



**MINUTES**  
**KEIZER CITY COUNCIL**  
**Monday, April 20, 2020**  
**Keizer Civic Center, Council Chambers**  
**Keizer, Oregon**

**CALL TO ORDER**

Mayor Clark called the 'virtual' meeting to order at 7:00 pm. Councilors participated through the Zoom app. Roll call was taken as follows:

**Present:**

Cathy Clark, Mayor  
Kim Freeman, Councilor  
Daniel Kohler, Councilor  
Marlene Parsons, Councilor  
Elizabeth Smith, Councilor  
Roland Herrera, Councilor  
Laura Reid, 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  
Tracy Davis, City Recorder

**FLAG SALUTE**

Not done due to the 'virtual' meeting restraints.

**SPECIAL ORDERS OF BUSINESS**

**a. Proclamation –  
Volunteer  
Recognition**

Mayor Clark read a proclamation declaring the months of April and May 2020 as Volunteer Recognition Months and thanked citizens and volunteers for their continued support.

**COMMITTEE REPORTS** None

**PUBLIC TESTIMONY** None

**PUBLIC HEARING** *Mayor Clark opened the Public Hearing.*

**a. Keizer  
Development  
Code Text  
Amendment –  
Sections 2.203  
and 2.312 –  
Relating to  
Backyard  
Chickens/Ducks,  
and Standards  
for Fencing**

Community Development Director Nate Brown summarized his staff report. Reference was made to an email testimony received from Erica Arcibal in favor of this change. Councilor Reid noted that homeowners' association policies against ducks and livestock remain in force even if the City rules are more lenient.

*With no further testimony Mayor Clark closed the public hearing.*

Councilor Freeman moved to direct staff to prepare an ordinance with findings to adopt the proposed revisions. Councilor Herrera seconded.

Councilor Parsons voiced opposition to raising the number of chickens allowed. Councilors Freeman and Kohler shared input received from various residents in favor of increasing the number.

Motion passed as follows:

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

NAYS: Parsons (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

**ADMINISTRATIVE ACTION**

**a. Greater Gubser Neighborhood Association Annual Report**

City Manager Chris Eppley summarized his staff report and referred Council to the written Annual Report submitted by Greater Gubser Neighborhood Association President, Patti Tischer.

Councilor Freeman moved to adopt the Annual Report of the Greater Gubser Neighborhood Association and extend recognition for an additional 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)

**b. RESOLUTION – Adopting Eligible Project to be used by City for Funds Received from County Under Intergovernmental Agreement for Community Prosperity Initiative**

Mr. Brown summarized his staff report. Mr. Eppley added that staff felt a high priority for these funds would be creation of small business grants or forgivable loans of \$5,000 to augment the federal Payroll Protection Program and retain jobs in the community.

Discussion followed regarding support for the program, criteria for award and working with the Chamber and the Latino Business Alliance. Mr. Brown added that the US Chamber of Commerce has also launched a small business grant. Business owners were urged to contact the Small Business Administration if they are having difficulty getting the PPP assistance.

Councilor Freeman moved that the Keizer City Council adopt a Resolution Adopting Eligible Project to be used by City for Funds Received from County Under Intergovernmental Agreement for Community Prosperity Initiative. 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. ORDER – Designating “No Parking” Zone on South Side of Claggett**

Public Works Director Bill Lawyer summarized his staff report. Councilor Reid voiced support for the No Parking Zone.

Councilor Freeman moved that the Keizer City Council adopt an Order Designating “No Parking” Zone on South Side of Claggett Court Northeast, Keizer, Oregon. Councilor Herrera seconded. Motion passed unanimously as follows:

**Court Northeast, Keizer, Oregon** AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)  
NAYS: None (0)  
ABSTENTIONS: None (0)  
ABSENT: None (0)

