safety in the neighborhood. He singles out adding a speed table at the Delight/Cummings crosswalk by Cummings Elementary School, as well as making the intersection of Dearborn and Shoreline a four-way stop as two projects worth exploring. He answered a variety of questions and said most crashes in Keizer occur on River Road. Also attending were Jamie Davis and Mike DeBlasi, members of the Traffic Safety Bikeways Pedestrian Committee.

**Feb. 15 –** A public forum is held for interviews with three candidates for City Manager of Keizer. Several WKNA Board members attend.

**Feb. 17 –** Rhonda attends the Traffic Safety Committee meeting and reports on WKNA's January and February forums on traffic safety, which resulted in two proposals to present to TSBP: 1) A stop sign at Dearborn and Shoreline for north/south traffic, making that intersection a four-way stop and helping slow traffic and 2) A speed table at Cummings Lane and Delight St. to slow traffic by Cummings Elementary School. Carolyn testifies in support of safety for pedestrians and cyclists and advocates for sidewalk improvements and additions, such as along Rivercrest and Willamette Drive near Wallace House Park.

## **MARCH 2022**

**March 3 –** At the monthly Board meeting, Kris Adams shared information on Keizer Community Library's plans to become a public library affiliated with Chemeketa Cooperative Regional Library System. Group also discusses possible dates for a spring cleanup at Palma Ciega Park.

**March 8 –** Gubser Neighborhood Association coordinates a nonpartisan candidate forum for some of those running for U.S. Representative from District 6. (WKNA and Southeast Keizer Neighborhood Associations also listed as sponsors). Carolyn represents WKNA at the event.

**March 10 –** Guest speaker is Mayor Cathy Clark with her recap of the past year and vision for the year ahead. She notes that Public Works is looking at the two traffic safety proposals brought forward by WKNA as a result of neighborhood input. She applauds selection of Adam Brown as new City Manager and said he will start at the end of April. Members hear information from Keizer Chamber of Commerce on its plans to move Keizer Fest to Keizer Rapids Park.

**March 15 –** The latest edition of WKNA's newsletter is distributed. Content included updates on



Cummings Elementary School, Keizer City Manager selection, Parks Master Plan update, Keizer Community food Bank and the WKNA Traffic Blitz.

**March 17** – Rhonda testifies at the Traffic Safety Bikeways Pedestrian Committee meeting to ask about proposals made at the February meeting.

**March 21** – Rhonda presents WKNA's Annual Report for 2021 to City Council and Council officially recognizes WKNA for another year. Council approves the Parks Master Plan update, which included continuation of Palma Ciega as a City Park. WKNA had lobbied to keep the park as a public space.

**Late March** – Carol Phipps and Kathy Lincoln replant the Reader Board planter at Cummings School.

## **APRIL 2022**

**April 6** -- City Council holds a work session on the community library's request for funding in order to achieve Public Library status. Rhonda and Robb testify in favor of the request; Carolyn and Kris also attend in support.

**April 7** – WKNA Board approves seeking an \$800 budget request for the coming year in order to pay for 1,000 brochures, which will get WKNA through multiple years. Board reorganizes after receiving Carol Doerfler's resignation. According to the bylaws, Rhonda automatically becomes President and the board is to appoint a new Vice President. Gary nominates Carol Phipps as Vice President; Art seconds. Motion passes unanimously. Then, according to the bylaws, the Board is to vote to fill the vacant Board seat. Carol Phipps moves to appoint Kris Adams, the Board liaison to the Keizer Library Board, be appointed to the WKNA position. Robb seconds. Motion carries unanimously.

Group discusses plans for the Palma Ciega work day set for May 7. Kris agrees to be liaison to the Bike Skills Clinic planned for May 14 at City Hall, sponsored by the Traffic Safety Bikeways Pedestrian Committee.

**April 11** – Rhonda testifies at City Council work session regarding the proposal to join Marion County in developing two multi-use turf sports fields at Keizer Rapids Park. She requests that WKNA be included as part of a task force to be appointed to study the proposal. Adequate parking and potential field lighting are two main issues.

**April 13** – Rhonda and Carolyn attend Planning Commission's hearing on zoning and development code changes brought about by HB 2001 and SB 458.

**April 14** – Keizer Planning Director Shane Witham reports to WKNA General meeting on changes being made to Keizer's development and zoning codes in order to comply with two state laws addressing "middle housing." Group also hears an update on plans for Keizer Fest at KRP and two requests to Council for American Recovery Plan Act funding: the community library request and, in cooperation with Marion County, a request for two multi-use turf sports fields at Keizer Rapids Park.

**April 18** -- Rhonda testifies at City Council turf field work group meeting to outline WKNA's

involvement in the proposed project, including a resolution passed by the Board indicating WKNA is in favor of the plan with certain conditions.

**April 22 --** Kris Adams is recognized as Volunteer of the Week in the Keizertimes for her involvement as a board member for WKNA and the Keizer Community Library.

**April 21 –** Rhonda and Carolyn testify at Traffic Safety Bikeways Pedestrian Committee about the need for speeding mitigation efforts on Cummings Lane and Shoreline. Public Works Director Bill Lawyer said any changes need to be initiated via the **Neighborhood Traffic Management Program**.

**April 28 –** Rhonda sends a proposal to Bill Lawyer to initiate the official process for addressing the two proposed traffic safety measures identified at the January general meeting. This happens through the **Neighborhood Traffic Management Program**. Mr. Lawyer said more studies will have to be done to ensure that any actual problems exist.

**April 28 –** WKNA Board meets (this is rescheduled from May 5.) Group discusses having members attend the monthly Keizer United meetings on a rotating basis.

## **MAY 2022**

**May 7 –** Rhonda, Carol and Dennis Phipps, and Carolyn are joined by Matt Lawyer, with Claggett Creek Watershed Council, and City Councilor Laura Reid for the Palma Ciega cleanup day.

**May 12 –** Eric Bandonis, Marion County Parole/Probation officer, gives his quarterly update at WKNA General meeting. Guest speaker Jenny Ammon, Keizer's Environmental Education Coordinator, presented information on her work to educate the public about city water sources, water quality and the standards and procedures in place to ensure a safe public water supply.

Clint Holland presents information on the Keizer Rapids Amphitheater Summer Concert Series and Mary Jo Emmert reports on the John Knox Presbyterian Church's Community Garden. Councilor Laura Reid reports on the Council's Library Work Group decision to recommend to Council that it put to a public vote in November the matter of adding a \$1 fee to city water bills to support the Library operations.

**May 14 –** Kris Adams and Carolyn Homan participate in the Bike Skills Event at Keizer Civic Center.

**May 16 –** Rhonda, Carolyn and Robb testify at City Council meeting in support of funding a Keizer Public Library through fees and ARPA funds

**May 19 –** Rhonda, Robb and Carolyn attend the Traffic Safety Bikeways Pedestrian Committee to ask about the status of a speed table at Cummings/Delight and a top sign at Dearborn and Shoreline. Learn the speed study was completed on Shoreline and the Cummings study is next.

## **JUNE 2022**

**June 6** – Rhonda attends the City Council meeting and asks that WKNA be included as part of the KRP Turf Fields Task Force. She urged that adequate funding be allocated for sufficient paved parking and landscape buffering for adjacent residential areas.

