



**MINUTES**  
**KEIZER CITY COUNCIL**  
**Monday, April 1, 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  
Daniel 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**

**a. PROCLAMATION  
– Child Abuse  
Prevention  
Month**

Mayor Clark pointed out that there are a number of organizations in the community that partner to make homes safe and healthy for children. She then read the proclamation making April Child Abuse Prevention Month.

**b. PROCLAMATION  
– Volunteer  
Recognition  
Month**

Trish Crenshaw from the Keizer Volunteer Coordinating Committee thanked Councilors for their ongoing dedication to the City and offered cookies as a token of appreciation. Mayor Clark then read the proclamation making April Volunteer Appreciation month.

**c. Career  
Technical  
Education  
Center Student  
Spotlight**

*Josh Barnett*, the Law Enforcement instructor at the Career Technical Education Center, introduced *Emely Medina* noting that although she came late into the program she has made up a lot of ground and exceeded other students. Miss Medina added that she loved the program and that seeing her Dad in law enforcement inspired her to follow in his footsteps and it has been the best decision she has ever made.

**d. West Keizer  
Neighborhood  
Association**

Carol Doerfler, President of West Keizer Neighborhood Association introduced Vice President Carol Phipps, secretary Carolyn Homan and board members Rhonda Rich and Gary Blake, read the 2018 Annual

**Annual Report**

Report and directed attention to a timeline regarding the Bauer shooting. Rhonda Rich and Councilor Freeman provided additional information.

Councilor Freeman moved that the Keizer City Council accept the 2019 Annual Report of West Keizer Neighborhood Association and extend recognition for another year. 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)

**COMMITTEE REPORTS** None

**PUBLIC TESTIMONY** None

**PUBLIC HEARING** None

**ADMINISTRATIVE ACTION** City Manager Chris Eppley summarized his staff report.

**a. Request for Community Center Fee Waiver – Latinos En Accion Committee – Latino Recognition Scholarship Reception**

Councilor Herrera, speaking from the testimony table, apologized for Pastor Dominguez’ absence noting that he was stuck at the airport. He then provided detailed information about the scholarship program and some of the past recipients. Councilors Parsons, Reid and Freeman praised the program, provided information regarding a past recipient attending Stanford but spending breaks mentoring McNary students, and urged everyone to attend and donate.

Councilor Freeman moved that Keizer City Council approve waiving the Civic Center rental fee and the security-cleaning deposit but charge for staffing time. Councilor Parsons seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Smith and Kohler (6)  
NAYS: None (0)  
ABSTENTIONS: Herrera (1)  
ABSENT: None (0)

**b. Keizer Chamber of Commerce Disbursement Request**

Finance Director Tim Wood summarized his staff report. Mayor Clark added that the Chamber report was very thorough and the use of funds showed a good return on investment for the community.

Councilor Freeman moved that the Keizer City Council authorize the City to disburse \$8500 to the Chamber. 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)

**c. RESOLUTION – Adoption of 2019-2020 City Council Goals**

City Manager Chris Eppley summarized his staff report. Discussion followed regarding the Charter review goal, inclusivity, and benchmarks. Mayor Clark asked that the second bullet point on page 24 of the packet (Business Plan for Completion within 24 months) be changed to “Continue to seek action steps to be an inclusive and welcoming community”. Mr. Eppley agreed to make this change.

Councilor Freeman moved that the Keizer City Council adopt a Resolution – Adoption of 2019-2020 City Council Goals. 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)

**d. ORDINANCE – Adopting the Mobile Food Vendor Premises Permit Process; Repeal of Ordinance No. 2017-773**

City Attorney Shannon Johnson summarized his staff report. He and Community Development Director Nate Brown then fielded questions and provided additional information regarding proximity to residential zones, regulating hours of operation, and complying with regulatory requirements.

*Alice Daly*, representing the Oregon Food Truck Association and owner of a food cart, voiced support for the ordinance and suggested extending the hours of operation when alcohol is available.

