



**MINUTES**  
**KEIZER CITY COUNCIL**  
**Tuesday, February 19, 2019**  
**Keizer Civic Center, Council Chambers**  
**Keizer, Oregon**

**CALL TO ORDER**

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

**Present:**

Cathy Clark, Mayor  
Kim Freeman, Councilor  
Marlene Parsons, Councilor  
Laura Reid, Councilor  
Roland Herrera, Councilor  
Elizabeth Smith, Councilor  
Dan Kohler, Councilor  
Anne Farris, Youth Councilor

**Staff:**

Chris Eppley, City Manager  
Shannon Johnson, City Attorney  
Nate Brown, Community Development  
Bill Lawyer, Public Works Director  
John Teague, Police Chief  
Tim Wood, Finance Director  
Tracy Davis, City Recorder

**FLAG SALUTE**

Mayor Clark led the pledge of allegiance.

**SPECIAL ORDERS OF BUSINESS**

None

**COMMITTEE  
REPORTS**

*Zaira Flores-Marin*, Keizer, shared information regarding the most recent Parks Board meeting noting that a matching grant had been awarded for exercise equipment in Claggett and Country Glen parks and that the solar project providing electricity for the Peggy & Jerry Moore Community Garden has been completed.

**PUBLIC  
TESTIMONY**

*Susan Rogers*, Salem, invited everyone to the HIV Alliance Open House on March 6 and shared information about the Alliance.

**PUBLIC HEARING**  
**a. Windsor Island  
Golf Center  
Liquor License  
Application**

*Mayor Clark opened the Public Hearing.*

City Manager Chris Eppley read his staff report.

*Rich and Heather Howard*, Keizer, owners, shared information about the facility and future plans.

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

Councilor Freeman moved that the Keizer City Council recommend approval of the application for a liquor license for Windsor Island Golf Center under the guidelines as established by ORS 471.178 and the Ordinances of the City of Keizer and to forward this recommendation to the Oregon Liquor Control Commission for final approval. Councilor

Herrera seconded.

Councilor Parsons indicated that she had actual conflict of interest and would therefore abstain from voting.

Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Herrera, Smith and Kohler (6)

NAYS: None (0)

ABSTENTIONS: Parsons (1)

ABSENT: None (0)

**ADMINISTRATIVE ACTION**

**a. RESOLUTION – Adopting Land Use and Sign Permit Fees Unrelated to Partitions and Subdivisions; Repealing R2018-2896**

City Attorney Shannon Johnson summarized his staff report and paused to allow an opportunity for public comment. There were no comments from the audience.

Councilor Freeman moved that the Keizer City Council adopt a Resolution Adopting Land Use and Sign Permit Fees Unrelated to Partitions and Subdivisions; Repealing R2018-2896. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**b. Civic Center Digital Message Board**

Mr. Johnson summarized his staff report and reviewed the options available. Discussion followed regarding signage on the building, size of the reader board, vandalism, applying for a variance, and placement.

Councilor Freeman moved that the Keizer City Council direct staff to remove the second line of lettering on the building and approve the 17.5 square foot size electronic message sign. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Freeman moved that the Keizer City Council authorize the Keizer City Manager to apply for a Conditional Use Permit for the electronic message sign. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

## CONSENT CALENDAR

- a. RESOLUTION – Authorizing Chief of Police to Enter Into Interagency Memorandum of Understanding for License Plate Scanning with Washington State Patrol; Repealing R2019-2952
- b. RESOLUTION – Authorizing the City Manager to Award and Enter Into an Agreement with R&R General Contracting for Upgrades to ADA Curb Ramps and Pedestrian Traffic Signals on River Road
- c. RESOLUTION – Authorizing the Public Works Director to Apply for a State Preparedness and Incident Response Equipment Grant
- d. Approval of February 4, 2019 Regular Session Minutes

Councilor Freeman moved for approval of the Consent Calendar.  
Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

## COUNCIL LIAISON REPORTS

Councilor Kohler reported on Claggett Creek Watershed Council meeting and announced upcoming meetings and events.

Councilor Reid reported on the Traffic Safety/Bikeways/Pedestrian Committee meeting, reviewed meetings that she had attended and announced upcoming meetings and events.

Councilor Freeman urged everyone to participate in the Civic Center cleanup event on March 16, commended Public Works and the contractor who worked on the Robindale sewer, reviewed meetings and events she had attended and announced upcoming ones.

Councilor Smith reported on the Marion County Commissioner breakfast.

Councilor Parsons shared information about the Keizer Police Citizen Academy and events she had attended, and announced upcoming meetings and volunteer openings.

Councilor Herrera complimented Nate Brown on the recent Revitalization Open House, announced various activities he is taking part in to increase Latino involvement, and expressed his condolences to the Carl Beach family for their loss.

Youth Councilor Anne Farris announced several events at McNary and noted that volunteers are needed for Capital College Night in April.

Mayor Clark noted that the Keizer Little League Park Long Range Planning Task Force meeting date had been changed and commended Elizabeth Sagmiller and staff for their good work on the Stormwater permit. She shared information regarding the upcoming Council of Governments dinner as well as meetings and events she had attended, and announced upcoming meetings and events not yet covered in earlier

reports. She also expressed her condolences to the families of Carl Beach and Evelyn Wood.

**OTHER BUSINESS** Community Development Director invited everyone to the Buildable Lands Inventory/Housing Needs Analysis Open House noting that this was the 'kingpin' to all the questions about the urban growth boundary.

**WRITTEN COMMUNICATIONS** Mayor Clark shared thank you notes from Dianne Monroe and Tom and Sheryl Bauer, and letters from Salem Mayor Chuck Bennett and FEMA.

**AGENDA INPUT** **February 25, 2019, 5:45 p.m.** – City Council Work Session

- 2019-2020 City Council Goal Discussion

**March 4, 2019, 7:00 p.m.** – City Council Meeting

**March 11, 2019, 5:45 p.m.** – Long Range Planning Task Force Meeting

**March 18, 2019, 7:00 p.m.** – City Council Meeting

**ADJOURNMENT** Mayor Clark adjourned the meeting at 8:15 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 – Roland Herrera

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Councilor #2 – Kim Freeman

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Councilor #5 – Elizabeth Smith

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Councilor #3 – Marlene Parsons

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Councilor #6 – Dan Kohler

Minutes approved: 03-04-19