**June 16** – Robb attends the Traffic Safety Bikeways Pedestrian Committee and testifies about keeping the traffic mitigation efforts front and center with the City. According to the committee's city staff liaison, two of three traffic studies have been done on Cummings and the Shoreline study also is complete.

**June 21** -- Carolyn attends City Council meeting. Council approves the contract with Marion County for ARPA funds to support the turf field project at Keizer Rapids Park.

**June 22** – Board updated on summer newsletter edition to come out late July. Various committee reports presented. Group discusses how to handle candidates speaking at WKNA meetings this fall. Rhonda said she would like to approach other neighborhood associations about holding a joint candidate fair.

## **JULY 2022**

**July 5** – Carolyn attends City Council. Council decides not to put library issue to a vote in November. Council to take up a new proposal to use \$60,000 in ARPA funds plus \$15,000 for a grant writer to ensure sustainability for Keizer Community Library.

**July 11** -- Rhonda, Carol and Carolyn attend turf field planning session with other interest groups and City staff. A preliminary project layout is approved for the northern section of Keizer Rapids Park between Walsh Drive on west and Big Toy to south and eastern park edge. Includes dedicated in/out access from Chemawa and ample parking, keeping effects on adjacent neighborhood to a minimum.

**July 12** -- Carolyn attends Parks Board, thanks the City for ongoing work at Palma Ciega and asks about recent brush clearing in the lower part of Wallace House Park. Matt Lawyer says the native species planted in that area can tolerate cut-back, which is done to keep line of sight to the river. Staff reports more trees being limbed at Palma Ciega and welcomes WKNA help with cleanup. Announce Eagle Scout plans to build a trail to the river there. Project could be complete by September.

**July 18** – Rhonda, Kris and Carolyn attend City Council and are among several who speak in support of the public library ballot measure and Council directs staff to craft a proposal for consideration Aug. 1.

**July 21** – Robb, Gary and Carolyn attend Traffic Safety/Bikeways/Pedestrian Committee. Gary reports on neighbors' complaints about speeding on Cummings. It is suggested he get a petition from the neighbors about the problem. Committee reports on progress re: revamp of Neighborhood Traffic Management Plan. Committee discusses traffic mitigation efforts requested by WKNA for Shoreline and Cummings. Rather than a four-way stop at Dearborn and Shoreline, group endorses installation of flashing speed limit signs. Speed table or "cushion" installation on Cummings at Delight is backed.

**July 27** – WKNA Board meets. Kris Adams has prepared labels for Little Library books to highlight WKNA sponsorship. Traffic mitigation efforts on Cummings and Shoreline still awaiting results of city studies. Carol to contact Cummings Principal for letter of support for speed table at Cummings and Delight. Traffic Safety Committee may include WKNA representatives to help revamp the Neighborhood Traffic Management Plan. WKNA has a map of the Keizer Fest layout from the Chamber and it's noted that signage is planned to direct traffic away from adjacent neighborhoods.

As part of Board meeting, Keizer Community Library representatives BJ Toewe and John Goodyear present details of the plan to move to public library status and the ballot measure to come to council for final approval Aug. 1. Help is sought to locate “influencers” willing to be listed in a full-page ad in the Keizer Times in October. Letters to the Editor also sought.

## **AUGUST 2022**

**Aug. 1** – Carolyn attends City Council where ballot measure to establish a Library Services Fee in support of Keizer Community Library becoming a public library is approved for November ballot.

**Aug. 3** -- Summer edition of WKNA newsletter printed and out to brochure boxes. Content includes information on the Keizer Community Library, Keizer Food Bank, Keizer Rapids Park Turf Fields Cummings Elementary School, Traffic Calming Devices and Palma Ciea Park.

**Aug. 12** -- Carol helps with cleanup work at Palma Ciea Park,

**Aug. 18** – Robb, Carolyn and Rhonda (?) attend Traffic/Safety committee meeting City has commissioned an engineering firm to do a traffic study, which rejects need for traffic mitigations requested by WKNA. TSBP forwards to Council recommendation to install flashing speed limit signs on Shoreline near Dearborn and a speed table or “cushion” on Cummings at Delight, across from Cummings Elementary.

## **SEPTEMBER 2022**

**Sept. 6** – Rhonda and Carolyn attend City Council. Rhonda presents brief history of WKNA request for traffic calming efforts at Dearborn/Shoreline and Cummings/Delight. She notes that the engineering study commissioned by the city doesn't even mention presence of an elementary school at the Cummings/Delight intersection. Carolyn requests information on cost of engineering study city commissioned vs. cost of a speed table on Cummings. TSBP Committee vice chair Mike DiBlasi asks city to reject engineering study and presents information on speed cushion devices. Police chief again endorses a speed table as effective in slowing traffic. City Council OK's installation of both a speed table and flashing speed limit signs.

**Sept. 8** – First WKNA General meeting of the fall. Speakers are BJ Toewe and John Goodyear with the YES for Keizer Public Library campaign.

**Sept. 12** -- WKNA Board members join City Council members and Mayor Clark at Palma Ciea Park

as part of Council's annual Parks Tour. WKNA provides cookies to celebrate park improvements that include a picnic area and a viewing bench.

**Sept. 15** – Rhonda and Carolyn attend Traffic Safety committee meeting. Rhonda thanked committee for getting WKNA traffic issues before the City Council. She offers Robb and Carolyn's help to committee in revision of the Traffic Management Plan. One issue for WKNA is requirement that a traffic mitigation request requires a petition of neighbors. WKNA distributed 300 flyers, held at least 2 meetings on the traffic issues specifically and brought the information to TSBP. A door-to-door petition effort would seem no more effective. Or, the city could host an online petition.

**Sept. 20** -- Carol and Dennis help with city's Trashy Tuesday cleanup event at Wallace House Park where 151 pounds of trash is collected and disposed of properly.

**Sept. 21** – Rhonda, Carolyn and Carol attend a meeting with representatives of other Keizer neighborhood associations at City Hall to set plans for a Candidate Fair to be held in October, sponsored by all five Keizer NAs.

**Sept. 24** – Rhonda attends Cummings School Playground Beautification work day, held in preparation for school's annual jogathon.

**Sept. 27** – Rhonda, Carol and Carolyn attend a site plan draft review for the turf fields at Keizer Rapids.

## **OCTOBER 2022**

**Oct. 13** -- WKNA Board meets prior to General meeting. Plans set for Winter newsletter edition.

At General meeting, speaker Andy Kronser, Principal of Cummings Elementary School, updates group on school's events, including the year's focus on rebuilding community. He has been revisiting the history of Cummings as part of that effort.

**Oct. 15** – Carolyn attends Keizer United meeting, invites attendees to Candidate Forum at City Hall Oct. 10, hosted by all of Keizer's neighborhood associations.

**Oct. 19** – WKNA and Keizer's other neighborhood associations host a candidate forum for House Dist. 21, Senate Dist. 6, County Commission, City Council candidates and the Library Ballot Measure. About 70 people attend. Candidates give presentations and answer audience questions.

**Oct. 20** – Rhonda and Robb attend Traffic Safety committee; pursue WKNA concerns about Neighborhood Traffic Management Plan requirement for neighbor petitions in order to pursue traffic mitigation efforts. Rhonda shares Cummings Elementary Principals' concerns about parking along Rivercrest during after-school student pickups. Parked cars make it hard for drivers exiting the west driveway. Sgt. LeDay suggests school can place traffic cones along the street during those hours to prevent parking. Committee chair Davis notes that flashing speed limit signs for shoreline are on order for delivery in December.

