



MINUTES
KEIZER GENERAL FUND LONG RANGE PLANNING TASK FORCE
Monday, March 14, 2022
VIRTUAL MEETING

**CALL TO
ORDER
ROLL CALL**

Mayor Clark called the meeting to order at 6:00 pm. Roll call follows:

Present:

Cathy Clark, Mayor
Gerard Graveline
Roland Herrera, Councilor
Kyle Juran, Councilor
Dan Kohler, Councilor
Susan London
Melissa Martin
Laura Reid, Councilor
Hersch Sangster
Elizabeth Smith, Councilor
Shaney Starr, Councilor
Jonathan Thompson

Staff

Tim Wood, Finance Director
Wes Hare, Interim City Manager
Tracy Davis, City Recorder
Machell DePina, Human
Resources Director
Shannon Johnson, City Attorney
John Teague, Police Chief
Shane Witham, Planning Director
Bill Lawyer, Public Works Director

Absent:

Ali Rasouli Francisco Saldivar

**APPROVAL OF
MINUTES**

Councilor Kohler moved for approval of the October 25, 2021 Minutes. Hersch Sangster seconded. Motion passed as follows: Clark, Graveline, Herrera, Juran, Kohler, London, Martin, Reid, Sangster, Smith, Thompson and Starr in favor with Rasouli and Saldivar absent.

DISCUSSION
**a. Stormwater
Long Range
Plan**

Finance Director Tim Wood explained that the City is required by the Federal Clean Water Act and the Safe Drinking Water Act to do things to water runoff and this is the fund that accounts for that. He noted that Keizer has not had a rate increase since January 2020 but there may be a need for increases in the future. Public Works Director Bill Lawyer noted that the cost for permits is \$11000 per year for the National Pollutant Discharge Elimination System and the Water Pollution Control Facilities permits. He also reviewed anticipated capital improvements for the next 12-18 months.

**b. Water Long
Range Plan**

Mr. Wood summarized his staff report noting that the debt incurred several years ago has been paid off and suggested the possibility of another rate study and master plan update in the near future. Mr. Lawyer added that the Water System pays about \$9000 per year to the state health authority to operate the system.

- c. General Fund Long Range Plan** **Police Services Fee Update:** Mr. Wood reviewed his staff report explaining that the police make up 66% of this budget and that population growth drives revenues in this fund. He provided details related to Federal funds received and how those funds were spent, revenues and expenditures, staffing issues including compensation and benefit costs, and increased costs due to higher gas prices and PERS rates. He noted that the Police Services fee needed to be increased by \$1 in the next fiscal year to maintain the current level of service.
- d. Parks Long Range Plan** Mr. Wood explained that the Parks Fee makes up a significant portion of the park revenues. He brought attention to his staff report which listed projects completed with the fee noting that as more amenities are added, increased staffing to maintain them will be necessary.
- e. American Rescue Plan Act Projects** Mr. Wood reviewed his staff report providing extensive details on various possible projects. Discussion took place regarding one-time vs. ongoing expenditures, sidewalk connectivity and purchase of electric vehicles.
- 1. Keizer Library – Staffing:** Discussion took place regarding the on-going obligation from the City and the need for additional research before committing to the project. Committee members indicated that they could not support this project until they had more information and voiced support for a work session in April to discuss this.
 - 2. Keizer Heritage Foundation – Revenue Replacement:** Mr. Wood explained that the Heritage Foundation has requested support to make up for the times that the Center had to close its doors and the resultant lack of receipts.
 - 3. Marion County – Turf Field at Keizer Rapids Park:** Mr. Wood referred to his staff report and explained that this was related to a 50% match partnership with Marion County. He added that Marion County would like a response from Keizer by the end of March. Mr. Lawyer noted that the City would be responsible for staffing needs for trash removal, reservations, maintenance, etc. Discussion followed regarding sponsorship and tournament opportunities, use of volunteers, development of a management agreement, impact on neighbors if sporting events are held after dark and using SDC funds. Ms. Martin indicated that she felt this project would put undo strain of the City's budget. Mr. Sangster noted that he felt West Keizer Neighborhood Association and Northwest Keizer Neighborhood Association should be consulted before a decision is made. Mayor Clark indicated that she would like to express interest in continuing the conversation with the County and exploring additional funding options to reduce the \$2 million commitment and that resultant information be included in Budget Committee meetings.

Support was voiced for preparing City-owned properties for sale or lease, projects that benefit the City, investing in lighting in area parks (specifically at the amphitheater) and connecting area sidewalks (specifically on routes that are used by children going to and from school). Discussion ensued regarding matching grants, the Wheatland Road Multi-Modal Corridor project, and replacement of Police vehicles.

Following dialogue on the pros and cons of various suggested projects listed in the packet, committee members expressed support for projects in the 'Preventative Efforts', 'Restore City Functions', and 'Invest in City Infrastructure' sections. Support was also expressed for projects under Council Goals. Mr. Wood indicated that the City is well served by the current provider of Wi-Fi and Broadband.

Mayor Clark noted that 'Relief Efforts' are run by other agencies but urged that options be kept open as opportunities arise to partner with lead agencies that want to bring projects to Keizer.

**OTHER
BUSINESS**

a. Budget Committee Meeting Timelines

Monday, May 9, 2022, 6 p.m.

Tuesday, May 10, 2022, 6 p.m.

b. Long Range Planning Task Force Meeting Timeline

Monday, March 13, 2023, 6 p.m.

Adjourn

Meeting adjourned at 8:41 p.m.

Minutes approved:

March 13, 2023

Debbie Lockhart, Deputy City Recorder