Discussion followed regarding the requirement of food availability if alcohol is being served, generator noise, event permits, and the effect on portions of the Development Code that relate to mobile food trucks.

Mr. Johnson suggested adding the following subsection C under Section 3, page 38 of the packet: *“This ordinance is not applicable if the mobile food vendor is operating under a special event permit, parks permit or other city permit.”*

Councilor Freeman moved that the Keizer City Council adopt a Bill for an Ordinance Adopting the Mobile Food Vendor Premises Permit Process; Repeal of Ordinance No. 2017-773 adding Section 3, Subsection C: “This ordinance is not applicable if the mobile food vendor is operating under a special event permit, parks permit or other city permit.” Councilor Herrera seconded.

Councilor Parsons declared a potential conflict of interest.

Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**RESOLUTION –  
Adopting Land  
Use and Sign  
Permit Fees  
Unrelated to  
Partitions and  
Subdivisions;  
Repealing  
Resolution  
R2019-2953**

Mayor Clark noted that this does not require a public hearing but asked if anyone had any comments for the record.

Councilor Freeman moved that the Keizer City Council approve a Resolution Adopting Land Use and Sign Permit Fees Unrelated to Partitions and Subdivisions; Repealing Resolution R2019-2953. 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 the City Manager to Enter Into an Agreement with Salem Concrete Paving for Construction of ADA Sidewalk Drop Ramps (2019)
- b. Approval of February 25, 2019 Work Session Minutes
- c. Approval of March 4, 2019 Regular Session Minutes
- d. Approval of March 18, 2019 Regular Session Minutes

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

AYES: Clark, Parsons, Reid, Freeman, Herrera, Smith and Kohler (7)  
NAYS: None (0)  
ABSTENTIONS: None (0)  
ABSENT: None (0)

**COUNCIL LIAISON  
REPORTS**

Councilor Kohler reviewed meetings and events that he had attended, congratulated the Oregon Ducks Women's Basketball team, provided information on YMCA sponsorships, and asked for coverage on the upcoming meetings that he will miss.

Councilor Reid reported on meetings and events she had attended and announced upcoming ones.

Councilor Freeman announced upcoming events.

Councilor Smith reported on events she had attended, announced the next display planned for the Community Center Gallery and urged everyone to watch for upcoming Keizerfest events.

Councilor Herrera thanked the Volunteer Coordinating Committee for their work, reviewed meetings and events he had attended and announced upcoming ones.

Youth Councilor Farris reminded everyone of Capitol College Night and shared information regarding spring sports at McNary, the Career Connection event at Salem Convention Center and various McNary music events. She thanked Mr. Barnet and Miss Medina for coming to the Council meeting.

Mayor Clark shared information from meetings and events she had attended, reported that Janet Carlson will be working to coordinate homeless care through the Homelessness Initiative and announced upcoming meetings and events.

**OTHER BUSINESS** City Attorney Shannon Johnson asked Council to address a walk-on item regarding HVAC efficiency upgrades and suspend the rules.

Councilor Freeman moved to suspend the rules to consider this issue. 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)

Public Works Director Bill Lawyer read his staff report adding that this will fine tune the controls better, make the building overall more comfortable and could save the City up to \$30,000 per year.

Councilor Freeman moved that the Keizer City Council adopt a Resolution Authorizing Public Works Director to Sign Trane Building Services Proposal and Energy Trust of Oregon Custom Incentive Offer for Heating, Ventilation and Air Conditioning Systems at Civic Center. 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)

**WRITTEN COMMUNICATIONS** Mayor Clark read letters received from Avery Buss and an anonymous concerned Oregonian.

**AGENDA INPUT** **April 1, 2019, 7:00 p.m.** – City Council Meeting  
**April 8, 2019, 5:45 p.m.** – City Council Work Session  
**April 15, 2019, 7:00 p.m.** – City Council Meeting  
**May 6, 2019, 7:00 p.m.** – City Council Meeting

**ADJOURNMENT** Mayor Clark adjourned the meeting at 9:23 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 – Daniel R. Kohler

Minutes approved: 04-15-19