**Oct. 29** – Rhonda participates along with other neighborhood members in the Wallace House Fall Maintenance Project organized by the Keizer Rotary Satellite Club and the Claggett Creek Watershed Council.

## **NOVEMBER 2022**

**Nov. 2** – Carolyn and Kris attend City Council's celebration of Keizer's 40<sup>th</sup> anniversary as a City at City Hall.

**Nov. 3** – WKNA Board meets. Recap of Candidate Forum held. Group decides to pursue another group association meeting to host Mayor Cathy Clark's State of the City address in March 2023.

**Nov. 8** – Carol and Rhonda attend Parks Board for update on the KRP soccer fields. Rhonda and Carolyn attend election watch party for Public Library measure vote, which is defeated at the polls.

**Nov. 10** – Public Works Director Bill Lawyer is speaker for WKNA General meeting. Turf fields update, other parks projects, sewer/street projects, and stormwater/water information provided.

**Nov. 18** – Rhonda Rich is featured as Keizer Times' "Volunteer of the Week," honored as she said for effort that "makes me feel that I am making a difference and investing in my community."

## **DECEMBER 2022**

**NO MEETINGS** – The December edition of the WKNA newsletter is published. A collaborative effort by Robb, Carol and Carolyn. The newsletter is on the website and includes information on the Keizer Rapids Park Turf Fields, Keizer Library update, Palma Ciega Park, Street Safety, Keizer Happenings, Upcoming Meetings and Neighborhood Meeting information.

## **JANUARY 2023**

**Jan. 9** – Carolyn attends Keizer United meeting. Invites everyone to WKNA General meeting to learn about emergency preparedness from Keizer Fire District's Deputy Fire Marshal Anne Marie Storms.

**Jan. 13** – WKNA Board meets at City Hall ahead of General meeting to organize for 2023-24 Board elections. In Parks report, news is discussed of an accident that took out part of the entrance fence at Sunset Park and also the WKNA brochure box attached to park signage. Also, Parks Board liaisons to West Keizer parks now include Lisa Cjeka for Willamette Manor, Dave Loudon for Wallace House and Mike Pantilone for Sunset. All Parks Board members review Keizer Rapids.

**WKNA General** – In Board elections, Rhonda Rich is re-elected President; Kris Adams is elected Vice President; Carolyn Homan is re-elected Secretary; and Carol Phipps, Gary Blake, Art Mauer and Robb Witters are elected Board members for the coming year.

Rhonda announces plans for a joint meeting of Keizer neighborhood associations on March 9 to host Mayor Clark's State of the City address. February WKNA speaker will be City Manager Adam Brown.

**Mid-January** – Flashing speed limit signs installed on Shoreline near Dearborn. Neighbors already reporting effectiveness in slowing traffic.

*Submitted*

*Rhonda Rich, WKNA President*

*Carolyn Homan, WKNA Secretary*



CITY COUNCIL MEETING: FEBRUARY 21, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tracy L. Davis, City Recorder

SUBJECT: **KEIZER CHAMBER OF COMMERCE LUNCHEON/STATE OF THE CITY  
ADDRESS – COMMUNITY CENTER FEE WAIVER**

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**PROPOSED MOTION:**

*I move the City Council approve the requested waiver of the Community Center rental fees including the security deposit and charge \$120 for staffing fees for the March 14, 2023 Chamber of Commerce Luncheon/State of the City Address.*

**I. SUMMARY:**

Corri Falardeau, Executive Director of the Keizer Chamber of Commerce has requested a waiver of the rental fees for the Chamber of Commerce Luncheon/State of the City address scheduled for Tuesday, March 14, 2023. The letter requesting the fee waiver is attached. The registration fee for attendance at this event is \$15.00 for chamber members and \$20.00 for nonmembers.

The rental rate for the Community Center room Iris C is \$80 per hour (includes Government partner 20% discount) along with a refundable security deposit of \$750. The Chamber has requested access to the room at 10:00 a.m. to 2:00 p.m. on the day of the event. They have also requested use of the stage and a projector/screen. This equipment adds \$225 to the rental fee totaling \$545.

Staffing fees are included in the rental fee. Staff will be required to set the room prior to the event, cover during the event, and then clean/restore the room after the event. Estimated staff time is 6 hours totaling \$120.

**II. BACKGROUND:**

- A. On February 1, 2023 Corri Falardeau submitted a letter requesting a rental fee waiver and deposit for the Chamber Luncheon/State of the City Address.
- B. The Keizer Chamber of Commerce paid the rental fees for this event in 2022.



- C. 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 City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.
- D. The Keizer City Council does not have the ability to waive any required insurance, alcohol, or catering requirements as outlined in the facility use agreement.

### III. **CURRENT SITUATION:**

- A. The date requested have been secured as requested by the Keizer Chamber of Commerce.
- B. The Keizer Chamber of Commerce has not paid any rental fees or deposits as of this date.

### IV. **ANALYSIS:**

- A. **Strategic Impact** – This event is a significant benefit to the Keizer Community.
- B. **Financial** – The financial impact of this request is a reduction in rental income for the Community Center.
- C. **Timing** – Approval of this request will allow the Keizer Chamber of Commerce to move forward with organization of this event.
- D. **Policy/legal** – The City Council has the sole authority to grant fee waivers for use of the Community Center.

### **ALTERNATIVES:**

- A. Approve the waiver of the Community Center rental fee of \$545, deposit amount of \$750, but charge for staffing costs of \$120
- B. Approve the requested waiver of the Community Center rental fee of \$545, deposit amount of \$750, and all other costs associated with this event.
- C. Deny the request for a waiver of the Community Center rental fee of \$545 and deposit fee of \$750.

### **RECOMMENDATION:**

Staff recommends the City Council approve a waiver of the Community Center rental fee and deposit but charge for staffing in the amount of \$120 for the 2023 Keizer Chamber of Commerce

Luncheon/State of the City Address.

**ATTACHMENTS:**

- Resolution 2018-2932 – Adopting Use Policies and Rates for the Keizer Community Center Rooms
- Keizer Chamber of Commerce Letter of Request for Fee Waiver

James Hutches, President  
Jane Lowery, President Elect  
Jaci Smith, Secretary  
Jonathan Thompson, Treasurer  
Bob Shackelford, Past President



Directors:  
Claire Juran, Mike Adams,  
Leslie Risewick, Markey Toomes,  
Jeremy Turner, Dave Walery,  
Darrell Fuller, Kalynn Wright

2/01/2023

To Mayor Cathy Clark, City Councilor's and City Staff,

Each year the Keizer Chamber of Commerce partners with Mayor Cathy Clark to put on the State of our City Luncheon. The support and partnership from the city for this event and the many other events you allow us to hold here at the Civic center are greatly appreciated.

The Keizer Chamber would like to request the waiver of all fees acquired through the rental and use of the Civic Center for the State of our City Luncheon. This would be an incredible support for the Keizer Chamber to allow us to make this event open to the community.

Thank you so much for your consideration.

