



**MINUTES**  
**KEIZER CITY COUNCIL**  
**Monday, November 18, 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 (8:09)  
Roland Herrera, Councilor  
Elizabeth Smith, Councilor  
Youth Councilor Christopher Wolfert

**Staff:**

Chris Eppley, City Manager  
Shannon Johnson, City Attorney  
Nate Brown, Community Development 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. Marion County Fire District #1 Presentation**

Marion County Fire Chief Kyle McMann, Deputy Chief Mike<sup>1</sup> Lee, and Board President Mike Welter showed a PowerPoint presentation about the Fire District.

**b. PROCLAMATION  
– Small Business Saturday**

Mayor Clark read the proclamation and presented it to Keizer Chamber of Commerce members. Jonathan Thompson and other Directors of the Chamber accepted the proclamation.

**COMMITTEE REPORTS**

*Jeremy Grenz*, Keizer, reported that the Planning Commission had held a Public Hearing relating to Accessory Dwelling Units and had approved milestones related to the Housing Needs Analysis/Buildable Lands Inventory.

*Matt Lawyer*, Keizer, reported that 30 to 50 students from Whitaker and McNary as well as Rotarians and Council members helped recently with the Claggett Creek Watershed Council tree planting project.

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<sup>1</sup> Corrected to Ron at 12/2, 2019 meeting

He also reported that the Parks Advisory Board had approved a grant request from Jeff Davis for three exercise stations in area parks, postponed decision on a grant request from Wayne Frey for soccer field improvements and is beginning work on development of a parks memorial policy.

**PUBLIC  
TESTIMONY**

*William McNutt*, Salem, speaking on behalf of the Salem-Keizer Beacons Board whose mission is to promote athletic participation at the six Salem-Keizer high schools and to help student athletes participate who may not be able to pay the fees, shared information about the group noting that in 2018 the group donated \$30,000 to the schools – each school getting \$5000. He shared information regarding upcoming events, supporters, and goals.

**PUBLIC HEARING**

**a. RESOLUTION –  
Authorizing the  
City Manager to  
Transfer City  
Owned Property  
Known as Tax  
Lot  
063W36BB03500  
to Charles E.  
Baker, Jr. and  
Faith A. Baker**

*Mayor Clark opened the Public Hearing.*

City Attorney Shannon Johnson summarized his staff report.

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

Councilor Freeman moved that the Keizer City Council adopt a Resolution Authorizing the City Manager to Transfer City Owned Property Known as Tax Lot 063W36BB03500 to Charles E. Baker, Jr. and Faith A. Baker. Councilor Herrera seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Reid (1)

**ADMINISTRATIVE  
ACTION**

**a. Waiver of  
Community  
Center Fees for  
Mid-Willamette  
Valley Council  
of Governments  
Annual  
Business  
Meeting**

City Manager Chris Eppley read his staff report. Mayor Clark added that this waiver<sup>2</sup> will go with whoever is the Chair of the Board and that although she has served two terms she will be happy to pass the gavel on in February.

Councilor Freeman moved that the Keizer City Council waive the room rental fee and the security/cleaning deposit but charge \$180 for the staffing costs and alcohol security cost of \$150 (total of \$330). Councilor Herrera seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Reid (1)

**b. Waiver of Fee**

Mr. Eppley read his staff report.

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<sup>2</sup> 'waiver' removed at December 2, 2019 meeting

**Request for Keizer Rapids Park Rotary Amphitheatre – RISE Services Inc.**

*Crystal Leroux* with RISE Services, explained that the goal of RISE is to create more events for individuals with disabilities and have events that are theirs. *Richard Stone*, RISE Coordinator, provided details regarding the proposed event noting that this would be a free private event. Ms. Leroux fielded questions regarding RISE funding, timing, the park and amphitheater layout and cleanup.

Councilor Freeman moved that the Keizer City Council grant the request for a complete waiver of all fees (including rental fee, staffing costs, security/cleaning deposit, and alcohol security). 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. ORDINANCE – Adopting the Keizer Revitalization Plan; Amending the Keizer Development Code; Comprehensive Plan Map and Text; Zoning Map; and Ordinances 98-389 and 87-077**

Mr. Johnson summarized his staff report and handed out and reviewed new recommendations.

Councilor Freeman moved that the Keizer City Council adopt a Bill for an Ordinance as amended by the handouts on the dais Adopting the Keizer Revitalization Plan; Amending the Keizer Development Code; Amending the Keizer Comprehensive Plan Map and Text; Amending the Keizer Zoning Map; Amending Ordinance 98-389 and Ordinance 87-077. 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 – Extending City Manager’s Employment Contract (2020-2021)
- b. RESOLUTION – Extending City Attorney’s Employment Contract (2020-2021)
- c. Approval of November 4, 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**

Councilor Kohler reported on meetings he had attended and reminded

## REPORTS

Council that the 11/27 Community Dinner would be from 3 to 6 pm.

Councilor Reid apologized for being late and explained that she had been at a McNary forum discussing how best to use the student investment account available to area schools. She reported on events and meetings she had attended.

Councilor Freeman reported on meetings and events she had attended and announced the upcoming ribbon cutting for the Veterans Services office on Mission and Commercial Street.

Councilor Smith reported on meetings she had attended and announced the upcoming Arts Commission meeting. Community Development Director Nate Brown added that the Arts Commission will be reviewing quilts for display in December and January.

Councilor Parsons reviewed meetings and events she had attended, announced the cancellation of the November and December Volunteer Coordinating Committee meetings and urged interested citizens to apply to serve on City committees.

Councilor Herrera reported on the Crystal Apple Awards ceremony and various other events and meetings he had attended and complimented Shannon Johnson for his work on the Charter review.

Mayor Clark shared information from various meetings and events she had attended, and announced upcoming ones focusing on several holiday events.

Youth Councilor Christopher Wolfert reported that construction continues at McNary and announced that there would be no school the week of Thanksgiving.

## OTHER BUSINESS

Responding to a question regarding printed annual reports from the Police Department, Chief Teague explained that that stopped in 2014 due to the intense work involved in compiling the data and because no one had asked for one, but the information is available. He pointed out that there is a link to CrimeReports.com on the City website and it is almost real time data.

Mr. Brown noted that the Police Department, Public Works and Community Development have been working with In 'N Out on anticipated traffic congestion. Their management is committed to being responsible and organized for the opening. A signage program will be coming to Council at the next meeting.

## WRITTEN COMMUNICATIONS

None

## AGENDA INPUT

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  
December 16, 2019 – 7:00 p.m. – City Council Regular Session

**ADJOURNMENT**

Mayor Clark adjourned the meeting at 8:55 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: 12-02-19