



MINUTES
KEIZER CITY COUNCIL
Monday, November 4, 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
Daniel Kohler, Councilor
Marlene Parsons, Councilor
Laura Reid, Councilor
Roland Herrera, Councilor
Elizabeth Smith, Councilor
Youth Councilor Christopher Wolfert

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
Tracy Davis, City Recorder

FLAG SALUTE Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS *Colleen Busch*, Transit District Board member, announced the celebration of 40 years of service on Wednesday, November 6.

COMMITTEE REPORTS City Manager Chris Eppley read his staff report.

a. Volunteer Coordinating Committee Recommendations for Appointment Councilor Freeman moved that the Keizer City Council accept the recommendation of the Volunteer Coordinating Committee and appoint the applicants to the Budget Committee, Parks Advisory Board, Keizer Points of Interest Committee, Storm Water Advisory Committee and Traffic Safety/Bikeways/Pedestrian Committee, as outlined in the staff report. 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 TESTIMONY *Michael Koenig*, Keizer Community Band, thanked Council for waiving the fee for the upcoming concert and requested that the fee for the December concert be waived as well. He also requested that the Band be given two waivers each year for the two annual concerts.

PUBLIC HEARING

**a. Keizer Mart
Liquor License
Application –
Change of
Ownership**

Mayor Clark opened the Public Hearing.

City Manager Chris Eppley summarized his staff report.

Rolando Sanchez was in attendance to field questions.

Hearing no testimony Mayor Clark closed the Public Hearing.

Councilor Freeman moved that the Keizer City Council approve the application for Keizer Mart under the guidelines established by ORS 471.178 and the Ordinances of the City of Keizer. This recommendation shall then be forwarded to the Oregon Liquor Control Commission for final approval. 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. RESOLUTION –
Authorizing a
Temporary
Suspension of
the Ordinance
Prohibiting
Street Vendors**

Mr. Johnson summarized his staff report noting that there are two resolutions and a fee waiver to consider. Mr. Johnson and Community Development Director Nate Brown fielded questions regarding mobile food vendor fees and authorization.

Councilor Freeman moved that the Keizer City Council adopt a Resolution Authorizing a Temporary Suspension of the Ordinance Prohibiting Street Vendors. 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)

**RESOLUTION –
Authorizing
Temporary Uses
Subject to
Conditions for
Jingle Dash 5K
Run/Walk and
Keizer Holiday
Light Parade
(2019)**

Councilor Freeman moved that the Keizer City Council adopt a Resolution Authorizing Temporary Uses Subject to Conditions for Jingle Dash 5K Run/Walk and Keizer Holiday Light Parade (2019). 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 waive the following fees for the Keizer Chamber of Commerce Holiday Lights Parade: Police staffing (\$4600), Public Works staffing (\$1000) Public Works barricades (\$1100) and the Temporary Use Permit fees (\$495), but require payment of the application fee of \$100 and the K23 Coverage

fee of \$180. 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. Waiver of
Community
Center Fees for
Keizer
Community
Band Holiday
Concert**

Mr. Eppley summarized his staff report.

Councilor Freeman moved that the Keizer City Council grant the request for a complete rental fee waiver (room rental, security/cleaning deposit, and costs for event staff) [Option 1 in staff report] for the Keizer Community Band concert on December 4, 2019. 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)

Regarding automatically granting two waivers to the Keizer Community Band each year, Mr. Johnson explained that staff does not want to presume the request will be the same each year but if Council wishes staff could schedule it on the consent calendar and do both at once each year. Council agreed by consensus that they wished to do this.

**c. RESOLUTION –
Establishing
Classification of
Community
Center
Assistant**

Mr. Eppley summarized his staff report. City Recorder/Community Center Manager Tracy Davis and Finance Director Tim Wood provided additional information. Council directed that bi-lingual skills would be a preferred qualification in the job description.

Councilor Freeman moved that the Keizer City Council adopt a Resolution Establishing Classification of Community Center Assistant. 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 Disposition of Surplus Property (Seized Vehicles)

b. Approval of October 21, 2019 City Council 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 Herrera reported on recent meetings and events he had attended, announced upcoming events and congratulated the McNary Celtics.

Councilor Parsons praised how the recent lockdown at McNary was handled, announced upcoming meetings and events, and saluted the nation's veterans.

Councilor Smith reported on the recent Family Building Blocks event and the Mid-Willamette Valley Homeless Alliance and announced the upcoming Charter Review Committee meeting.

Councilor Freeman thanked veterans, reminded everyone to drive with caution and watch for pedestrians with the upcoming time change, and announced upcoming meetings.

Councilor Reid praised the McNary music department, reviewed upcoming events at McNary and meetings and events she had attended and announced upcoming ones.

Councilor Kohler thanked Councilors who covered for him while he was out of town, provided information regarding the Latino Business Alliance/Keizer Chamber partnership, reviewed meetings and events he had attended and announced upcoming ones.

Youth Councilor Wolfert announced upcoming events at McNary, reported on the recent blood drive and provided an update on the construction progress.

Mayor Clark congratulated Jerry Howard of the Volcanoes for the recent award he received and provided details about the efforts he has made to assist our veterans. She also reviewed meetings and events she had attended and announced upcoming ones.

OTHER BUSINESS

City Recorder/Community Center Manager Tracy Davis announced that new carpet would be installed in the event center during the upcoming week and would be completed in time for the event on Saturday.

Chief John Teague announced that two new police officers were hired and would be introduced to Council later this month.

Public Works Director Bill Lawyer announced that the shade sails are up at Keizer Rapids Park. They will be taken down soon for the winter. Work is underway to install something on the top of the poles to make them uncomfortable to sit on.

Community Development Director Nate Brown announced that the Keizer Revitalization Plan would be on the next meeting agenda.

WRITTEN COMMUNICATIONS

Mayor Clark announced expansion of the Capital Subaru dealership on the Parkway, and shared an invitation to ODOT Region 2 public meeting for the interchange design at the Aurora-Donald interchange.

AGENDA INPUT

November 11, 2019 - 6:00 p.m. – City Council Work Session - Cancelled
November 18, 2019 - 7:00 p.m. - City Council Regular Session
December 2, 2019 – 7:00 p.m. – City Council Regular Session
December 9, 2019 – 7:00 p.m. – City Council Work Session on
Emergency Preparedness

ADJOURNMENT

Mayor Clark adjourned the meeting at 8:20 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: 11-18-19