Sincerely

A handwritten signature in black ink, appearing to read "Corri Falardeau".  
Corri Falardeau

Executive Director

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2  
3 Resolution R2018- 2932  
4

5  
6 ADOPTING USE POLICIES AND RATES FOR THE  
7 KEIZER COMMUNITY CENTER ROOMS;  
8 REPEALING RESOLUTION R2015-2612  
9

10  
11 WHEREAS, the City Council adopted policies for community use of city hall  
12 facilities in 1986;

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

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

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

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

21 NOW, THEREFORE,

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

24 **Alcohol Policies:** The following regulations apply to the allowance, sale  
25 or consumption of alcoholic beverages in the Keizer Community Center  
26 Rooms and lobby:  
27

- 28 a. Only individuals twenty-one (21) years of age or older may consume  
29 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

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



CITY COUNCIL MEETING: FEBRUARY 21, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tim Wood, Assistant City Manager

SUBJECT: **RESOLUTION - AUTHORIZING THE CITY MANAGER TO ENTER INTO A PERSONAL SERVICES AGREEMENT WITH BUFFALO CLOUD CONSULTING LLC FOR CONSULTING SERVICES**

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**PROPOSED MOTION:**

*I move the City Council adopt Resolution R2023-\_\_\_\_\_ Authorizing the City Manager to enter into a personal services agreement with Buffalo Cloud Consulting, LLC for consulting services.*

**I. SUMMARY:**

At the November 3, 2022 Community Diversity Engagement Committee meeting, the Committee made a motion to direct staff to recommend to the City Council that a consultant be retained to assist the Committee in developing a work plan for the coming year.

**II. BACKGROUND:**

- A. The Community Diversity Engagement Committee was established November 1, 2021 and held its first meeting January 26, 2022.
- B. The Committee has experienced significant turnover in committee members, throughout 2022.

**III. CURRENT SITUATION:**

- A. During the January 2023 meeting a new Committee Chair and Vice Chair were elected.
- B. Due to the complex and specialized nature of community engagement and diversity the Committee recommended engaging a consultant to assist with developing a workplan.

- C. Staff reached out to multiple consultants who specialize in community diversity and engagement activities.
- D. Buffalo Cloud Consulting LLC prepared a proposal that provides for:
  - 1. Monthly workshops for the Community Diversity Engagement Team,
  - 2. Two meetings with City Council, and
  - 3. An Equity Engagement Plan.

#### **IV. ANALYSIS:**

- A. **Strategic Impact** – This action supports the Council’s 2021-2022 workplan by supporting the Community Diversity Engagement Committee.
- B. **Financial** – The personal services agreement is for \$24,050 and is provided for with existing appropriations in the American Rescue Plan Act (ARPA) Fund.
- C. **Timing** – The personal services agreement covers proposed work through June 30, 2023.
- D. **Policy/legal** – The contractual amount and length of the agreement does not require City Council approval however this matter is before the Council as the result of a motion by the Community Diversity Engagement Committee, which is an advisory committee.

#### **ALTERNATIVES:**

- A. Authorize the City Manager to enter into a personal services agreement with Buffalo Cloud Consulting LLC for consulting services.
- B. Take No Action – The City will not enter into a personal services agreement with Buffalo Cloud Consulting LLC. The committee would continue its work without a facilitator.
- C. Recommend an alternate service provider to assist with developing a work plan for the coming year.

#### **RECOMMENDATION:**

Staff recommends that the City Council adopt Resolution 2023-\_\_\_\_ Authorizing the City Manager to enter into a personal services agreement with Buffalo Cloud Consulting LLC for consulting services.

**ATTACHMENTS:**

- R2023-\_\_\_\_\_ Authorizing the City Manager to enter into a personal services agreement with Buffalo Cloud Consulting, LLC for consulting services

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-\_\_\_\_\_

AUTHORIZING THE CITY MANAGER TO ENTER INTO A  
PERSONAL SERVICES AGREEMENT WITH BUFFALO  
CLOUD CONSULTING LLC FOR CONSULTING SERVICES

WHEREAS, the Community Diversity Engagement Committee made a motion to  
direct staff to recommend to Council that a consultant be retained to assist the Committee  
in developing a work plan for the upcoming fiscal year;

WHEREAS, the City solicited proposals from consultants who specialize in  
community diversity and engagement activities;

WHEREAS, one proposal for this project was received;

WHEREAS, Buffalo Cloud Consulting LLC submitted a proposal for \$24,050.00;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager  
is hereby authorized to enter into an agreement with Buffalo Cloud Consulting LLC to  
perform consulting services to assist the Community Diversity Engagement Committee  
in developing a work plan for the upcoming fiscal year. Funding for this project is from  
the American Rescue Plan Act (ARPA) Fund.

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

3           PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

4  
5           SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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\_\_\_\_\_  
Mayor

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\_\_\_\_\_  
City Recorder



CITY COUNCIL MEETING: FEBRUARY 21, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Bill Lawyer, Public Works Director

SUBJECT: **AUTHORIZING CITY MANAGER TO ENTER INTO AN ENGINEERING SERVICES CONTRACT**

---

**PROPOSED MOTION:**

*"I move the City Council adopt Resolution R2023-\_\_\_ Authorizing City Manager to Sign Engineering Services Contract with AKS Engineering & Forestry LLC."*

**I. SUMMARY:**

The existing engineering services contract for the City's engineering services provider is set to expire February 28, 2023 and has no remaining extensions. The City conducted a request for qualification process and recommends that the City Council authorize the City Manager to enter into an agreement with AKS Engineering & Forestry LLC.

**II. BACKGROUND:**

- A. In March 2016 the City entered into an Engineering Services contract with AKS Engineering & Forestry LLC.
- B. The agreement was effective March 1, 2016 for a term of three years with two options to extend for an additional two-year period.
- C. The Engineering Services contract expires February 28<sup>th</sup>, 2023 and cannot be extended.

**III. CURRENT SITUATION:**

- A. The City issued a request for qualifications for engineering services in October 2022.

- B. The City received one qualified proposal.

**IV. ANALYSIS:**

- A. **Strategic Impact** – N/A
- B. **Financial** – The fee schedule for the initial year of services is included in the contract. The subsequent years fee increase is based on the CPI-All Urban Consumers -West Version index and is capped at 5%. The agreement is for three years with two options to extend for an additional two-year period.
- C. **Timing** – The current contract expires on February 28<sup>th</sup>, 2023 and the city requires ongoing engineering services
- D. **Policy/legal** – In accordance with the City’s purchasing policy the agreement must be authorized by the City Council as the contract amount is greater than \$25,000 and the term is longer than two years.

**V. ALTERNATIVES:**

- A. Authorize the City Manager to into an engineering services contract with AKS Engineering & Forestry LLC for city engineering services
- B. Take No Action – The City would be without engineering services.

**VI. RECOMMENDATION:**

Staff recommends that the City Council authorize the City Manager to enter into an engineering services contract with AKS Engineering & Forestry LLC to provide city engineering services.

**ATTACHMENTS:**

- Resolution R2023\_\_\_\_\_ - Authorizing City Manager to sign engineering services contract with AKS Engineering & Forestry LLC.



CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-\_\_\_\_\_

AUTHORIZING THE CITY MANAGER TO SIGN  
ENGINEERING SERVICES CONTRACT WITH AKS  
ENGINEERING & FORESTRY, LLC

WHEREAS, the City of Keizer has engaged Peterson Engineering for engineering services since 1985;

WHEREAS, Peterson Engineering was acquired by AKS Engineering & Forestry, LLC;

WHEREAS, a Request for Qualifications was issued by the City in 2016 and AKS Engineering & Forestry, LLC was the successful proposer and has been performing engineering services for the City;

WHEREAS, hiring an outside engineering firm with in-depth experience is in the best interests of the City;

WHEREAS, on October 7, 2022, a Request for Qualifications was issued by the City;

WHEREAS, one submittal was received. The City Manager recommended moving forward with negotiating the rates with AKS Engineering & Forestry, LLC;

WHEREAS, rate negotiations commenced and were successfully agreed to;

WHEREAS, the City Council wishes to engage the services of AKS Engineering & Forestry, LLC to perform the engineering services;

1           WHEREAS, AKS Engineering & Forestry, LLC wishes to serve as City  
2 Engineer;

3           WHEREAS, the City of Keizer and AKS Engineering & Forestry, LLC wish to  
4 enter into a contract to provide for a clear understanding of the duties/expectations and  
5 compensation for services rendered;

6           NOW, THEREFORE,

7           BE IT RESOLVED by the City Council of the City of Keizer that the City  
8 Manager is authorized to sign the Engineering Services Contract, a copy of which is  
9 attached as Exhibit "A" and by this reference incorporated herein.

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

12           PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

13

14           SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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Mayor

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\_\_\_\_\_  
City Recorder

## ENGINEERING SERVICES CONTRACT

This Agreement made this 1<sup>st</sup> day of March, 2023, by and between the City of Keizer, an Oregon municipal corporation (hereinafter referred to as the “City”) and the engineering firm of AKS Engineering & Forestry, LLC (hereinafter referred to as “Engineer”).

WHEREAS, City wishes to engage the services of Engineer as City Engineer;

WHEREAS, Engineer wishes to serve in that capacity;

WHEREAS, City and Engineer believe it is important to define this relationship under a contractual format to provide for a clear understanding of the terms of engagement, duties/expectations, and compensation for services rendered.

THEREFORE, City hereby contracts Engineer as its City Engineer under the terms and conditions provided below:

1. **CONTRACT FOR SERVICES.** City hereby contracts Engineer beginning March 1, 2023 and continuing through February 28, 2026 or until this Contract is terminated as herein provided. This Contract may be reevaluated and renewed for two (2) two-year terms if agreeable by all parties mentioned above. Where appropriate, “Engineer” shall include all Engineers’ staff and allowed subcontractors.

2. **SCOPE OF SERVICES.** Engineer shall be available on a daily basis for consultation by members of the City staff. All services are to be billed at an hourly rate. Monthly billing must be presented for billable services with a detailed hourly breakdown.

2.1 Services will be provided at a specified hourly rate and will be accrued at one quarter of one hour increments rounded up to the nearest increment. Services would generally include, but not necessarily be limited to the following:

2.1.1 Attend meetings as requested of the Keizer City Council, including regular meetings, special meetings, executive sessions, and work sessions. Regular meetings are normally held on the first and third Mondays of each month, beginning at 7:00 p.m., and typically run two to three hours in duration. The Council may meet in executive sessions beginning at 6:00 p.m. prior to the regular Monday meetings, and work sessions may be held at any time, but are usually on the second or fourth Mondays of the month.

2.1.2 Attend, as needed and requested by the City Council, the City Manager, the Public Works Director, or the Planning Director,

meetings of commissions and committees and represent the City in other meetings or matters as necessary and appropriate.

- 2.1.3 Provide engineering advice, upon request, to the City Council and its members, the City Manager, the Public Works Director, the Planning Director, and their staff (upon approval by the City Manager, the Public Works Director, or the Planning Director).
- 2.1.4 When requested, attend weekly Engineering/Pre-Design/Pre-Application meetings held at City Hall on Tuesday afternoons. These meetings usually last between one (1) and two (2) hours.
- 2.1.5 Review plans and other data submitted for City approval. Prepare staff reports, and provide comments and conditions for land use cases as required.
- 2.1.6 Prepare plans and bid documents on designated City infrastructure projects, including, but not limited to water production, water storage, and water supply facilities, and parks, stormwater, transportation, water distribution, and sanitary sewer systems within the established timelines set by Public Works Director, Planning Director, City Manager or designees. Final as-constructed drawings are required to be submitted to the City within 45 days of final payment being made to the contractor for the project or submittal of the final field drawings by City Inspectors.
- 2.1.7 Provide inspection services on designated City public works projects as requested.
- 2.1.8 Assist the City in obtaining necessary permits from other governmental agencies as requested.
- 2.1.9 Provide support drawings in Auto Cad, Arc Info and Arc Map to assist Public Works and Community Development team members.
- 2.1.10 Assist Public Works Department in periodic updates to Design and Construction Standards including specification drawings and standard detail drawings.
- 2.1.11 Engineer shall sign final Mylars within five (5) calendar days of being notified by City staff.
- 2.1.12 Prepare selected master planning and feasibility studies as requested.

2.1.13 Perform additional engineering and special services which cannot be fully described at the time, as requested by the City.

### 3. PERFORMANCE EVALUATION.

#### 3.1 Relationship between City and Engineer.

3.1.1 Engineer shall serve at the pleasure of the City Manager and provide engineering services to the City for the betterment of the community. Subject to the terms of this Agreement, the decision to terminate the services of Engineer lies directly with the City Manager only, not with any other employee of the governing body or with any staff under the supervision of the City Manager.

3.1.2 The City Manager shall routinely monitor the work of Engineer and shall address any performance deficiencies.

### 4. COMPENSATION.

City shall pay Engineer for engineering services provided in the following manner:

- 4.1 Hourly Services. City shall pay Engineer according to the rate schedule attached as Exhibit "A" per each hour worked, prorated to each one-quarter of one hour increments rounded up to the nearest increment. Engineer may update Exhibit "A" on an annual basis beginning March 1, 2024 using the CPI-All Urban Consumers – West Version (Index) Portland Consumer Price Index for Wage Earners (Index), or other mutually agreed upon metric as basis for adjustment, except that the hourly rates shall never increase more than five percent (5%) even if the Index is more than 5% and the hourly rate shall never decrease from the previous year's hourly rate even if the Index is reduced.
- 4.2 Billings. Engineer shall be paid by City no later than thirty (30) days after receipt of monthly invoices presented for billable services with a detailed hourly breakdown.
- 4.3 Reimbursement for Costs and Expenditures. City shall reimburse Engineer for all reasonable and approved out-of-pocket costs.
- 4.4 Reimbursement for Subcontractors and Subconsultants. City shall reimburse Engineer for subcontractors and subconsultants on a competitive rate basis.

5. **PROPERTY OF CITY.** All plans, supporting documents, formal drawings, bid documents, etc. are property of the City and must be maintained as permanent records as required by law and must be delivered to City immediately upon request.

6. **TERMINATION.** This Agreement may be terminated by the mutual consent of both parties at any time. This Agreement may be terminated by City or Engineer upon six (6) months' written notice delivered by certified mail or in person. At the City's option, Engineer shall assist with transition to new City Engineer for up to six (6) months after the termination of this Agreement. Services during such transition shall be billed at the then-current rates as approved in writing by City.

City may terminate this Agreement after ten (10) days written notice delivered to Engineer, if Engineer fails to provide the services called for in this Agreement, or if Engineer's failure to pursue the work endangers performance of this Agreement in accordance with its terms, and Engineer fails to correct such failure within the ten (10) day period. This Agreement shall continue in effect until terminated by either party or until it expires, pending renewal as set forth in Paragraph 1.

