



MINUTES
KEIZER CITY COUNCIL
Monday, May 20, 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
Marlene Parsons, Councilor
Laura Reid, Councilor
Roland Herrera, Councilor
Daniel Kohler, Councilor
Anne Farris, Youth Councilor
Kim Freeman, Councilor
Elizabeth Smith, Councilor

Staff:

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

FLAG SALUTE Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

a. PROCLAMATION Salem Keizer Coalition for Equality 20th Anniversary Mayor Clark read the Proclamation into the record noting that she would present it at their luncheon on May 29-22.¹

COMMITTEE REPORTS

Matt Lawyer, Keizer, reported on the Claggett Creek Watershed Council collaborative effort with Whiteaker Middle School and McNary High School to clean up the Keizer Rotary Arboretum in Honor of Wilbur Bluhm. He added that there are plans to clean up Wallace House Park and to work on the story map.

Donna Bradley, Keizer, reported that because of the extra funding from the Parks fee, the parks are being well maintained and that the Budget Committee had approved extra funding for the youth projects portion of the Parks Matching Grant Program.

PUBLIC TESTIMONY

Carol Phipps, Keizer, representing the West Keizer Neighborhood Association, read a letter supporting the park host program and specifically option #3 of the 'Buchanan House Use Options' in the Council packet.

¹ Corrected at 6-3-19 meeting.

Richard Walsh, Keizer, pointed out that both the Parks Board and West Keizer Neighborhood Association had voted unanimously to recommend reinstatement of the Park Host program. Additionally, the volunteers who worked on development of the master plan had clearly supported a resident ‘caretaker’ for the park. He added that the house could be used for storage and the RV pad could be set aside for a host making the program identical to the State program.

Rhonda Rich, Keizer, voiced support of reinstating the Park Host noting that it would save the City money by having a volunteer living in the house and providing service in lieu of rent.

Allen Barker, Keizer, voiced support for the Park Host program and indicated that he would be interested in applying for the position. He suggested that the host be contract labor so that the City would not be responsible for their health insurance and urged Council to move quickly to prevent squatters from taking over the house.

Darrell Richardson, Keizer, announced that he had been a resident of Keizer for 52 years and had taken care of Sunset Park for 35 years. He suggested that a full time park host live in the house at Keizer Rapids Park and that a part time one come from April to October to help with the increased summer needs. He added that he might be available as a volunteer camp host and could serve as handyman and do repairs on the Buchanan house.

PUBLIC HEARING

**a. ORDINANCE –
Amending
Keizer
Development
Code Regarding
Section 2.109,
Section 2.115,
and Section
2.434;
Amending
Ordinance No.
98-389;
Declaring an
Emergency**

Mayor Clark opened the Public Hearing.

City Attorney Shannon Johnson summarized his staff report and noted that this is mostly a housekeeping measure. There were no questions from Council.

With no testimony, Mayor Clark closed the Public Hearing.

Councilor Freeman moved that the Keizer City Council adopt a Bill for an Ordinance Amending Keizer Development Code Regarding Section 2.109 (Commercial Office), Section 2.115 (Agricultural Industrial), and Section 2.434 (Mobile Food Vendors); Amending Ordinance No. 98-389; Declaring an Emergency. 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. 2019-2020
Annual Action**

Mayor Clark opened the Public Hearing.

Mr. Johnson summarized his staff report noting that Salem manages the

Plan

plan and any comments from Council would go back to Salem with the final plan to be adopted at the July Council meeting.

Mayor Clark asked questions regarding oversight of the program, offered corrections and suggested changes to pages 7, 27 and 32 of the report, and urged everyone to look closely at page 39 of the report (listing vouchers) to aid in understanding what people have to go through to get vouchers for affordable housing.

Councilor Freeman requested that someone from Salem come to a Council meeting to field questions and clarify the report.

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

c. RESOLUTION – Authorization for Supplemental Budget – General Administration – Contingency

Mayor Clark opened the Public Hearing.

Finance Director Tim Wood summarized his staff report going over each fund. There was no testimony or questions from Council.