**d. ORDINANCE – Amending Keizer Development Code Regarding Section 2.302 (Street Standards); Amending Ordinance 98-389** City Attorney Shannon Johnson summarized his staff report.  
Councilor Freeman moved that the Keizer City Council adopt a Bill for an Ordinance Amending Keizer Development Code Regarding Section 2.302 (Street Standards); Amending Ordinance 98-389. 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. RESOLUTION – Ratifying the City Manager’s Amendment to Declaration of A Local State of Emergency In City Of Keizer As A Result of COVID-19 Pandemic** City Attorney Shannon Johnson summarized his staff report.  
Councilor Freeman moved that the Keizer City Council adopt a Resolution Ratifying the City Manager’s Amendment to Declaration of a Local State of Emergency in the City of Keizer As a Result of COVID-19 Pandemic. 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 Towing Services Contracts (2020)
- b. RESOLUTION – Authorizing the City Manager to Award and Enter into An Agreement with North Santiam Paving Co. for Annual Street Resurfacing Project
- c. RESOLUTION – Authorizing the City Manager to Award and Enter into An Agreement With K&E Excavating, Inc. for Shoreline Drive and Cummings Lane Storm Drain Reroute Project
- d. RESOLUTION – Authorizing the City Manager to Enter into An Agreement with Cascade Water Works LLC for McNary Pump Station Modifications
- e. RESOLUTION – Authorizing the Community Development Director to Apply for Funds from Oregon Department of Land Conservation and Development For An Update To The Buildable Lands Inventory/ Housing Needs Analysis
- f. RESOLUTION – Adopting Donation and Naming Policies for Keizer Parks; Repealing Resolutions R96-894, R2006-1750, And R2009-1917
- g. Approval of April 6, 2020 City Council Regular Session Minutes

Mayor Clark pulled Item 9g.

Councilor Freeman moved that the Keizer City Council approve items a through f 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)

Corrections and additions were made to the April 6, 2020 Minutes.

Councilor Freeman moved that the Keizer City Council approve item g 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 Reid reported on the difficulty of educating children remotely and plans for the Cultural Center and announced the postponement to July of Keizer Homegrown Theater's performance of Steel Magnolias.

Councilor Smith shared details regarding the upcoming Charter Review Committee Public Forum and urged citizens to provide input via email.

Discussion followed regarding public participation in the Charter Review, efforts being made to continue educating students, and the census.

Councilor Parsons reported that Keizerfest has been postponed until the second week in August.

Councilor Kohler announced meetings and events he had attended, and thanked David Dahle, City staff and Chief Teague.

Councilor Herrera thanked the Charter Review Committee, David Dahle and City staff and provided information about the upcoming Latino scholarship event.

Councilor Freeman thanked Councilor Herrera for his efforts in reaching out to the Hispanic community and David Dahle for helping her get set up for the zoom meeting. She urged drivers to drive slowly, thanked Ron and Carol Allen for picking up trash regularly, urged everyone to review the annual water report and announced upcoming Budget Committee meetings.

Mayor Clark reported on various meetings she had participated in via webinar, thanked Pastor Jose Dominguez for his translating service at the recent Coffee with Cathy, and announced upcoming virtual events.

**OTHER BUSINESS** Finance Director Tim Wood announced that he hoped to have the Budget out by next week and reported that the City does not have many programs effected by the COVID-19 pandemic.

Bill Lawyer encouraged everyone to read the Annual Consumer Confidence Report, announced that the permanent signal at the Transit Center will go live on Wednesday night, it is unclear when the Chemawa/Lockhaven signal will be activated, and the Delight project and ADA ramps on North River Road are ahead of schedule. Staff is working with the County to see if they changed their striping process and is hoping to get a better product than what was used last time.

Mr. Brown reported that a permit will be issued soon for the multi-use project next to the Sonic on River Road and the master plan at Keizer Station has not yet been received.

**WRITTEN COMMUNICATIONS** None

**AGENDA INPUT** May 4, 2020 - 7:00 p.m. - City Council Regular Session  
May 11, 2020 - 6:00 p.m. – City of Keizer Budget Committee Meeting  
May 12, 2020 - 6:00 p.m. – City of Keizer Budget Committee Meeting  
May 14, 2020 (if necessary) - 6:00 p.m. – City of Keizer Budget Committee Meeting  
May 18, 2020 - 7:00 p.m. - City Council Regular Session

**ADJOURNMENT** Mayor Clark adjourned the meeting at 8:44 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: 5-04-20