7. **NOTICE.** Any notices shall be given in writing by placing such notice in the United States Postal Service mail by certified mail, return receipt requested at the party's last known address or by hand delivery. Notices are deemed effective upon mailing or hand delivery.

8. **TORT PROVISION/INDEPENDENT CONTRACTOR.** Engineer is an agent of City solely for tort claim purposes, as set forth in the Oregon Tort Claims Act. Except as expressly stated herein, City shall not be responsible for the negligent acts or omissions of Engineer. Engineer shall not be responsible for the negligent acts or omissions of City. Engineer represents and warrants that it is an independent contractor and neither an employee, nor an agent of City except as stated above. Engineer is not entitled to, and expressly waives all claim to City benefits including, but not limited to health, life, and disability insurance, overtime pay, paid leave, and retirement.

9. **WORKERS' COMPENSATION COVERAGE.** No workers' compensation insurance has been or will be obtained by City on account of Engineer. Upon request, Engineer shall provide City with a copy of his certificate of compliance with applicable workers' compensation laws.

10. **INSURANCE AND BONDING.** During the term of this Agreement, Engineer shall carry professional liability insurance in an amount no less than one million dollars (\$1,000,000). Engineer will also maintain a professional status that allows Engineer to be bonded if City so chooses at its discretion. Engineer agrees to cooperate fully with the bonding process which would be solely at City's expense.

11. **LICENSED.** The supervising engineer must be licensed to practice in the State of Oregon.

12. RESIDENCY. While under Agreement with the City, Engineer shall have an office located within 30 miles of the corporate limits of Keizer.

13. CONFLICT OF INTEREST. Engineer will avoid all situations that would prove to be a conflict of interest, illegal, or inappropriate in any manner. Should a conflict of interest arise involving the City and other clients of Engineer, the City would have prior claim to the services of Engineer to the extent permitted by the rules of legal ethics.

14. ASSIGNABILITY. The obligations of the parties under this Agreement are personal and may not be assigned by Engineer without prior written authorization by City. Engineer may hire professional subconsultants or subcontractors when needed, on a competitive rate basis as authorized by City. This Agreement is not exclusive. City retains the option to use alternative service methods and service providers when the City deems it appropriate.

15. ATTORNEY FEES. In the event of legal action to enforce the terms of this Agreement, the prevailing party shall be entitled to attorney fees and other costs and expenses of litigation through and including trial and appeal.

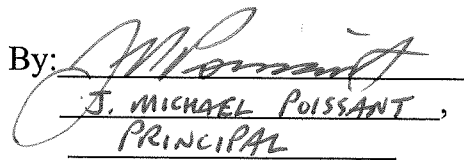
16. GOVERNING LAW. This Contract shall be governed by the laws of the State of Oregon.

17. ENTIRE AGREEMENT/NONWAIVER. The parties agree that this is the entire Agreement between the parties and it may be modified only in writing signed by both parties. If any provision of this Agreement is held to be unenforceable by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect. A failure of either party to enforce any provision of this Agreement shall not be deemed a waiver of any other provision of the Agreement or of any subsequent breach.

CITY OF KEIZER, an Oregon  
Municipal corporation

AKS ENGINEERING & FORESTRY, LLC

By: \_\_\_\_\_  
Adam J. Brown,  
City Manager

By:   
J. MICHAEL POISSANT,  
PRINCIPAL

DATED: \_\_\_\_\_

DATED: 2-14-2023

APPROVED AS TO FORM:

\_\_\_\_\_  
Keizer City Attorney



# AKS Engineering & Forestry, LLC

## Fee Schedule

### Labor Rate Levels:

Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources I .....	\$55/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources II .....	\$60/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources III .....	\$65/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources IV .....	\$70/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources V .....	\$75/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources VI .....	\$80/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources VII .....	\$85/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources VIII .....	\$90/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources IX .....	\$95/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources X .....	\$100/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XI .....	\$105/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XII .....	\$110/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XIII .....	\$115/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XIV .....	\$120/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XV .....	\$125/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XVI .....	\$130/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XVII .....	\$135/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XVIII .....	\$140/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XIX .....	\$145/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XX .....	\$150/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XXI .....	\$155/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XXII .....	\$160/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XXIII .....	\$165/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XXIV .....	\$170/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XXV .....	\$175/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XXVI .....	\$180/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XXVII .....	\$185/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XXVIII .....	\$190/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XXIX .....	\$195/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XXX .....	\$200/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XXXI .....	\$205/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XXXII .....	\$210/hr
Engineer/Surveyor/Planner/Landscape Architect/Arborist/Natural Resources XXXIII .....	\$215/hr
GPS/Robotic Instrument One Person Field Crew .....	\$165/hr
GPS/Robotic Instrument One Person Field Crew BOLI .....	\$185/hr
GIS Specialist .....	\$110/hr
Drone One-Person Field Crew .....	\$165/hr
Drone Specialist - Office .....	\$125/hr
Survey Crew (Two Person) .....	\$225/hr
Survey Crew (Two Person) BOLI .....	\$255/hr
Laser Scanning One Person Crew .....	\$195/hr
LIDAR One-Person Field Crew .....	\$195/hr
LIDAR Specialist – Office .....	\$125/hr
Technical Editor .....	\$105/hr
Clerical .....	\$75/hr

### Reimbursables:

Mileage (current federally allowed rate)	\$0.625/mile
Subcontractors and Subconsultants, Application/Permit Fees	cost + 5%
Technical Supplies , Postage/Shipping, Commercial Copies	cost + 5%
Commercial Delivery	cost + 5%
Miscellaneous (includes):      Parking, Aerial Photos	cost + 5%
Commercial Travel, Meals, Lodging	cost + 5%

AKS does not have an additional charge or multiplier for overtime. Field equipment, computer hardware, and computer software (AutoCAD licenses, etc.) are included in the labor rates.





To: MAYOR CLARK AND CITY COUNCIL MEMBERS

FROM: Adam J. Brown

SUBJECT: **AGENDA MANAGEMENT SERVICE CONTRACT**

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**PROPOSED MOTION:**

*I move the City Council adopt Resolution R2023-\_\_\_\_ Authorizing the City Manager to Enter into Agenda and Meeting Management Software Agreement with CivicPlus.*

**I. SUMMARY:**

The City currently uses an electronic format for agendas using a PDF format for council and staff to use during meetings. An agenda management service uses cloud-ware to automate the process to create the agenda, publish the agenda, manage the meeting and create the minutes. An agenda management system is more user friendly for staff, council members, and the public.

**II. BACKGROUND:**

- A. The City Attorney's Office is currently the primary department that gets the agenda items prepared for the meetings working with department heads on various agenda items. Once those items are written to the satisfaction of the Attorney and City Manager the agenda is compiled and converted to a single packet and agenda by the City Recorder.
- B. The weakness in the current system is at a staff level where there is no workflow for items going on the agenda. For example, an item with financial impact should be reviewed by our Finance Department. An item that has personnel impact should be reviewed by Human Resources. A technology item should be run by our Information Technology staff.
- C. Up until this past year there was no common format used for staff reports. A common format is now used for agenda items, which helps staff creating the items and council reviewing the items. The common format helps users know where to look for what information.