With no testimony, Mayor Clark closed the Public Hearing.

Councilor Freeman moved that the Keizer City Council adopt a Resolution Authorization for Supplemental Budget – General Administration – Contingency. Councilor Herrera seconded. Motion passed unanimously as follows:

RESOLUTION – Authorization for Supplemental Budget – PEG Fund Contingency

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 adopt a Resolution Authorization for Supplemental Budget – PEG Fund Contingency. Councilor Herrera seconded. Motion passed unanimously as follows:

RESOLUTION – Authorization for Supplemental Budget – General Fund – Municipal Court

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 adopt a Resolution Authorization for Supplemental Budget – General Fund – Municipal Court. Councilor Herrera seconded. Motion passed unanimously as follows:

RESOLUTION – Authorization for Supplemental Budget –

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 adopt a Resolution Authorization for Supplemental Budget – Administrative

Administrative Services Fund – Public Works Civic Center Facilities Contingency

Services Fund – Public Works Civic Center Facilities. 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)

ADMINISTRATIVE ACTION

a. Buchanan House and Park Host Program

City Manager Chris Eppley summarized his staff report adding that the Park Host role had migrated away from providing security for the neighborhood and morphed into providing labor for the park. Ultimately the agreement was converted to a rental because the work became too much. He then reviewed the pros and cons on the options.

Richard Walsh came forward and suggested modeling the program after the Oregon State Park program noting that there would be security and services through a volunteer living on the RV pad and that the State will even refer people to Keizer.

Discussion followed regarding security, being explicitly clear on expectations, park host safety and the importance of getting someone into the house as soon as possible. Mr. Eppley suggested that Council move forward with the park host in the house and then develop the RV piece later, perhaps as a supplemental host for summer in the RV. He noted that staff could work with this and bring it back; develop a park host job description and recruit someone to move into the house as soon as possible.

Councilor Freeman moved that the Keizer City Council direct staff to come back with a recommendation for the Park Host job description with the Park Host to live in the Buchanan House and to develop the second phase of the Park Host program with a possible RV as needed. 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. ORDER – In The Matter of the Application of Donahue Schriber for a Fourth Amendment to the Keizer Station Master

Mr. Johnson summarized his staff report.

Councilor Freeman moved that the Keizer City Council adopt an Order In The Matter of the Application of Donahue Schriber for a Fourth Amendment to the Keizer Station Master Plan (Area A – Village Center) (Master Plan Case No. 2019-10). Councilor Herrera seconded. Motion passed unanimously as follows:

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

- Plan** ABSENT: None (0)
- c. RESOLUTION – Establishing Charter Review Committee** Mr. Johnson explained that this Resolution was prepared at Council direction. A scrivener’s error was corrected (2018 to 2019).
Councilor Freeman moved that the Keizer City Council adopt a Resolution Establishing Charter Review Committee. 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. RESOLUTION – Establishing Keizer Park Use Fees; Repealing R2018-2884** Mr. Johnson summarized his staff report, provided clarification and fielded questions. He noted that Section 12 Exempt Uses are ‘city activities’ not ‘city-hosted’ as stated in the staff report.
Councilor Freeman moved that the Keizer City Council adopt a Resolution Establishing Keizer Park Use Fees; Repealing R2018-2884. 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)
- e. Keizer Rotary Use Agreement** *Taken out of Order.*
 Mr. Johnson provided background information and details about the Rotary Use Ten-Year Agreement and summarized his staff report which outlined the suggested options.
Mark Caillier, Keizer, on behalf of the Keizer Rotary Club and Foundation explained that the Rotary is asking that Council waive the Community Room Use Fees and noted that President A.J. Nash and Mark Adams could not be at the meeting to make the request because they had out of town commitments.
 Councilors Herrera, Parsons and Kohler expressed appreciation for all that the Rotary has done in the past. Mayor Clark noted that this would set a precedence and Council has to consider that. She voiced appreciation to Rotary for working through the process.
Councilor Freeman moved that the Keizer City Council move forward with the modified Rotary proposal as indicated in the Staff Report and to leave room for additional modifications as indicated during negotiations.
 Discussion followed regarding the cost of waiving fees for other non-profits, what is best for the community in general, trusting Rotary to use the savings to them and multiply the benefit for the community, and the

importance of communication and collaboration with City staff.

Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**f. RESOLUTION –
Authorizing
Mayor to Send
Letter of
Support for a
Safe Routes to
School Program
and Coordinator
Position in this
Area**

Mr. Johnson summarized his staff report.

Councilor Freeman moved that the Keizer City Council adopt a Resolution Authorizing Mayor to Send Letter of Support for a Safe Routes to School Program and Coordinator Position in this Area.

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)

**g. RESOLUTION –
Declaring the
House at 1990
Chemawa Road
North, Keizer
Oregon to be
Surplus and
Authorizing its
Sale**

Mr. Johnson summarized his staff report.

Councilor Freeman moved that the Keizer City Council adopt a Resolution Declaring the House at 1990 Chemawa Road North, Keizer Oregon to be Surplus and Authorizing its Sale. 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. Keizer Police Department Report on Disbursement of Petty Cash Funds Fiscal Year 19
- b. Approval of May 6, 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 announced that the McNary Band took second place in the State OSAA Band competition, reviewed meetings and events he had attended and announced upcoming ones.

Councilor Reid thanked Todd Layton and the McNary Graphic Arts Department for designing the sweatshirts all councilors were wearing, reviewed meetings and events she had attended and announced

upcoming ones.

Councilor Freeman thanked Councilor Reid for covering her Planning Commission meeting while she was on vacation, Todd Layton for the sweatshirts, Councilor Smith for her leadership in the float decorating and all the vendors, rides and supporters of the KeizerFest.

Councilor Smith reported that she enjoyed the float decorating and riding and looked forward to working as a team to accomplish the goals of the community of Keizer.

Councilor Parsons reviewed upcoming meetings, thanked Councilor Herrera and Pastor Dominguez and the Latino Action Committee for their event and the scholarships they gave out, reviewed KeizerFest events and commended the Chamber for the good weather.

Councilor Herrera thanked everyone who attended the Scholarship Banquet and provided details about the event, the scholarships that were awarded and the recipients. He thanked the Chamber for the Sponsors Luncheon, congratulated the McNary Softball Team for winning the league and urged everyone to vote.

Youth Councilor Anne Farris urged everyone to support Celtic sports, announced multiple upcoming events at McNary, declared that scholarship awards have exceeded last year at \$8.8 million, and congratulated Angel Lopez, recipient of the Ford Scholarship, Maya Luscomb and Grace Trammell, winners of the 2019 Distinguished Young Women award and the McNary Band.

Mayor Clark encouraged everyone to support the Volcanoes noting that the players will start arriving in June, reviewed various meetings and events she had attended, thanked Creekside for sponsoring the Mayor's Pet Parade, suggested a work session tour of Portland General Electric to learn about resiliency and storm preparedness, and announced upcoming meetings and events.

OTHER BUSINESS Chief Teague reported that 3 reserve officers graduated this week and a regular officer the week before. They will be on duty shortly.

Public Works Director Bill Lawyer shared the timeline for the ADA sidewalk upgrades and River Road paving. Councilor Parsons thanked Public Works employees for their work after the parade.

WRITTEN COMMUNICATIONS Mayor Clark shared a graduation announcement received from former Youth Councilor Ryan Edsall.

Councilor Parsons read into the record several emails from businesses along Cherry Avenue and the KeizerFest area supporting the event and the efforts of the Chamber to keep businesses from being disrupted.

AGENDA INPUT **June 3, 2019 - 7:00 p.m.** – City Council Meeting
June 10, 2019 - 6:00 p.m. – City Council Work Session

June 17, 2019 - 7:00 p.m. – City Council Meeting

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:30 p.m.

MAYOR:

APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #4 – Roland Herrera

Councilor #2 – Kim Freeman

Councilor #5 – Elizabeth Smith

Councilor #3 – Marlene Parsons

Councilor #6 – Daniel R. Kohler

Minutes approved: 06-03-19