



MINUTES
KEIZER CITY COUNCIL
Monday, March 16, 2020
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 (*via phone*)
Elizabeth Smith, Councilor
Roland Herrera, Councilor
Laura Reid, Councilor
Youth Councilor Daniel Matthews

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**

Councilor Freeman moved that the Keizer City Council suspend the rules so that Council could vote on allowing Councilor Parsons to participate in the meeting by phone. Councilor Herrera seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Parsons (1)

Councilor Freeman moved that the Keizer City Council allow Councilor Parsons to participate in this meeting by phone. Councilor Herrera seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Parsons (1)

**COMMITTEE
REPORTS**

Mike Pantalone, Keizer, provided a Parks Board report noting that an Eagle Scout project was planned, the Memorial Policy was approved and recommended to Council, budget items were discussed, the Parks Tour was planned and individual park reports given by Board members. He added that the Board will be reviewing bands for the summer concert series prior to the Parks Tour.

PUBLIC TESTIMONY

Colleen Busch, Salem Area Mass Transit, provided an update on services noting that busses are being cleaned and transit is doing as much as possible to keep people connected with places they need to be. She urged everyone to check www.cherriots.org for updates on services.

PUBLIC HEARING

Mayor Clark opened the Public Hearing.

a. Keizer Development Code Amendment – Street Standards - Section 2.302

Community Development Director Nate Brown summarized his staff report.

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

Councilor Freeman moved that the Keizer City Council direct staff to prepare an ordinance with the findings in the proposed provisions to Section 2.302 Street Standards 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. South East Keizer Neighborhood Association Annual Report: Postponed to April 6, 2020 meeting.

b. Keizer Community Band – Request for Waiver of Fees for 2020 Concerts

City Manager Chris Eppley summarized his staff report.

Councilor Freeman moved that the Keizer City Council grant the request for a complete rental fee waiver including room rental, security/cleaning deposit, and staffing costs for the Keizer Community Band. 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 None

COUNCIL LIAISON REPORTS

Youth Councilor Daniel Matthews announced that school is closed until April 1 and sporting events cancelled, student assignments are available through Google Classroom.

Councilor Kohler reported on events and meetings he had attended, announced the cancellation of the Keizer Community dinner, urged everyone to support the food bank, and announced that March is Colon Cancer Awareness month.

Councilor Reid provided more detailed information regarding school closures and classified employees and reported on meetings and events she had attended. Mayor Clark shared additional information about the Keizer Community Library.

Councilor Freeman commended the Planning Commission for their work, and shared information regarding Covid-19, the Police Academy and the Charter Review Committee.

Councilor Smith provided details on the Charter Review Committee meetings and outreach strategies, explained the importance of everyone responding to the Census, and shared information regarding various aspects of Covid-19 related mortgage assistance.

Councilor Parsons reported on the Stormwater Advisory Committee meeting and announced that she was quarantined at home but would keep up through email and phone.

Councilor Herrera echoed Councilor Smith's comments about the Census, announced that the Beacons event was still on track for May 7, and voiced concern over various Covid-19 related issues.

Mayor Clark commended the community for finding creative solutions to prevent the spread of Covid-19 and take care of citizens. She urged everyone to check the City website for accurate information and announced cancelled meetings and programs that continue to serve the community.

OTHER BUSINESS

City Manager Chris Eppley shared steps that have been taken to keep staff healthy so that they can continue to serve the public and announced that City Hall would be closed to walk-in customers but staff will continue to serve customers.

Chief Teague assured the public that police are still responding to all calls for service.

Public Works Director Bill Lawyer announced that all PW staff will continue to operate 'business as usual' and asked the public to self-regulate themselves in the park play areas.

Community Development Director Nate Brown explained that phones are being restructured to make sure they are always answered. Staff is working hard to make sure everything is as good as it can be.

Finance Director Tim Wood reported that a notice was sent to customers informing them that there will be no water shut-offs in the near future, but encouraged customers who can pay their bills to do so because the City must continue to operate and pay its bills. He encouraged customers to pay electronically or use the drop box in the parking lot and added that Court on Wednesday would still be held.

City Attorney Shannon Johnson referred to an email regarding telephonic public meetings that he had sent to Council and asked that Council consider making changes to the procedures at the next meeting to allow them. Following discussion regarding emergency preparedness, operating procedures, allowing upon declaration of an emergency, allowing when a Councilor is on vacation, and allowing public

participation via phone, Council agreed by consensus that they wanted to change the rules to automatically allow telephonic attendance if a state of emergency is declared by the city, state or federal government and also to allow telephonic attendance by suspension of the rules with a 2/3 majority vote.

Following discussion regarding if this would be allowed in other committees Council agreed by consensus that this would extend to committees and commissions.

Discussion then took place regarding whether or not to cancel remaining March meetings. Mayor Clark indicated that she thought these decisions should be made week by week.

Mr. Eppley provided information about cities declaring a state of emergency noting that at this point there is nothing gained by Keizer doing so.

Council then shared information regarding social services, non-profits and churches that were available to help people in need and the importance of volunteering at this time.

WRITTEN COMMUNICATIONS None

AGENDA INPUT April 6, 2020, 7:00 p.m. – City Council Regular Session
April 13, 2020, 6:00 p.m. – City Council Work Session
• City of Keizer Parks Tour
April 20, 2020, 7:00 p.m. - City Council Regular Session

ADJOURNMENT Mayor Clark adjourned the meeting at 8:43 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: April 6, 2020