**III. CURRENT SITUATION:**

- A. The City went through a professional services procurement process. Four proposals were received. Two proposals were chosen to do a demonstration of their product. The highest rated service was Civic Plus who just happens to also be doing our codification. That may provide some synergy in the future, but was not a factor in the decision making. Staff made the decision based on the user experience, the product, references, and compatibility with our technology enterprise.
- B. Most cities now use an interactive agenda management program to manage their public meetings. It provides for a public portal that is easily searchable. Agendas will be linked to videos so that a user can jump directly to an agenda item from the meeting. The format for agenda items and the agenda will look exactly the same to the Council, staff, and public, but the creation and compilation of the items will be more efficient through automation.
- C. The agenda management system allows staff to create workflows that can be determined by the approvals needed for that specific item. The approvals work through the proposals until the agenda items make it to the city recorder who can then publish the document with just a few key strokes.
- D. Staff and the cloud-ware will still provide the same level of access to the public through our cable channel, YouTube, Facebook, and our Spanish translation services.
- E. The review team recommended to move forward with Civic Plus.

**IV. ANALYSIS:**

- A. **Strategic Impact** – Does not apply at this time.
- B. **Financial** – The total cost of the service over the three-year contract period is approximately \$50,600. The first-year cost is higher because of on-boarding to the system. There are two components to the package. The first is the workflow and agenda creation base package. The second is the Live Meeting Manager which syncs up our video with the agenda and assists with creating the minutes from the meeting.
  - 1. The base package is \$16,763 for the first year, which includes set up. The second-year reoccurring cost is \$11,193.
  - 2. The Live meeting manager is \$3,460 per year for the first year and \$3,633 for the second year.
  - 3. The total first year cost is \$20,223; the second-year cost will be \$14,826; and the third-year cost is \$15,566.65. The first three years will be paid with ARPA

funds which can be used for automating customer facing government processes.

- C. **Timing** – We would like approval on the 21<sup>st</sup> of February so that we can move forward with implementation.
- D. **Policy/legal** – The acquisition of this service requires City Council approval due to the length of the agreement and the overall project cost.

**V. ALTERNATIVES:**

- A. Approve the purchase of the Civic Plus Agenda Management Cloudware and the Live Meeting Manager Service. This should result in a more thorough review of items, greater participation of staff members in the creation of the agenda, and coordination of items between all staff.
- B. Take No Action – Staff will continue with a system that is very difficult to manage and creates a greater burden on single departments rather than a shared responsibility.

**RECOMMENDATION:**

Staff recommends the City Council adopt the attached Resolution to approve the purchase of Agenda Management Services from Civic Plus for a total three-year cost of approximately \$50,600.

**Attachments:**

- Resolution R2023-\_\_\_\_\_ Authorizing the City Manager to Enter Into Agenda and Meeting Management Software Agreement with CivicPlus

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2  
3 Resolution R2023-\_\_\_\_\_

4  
5  
6 AUTHORIZING THE CITY MANAGER TO ENTER INTO AGENDA  
7 AND MEETING MANAGEMENT SOFTWARE AGREEMENT WITH  
8 CIVICPLUS  
9

10  
11 WHEREAS, a request for proposals for agenda and meeting management  
12 software was distributed on September 26, 2022;

13 WHEREAS, four proposals were received;

14 WHEREAS, a committee independently reviewed the proposals, held  
15 demonstrations, voted and recommended that the City enter into an agreement with  
16 CivicPlus as the successful proposer;

17 WHEREAS, on December 12, 2022, the City Manager sent a letter to the  
18 proposers indicated that the selection committee is recommending that the City enter  
19 into an agreement with CivicPlus;

20 NOW, THEREFORE,

21 BE IT RESOLVED by the City Council of the City of Keizer that the City  
22 Manager is hereby authorized to enter into an Agenda and Meeting Management  
23 Software Agreement with CivicPlus.  
24  
25

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

3           PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

4

5           SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

6

7

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\_\_\_\_\_  
Mayor

10

11

12

\_\_\_\_\_  
City Recorder



**MINUTES**  
**KEIZER CITY COUNCIL**  
**Monday, February 6, 2023**  
**Keizer Civic Center, Council Chambers**  
**Keizer, Oregon**

**CALL TO ORDER**

Mayor Clark called the meeting to order at 7:04 pm. Roll call was taken as follows:

**Present:**

Cathy Clark, Mayor  
Laura Reid, Councilor  
Shaney Starr, Councilor  
Kyle Juran, Councilor  
Soraida Cross, Councilor  
Robert Husseman, Councilor  
Daniel Kohler, Councilor  
Youth Councilor Angelica  
Sarmiento Avendano

**Staff:**

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

**FLAG SALUTE**

Mayor Clark led the pledge of allegiance.

**SPECIAL ORDERS OF BUSINESS**

**a. City of  
Wilsonville  
Presentation –  
Extension of the  
Westside  
Express Service  
Commuter Line**

*Mark Ottenad*, Public/Government Affairs Director, City of Wilsonville, South Metro Area Regional Transit, gave a slide presentation requesting support for the Westside Express Service Commuter Train Extension Study (extending to the Salem/Keizer metro area with stops in Donald, Woodburn, Keizer and Salem). He then fielded questions regarding the study, timing of service, areas covered, impact on Wilsonville, funding, the impact of business expansion and the anticipated timeframe.

Mayor Clark indicated that Council would discuss this further under Other Business on the agenda.

**b. PROCLAMATION –  
Black History  
Month**

Mayor Clark read the Proclamation which will be displayed in the Community Center lobby during the month and urged everyone to learn more by exploring the many websites available.

**COMMITTEE  
REPORTS**

*Felicia Squires*, Keizer Public Arts Commission, reported on recent activities of the Commission including the 'Name that Cow' fundraiser and Holiday Card Art Contest and noted that the art currently on display is the work of Art Madrid.

Mayor Clark noted that Art Madrid is a well-known artist who also works

for the Keizer Public Works Department and has designed most of the artwork for the department's holiday parade floats. Public Works Director Bill Lawyer added that Mr. Madrid is very talented and he was pleased to see his art on display. Councilor Reid noted that she attended the open house on Saturday and was pleased to see so many City employees supporting his efforts.

*Jamie Davis*, Traffic Safety-Bikeways-Pedestrian Committee Chair, provided a committee overview of 2022. She shared information about the helmet giveaway program, future events/efforts planned, involvement with neighborhood associations, updating of the committee purpose, and work regarding area speed limits. She also praised staff liaison Mike Griffin for his work with the committee and Chief Teague for his efforts in bringing awareness to safety in Cummings school area and new traffic calming devices. In conclusion, she asked that funding be considered in the budget process to increase safety in areas that have been brought to the attention of the committee.

*Hersch Sangster*, Traffic Safety-Bikeways-Pedestrian Committee member, shared information about the January meeting including concern voiced by the Southeast Keizer Neighborhood Association regarding the crosswalk at Alder and Brooks, concern voiced by the Northwest Keizer Neighborhood Association regarding speeding traffic in the Windsor Island Road/Lockhaven area, and continuing work on the Neighborhood Traffic Management Program. He announced that a Bike Skills Fair would be held on June 10 and noted that donations are needed for the Helmet Program. Councilor Kohler noted that he would donate \$100 and challenged other Councilors to match it.

*Colleen Busch*, Keizer Fire District Board member, reported that recruitment is underway for a new Chief, there are two positions open on the Budget Committee, and planning is underway for the 75<sup>th</sup> Anniversary celebration. Keizer Fire Foundation is looking for volunteers and the District has begun working with the City on emergency preparedness.

## **PUBLIC COMMENTS**

Mayor Clark acknowledged for the record a letter from Tammy Kunz, supporting HB 2095.

## **PUBLIC HEARINGS**    None

## **ADMINISTRATIVE ACTION**

### **a. ORDINANCE – Establishing Criminal History Record Check Policies; Repealing**

Chief Teague summarized his staff report. City Attorney Shannon Johnson added that when an ordinance has been amended several times, it is repealed and a new ordinance is done, and that Council is required to authorize criminal history checks.

Councilor Starr moved that the Keizer City Council adopt a Bill for an Ordinance Establishing Criminal History Record Check Policies; Repealing Ordinances 2007-553, 2015-718, and 2015-720; Declaring an Emergency. Councilor Reid seconded. Motion passed unanimously as

**Ordinances  
2007-553, 2015-  
718, and 2015-  
720; Declaring  
an Emergency**

follows:

AYES: Clark, Reid, Husseman, Cross, Kohler, Starr and Juran (7)  
NAYS: None (0)  
ABSTENTIONS: None (0)  
ABSENT: None (0)

**b. ORDINANCE –  
Amending  
Keizer Parks  
Regulations  
Regarding  
Conduct;  
(Amending  
Ordinance No.  
2018-791);  
Declaring an  
Emergency**

Mr. Johnson summarized his staff report and Chief Teague explained that the ordinance would be used as a tool for enforcement in parks.

Councilor Starr moved that the Keizer City Council adopt a Bill for an Ordinance Amending Keizer Parks Regulations Regarding Conduct; (Amending Ordinance No. 2018-791); Declaring an Emergency. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Husseman, Cross, Kohler, Starr and Juran (7)  
NAYS: None (0)  
ABSTENTIONS: None (0)  
ABSENT: None (0)

**c. RESOLUTION –  
Repealing  
Resolution  
R2019-2948  
(Authorizing  
City Manager to  
Order Removal  
of Persons from  
City Property)**

Mr. Johnson summarized his staff report.

Councilor Starr moved that the Keizer City Council adopt a Resolution Repealing Resolution R2019-2948 (Authorizing City Manager to Order Removal of Persons from City Property). Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Husseman, Cross, Kohler, Starr and Juran (7)  
NAYS: None (0)  
ABSTENTIONS: None (0)  
ABSENT: None (0)

**d. Letter of  
Support - HB  
2095 Photo  
Radar and  
Speed Limit  
Setting**

City Manager Adam Brown summarized his staff report.

Mayor Clark added that the League of Oregon Cities supports this Bill, thanked Tammy Kunz for her letter of support, and noted that this allows self-determination by cities.

Councilor Starr moved that the Keizer City Council authorize a letter of support for House Bill 2095 a bill allowing all 231 cities to use mobile and fixed radar and to increase local speed limit setting authority from increments of five (5) miles per hour to ten (10) miles per hour. Councilor Reid seconded.

Mayor Clark offered a friendly amendment changing ‘231’ to ‘241’. Councilors Starr and Reid accepted the amendment.

Motion passed unanimously as follows:

AYES: Clark, Reid, Husseman, Cross, Kohler, Starr and Juran (7)  
NAYS: None (0)  
ABSTENTIONS: None (0)  
ABSENT: None (0)



## CONSENT CALENDAR

- A. RESOLUTION – Authorizing the City Manager to Award and Enter Into an Agreement with Gelco Construction Company for 2023 Waterline Replacement Project
- B. Approval of January 9, 2023 Work Session Minutes
- C. Approval of January 17, 2023 Regular Session Minutes

Item B was pulled.

Councilor Starr moved for approval of items A and C of the Consent Calendar. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Husseman, Cross, Kohler, Starr and Juran (7)  
NAYS: None (0)  
ABSTENTIONS: None (0)  
ABSENT: None (0)

Councilor Starr moved for approval of item B of the Consent Calendar. Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Husseman, Cross, Starr and Juran (6)  
NAYS: None (0)  
ABSTENTIONS: Kohler (1)  
ABSENT: None (0)

## OTHER BUSINESS

Discussion took place regarding submitting a letter of support for House Bill to fund the Westside Express Service Commuter Line extension study. Mr. Ottenad verified that the cities of Donald, Woodburn, Salem and Wilsonville have all endorsed the bill along with Salem-Keizer Transit.

Councilor Starr moved to suspend the rules to address the signing of a letter of support for WES expansion study. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Husseman, Cross, Kohler, Starr and Juran (7)  
NAYS: None (0)  
ABSTENTIONS: None (0)  
ABSENT: None (0)

Councilor Star moved that the City Council sign a letter of support for the study for the extension of the Westside Express Service commuter line. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Husseman, Cross, Kohler, Starr and Juran (7)  
NAYS: None (0)  
ABSTENTIONS: None (0)  
ABSENT: None (0)

Mr. Brown indicated that he would draft a letter for Mayor Clark to sign.

## **STAFF UPDATES**

Mr. Brown commended the art by City employee Art Madrid being shown in the community center gallery and thanked all the community partners who attended the recent emergency management meeting.

Planning Director Shane Witham reminded everyone of the virtual public meeting with Salem and DLCD on February 23 regarding walkable mixed use areas/climate friendly and equitable communities.

Mr. Wood announced the Long Range Planning Task Force meeting on March 13 and Budget meetings on May 8 and 9.

## **COUNCIL MEMBER REPORTS**

Councilor Cross reported on the recent Southeast Keizer Neighborhood Association meeting and announced that she would be attending the Police Citizen Academy and the Crystal Apple Awards.

Councilor Juran announced upcoming meetings he is planning to attend.

Councilor Starr congratulated Marsha Stallings, recipient of the First Citizen's Award, reported on events and meetings she had attended, and announced the upcoming Greater Gubser Neighborhood Association meeting and that she would be attending the Police Citizen Academy.

Councilor Kohler congratulated the Chamber on the First Citizen Banquet, reported on meetings and events he had attended and announced upcoming ones.

Councilor Husseman urged everyone to donate craft supplies to the Whiteaker Middle School Craft Club and announced the upcoming Northwest Keizer Neighborhood Association meeting.

Councilor Reid praised the Community Dinner and the volunteers that assist in that effort, reported on events and meetings she had attended and announced the upcoming West Keizer Neighborhood Association meeting.

Youth Councilor Angelica Sarmiento reported that McNary students began their second semester this week and announced upcoming sporting events.

Mayor Clark reported that she had been busy with legislative sessions and provided details about meetings and events in which she had participated. She commended Lt. Copeland and Ben Crosby regarding their interaction with the homeless population and announced future meetings and events.

## **AGENDA INPUT**

February 13, 2023, 6:00 p.m. – City Council Work Session - Cancelled  
February 21, 2023, 7:00 p.m. (Tuesday) – City Council Regular Session  
February 27, 2023, 6:00 p.m. – City Council Work Session

- Strategic Planning Session

March 6, 2023, 7:00 p.m. – City Council Regular Session

**ADJOURNMENT**

Mayor Clark adjourned the meeting at 8:36 p.m.

MAYOR:

APPROVED:

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Cathy Clark

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Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

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Councilor #1 – Laura Reid

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Councilor #4 – Soraida Cross

---

Councilor #2 – Shaney Starr

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Councilor #5 – Robert Husseman

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Councilor #3 – Kyle Juran

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Councilor #6 – Daniel R. Kohler

Minutes approved: \_\_\_\_\_