

CITY OF KEIZER MISSION STATEMENT
**KEEP CITY GOVERNMENT COSTS AND SERVICES TO A MINIMUM BY PROVIDING CITY SERVICES TO THE
COMMUNITY IN A COORDINATED, EFFICIENT AND LEAST COST FASHION**

A G E N D A
KEIZER CITY COUNCIL
REGULAR SESSION

Monday, January 7, 2019

7:00 p.m.

**Robert L. Simon Council Chambers
Keizer Civic Center – Keizer, Oregon**

1. CALL TO ORDER

2. ROLL CALL

3. FLAG SALUTE

- a. Presentation of Colors – Girl Scout Troops 10137 and 10001**
- b. National Anthem by McNary High School Orchestra Members**

4. SPECIAL ORDERS OF BUSINESS

- a. Invocation –Pastor Jose Domiguez – La Luz Del Valle Church**
- b. Welcome Comments and Introductions – Mayor Cathy Clark**
- c. Recognition of Outgoing Council Members – Mayor Cathy Clark**
- d. Musical Presentation by McNary High School Orchestra Members**
- e. Introduction of New Council Members – Mayor Cathy Clark**
- f. Oath of Office – Administered by City Attorney E. Shannon Johnson**
 - Roland Herrera – Council Position Number 4**
 - Elizabeth Smith – Council Position Number 5**
 - Daniel R. Kohler – Council Position Number 6**
 - Cathy Clark – Mayor**

g. Comments and Presentations – Mayor Cathy Clark

h. Election of 2019-2020 City Council President

5. COMMITTEE REPORTS

- a. 2016-2019 Committee Review**
 - City of Keizer Committee, Boards, Commission Task Force Review and Appointments**
 - RESOLUTION – Dissolving the Keizer Economic Development Commission; Repealing R2014-2421**

- b. Outside Committee, Boards, and Commission Appointments**
- c. Keizer Heritage Foundation Board Representative**
- d. Volunteer Coordinating Committee Appointments – 2019-2020**

6. PUBLIC TESTIMONY

This time is provided for citizens to address the Council on any matters other than those on the agenda schedule for public hearing.

7. PUBLIC HEARINGS

8. ADMINISTRATIVE ACTION

9. CONSENT CALENDAR

10. COUNCIL LIAISON REPORTS

11. OTHER BUSINESS

This time is provided to allow the Mayor, City Council members, or staff an opportunity to bring new or old matters before the Council that are not on listed on this agenda.

12. WRITTEN COMMUNICATIONS

An opportunity to inform the City Council of significant written communications.

13. AGENDA INPUT

January 14, 2019

5:45 p.m. City Council Work Session

- City Council Orientation

January 22, 2019 (Tuesday)

7:00 p.m. City Council Regular Session

February 4, 2019

7:00 p.m. City Council Regular Session

13. ADJOURN

The City of Keizer is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible. If you require any service that furthers inclusivity to participate, please contact the Office of the City Recorder at least 48 business hours prior to the meeting by email at davist@keizer.org or phone at (503)390-3700 or (503)856-3412. Most regular City Council meetings are streamed live through the City's website and cable-cast on Comcast Channel 23 within the Keizer City limits. Thank you for your interest in the City of Keizer.

COUNCIL MEETING: January 7, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCILOR MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: TRACY L. DAVIS, MMC
CITY RECORDER**

SUBJECT: ELECTION OF 2019-2021 COUNCIL PRESIDENT

BACKGROUND:

Section 4.2 of the Keizer City Council Rules of Procedure read as follows:

At the first meeting of the Council in each odd-numbered year, the Council will elect a Council President from its members by majority vote of those Council members present. The Councilor with the longest continuous tenure, who has not served as Council President previously, will be nominated. Others may be nominated from the Council, including the current Council President. In the event that no candidate receives a majority vote, a second vote will be conducted. The first-place candidates shall be nominated. If there is only one first place candidate, such candidate and all second-place candidates shall be nominated. If no candidate receives a majority vote, the candidates in the second vote will draw lots to determine the Council President.

Whenever the Mayor is unable to perform the functions of the office, the Council President shall act as Mayor. The Council President will initiate a motion for all prepared resolutions and ordinances and the consent calendar unless another Councilor has requested to do so or initiate the action.

ISSUE:

A Council President for 2019-2021 should be elected by a majority vote of those Council members present. Below is a list of the current Council members, including their length of service:

- Councilor Marlene Parsons
 - Elected November 2012 – 4-year term – January 2013 to January 2017
 - Elected November 2016 – 4-year term – January 2017 to January 2021
- Councilor Kim Freeman –
 - Appointed to fill vacant Council position #2 - June 2013 to January 2017
 - Elected November 2016 – 4-year term – January 2017 to January 2021
- Councilor Roland Herrera
 - Elected November 2014 – 4-year term – January 2015 to January 2019
 - Elected November 2018 – 4-year term – January 2019 to January 2023

- Councilor Laura Reid
 - Elected November 2016 – 4-year term – January 2017 to January 2021
- Councilor Elizabeth Smith
 - Elected November 2018 – 4-year term – January 2019 to January 2023
- Councilor Daniel R. Kohler
 - Elected November 2018 – 4-year term - January 2019 to January 2023

RECOMMENDATION:

It is hereby recommended the Council nominate and vote for a member of the City Council to serve as the 2019-2021 Council President.

COUNCIL MEETING: January 7, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS C. EPPLEY
CITY MANAGER**

**FROM: TRACY L. DAVIS, MMC
CITY RECORDER**

SUBJECT: 2016-2019 COMMITTEE REVIEW

BACKGROUND:

The City Council Rules of Procedure – Section 17 – outlines the creation of City Committees, Boards, Commissions, Council Committees, and Ad Hoc Task Forces. This section of the procedures also requires a review of such Committees every two years, in odd numbered years, prior to the Council liaison appointment. Since the last review in 2015, the City Council has renamed two City Committees (Keizer Public Arts Commission [replacing Keizer Arts Commission], Keizer Festivals Advisory Board [replacing the Keizer Festivals & Events Services Team]), and dissolved seven Committees (Keizer Arts Commission, Keizer Festivals & Events Services Team, Community Build Task Force, Community Build Task Force Fundraising Committee, Community Build Task Force Public Relations Committee, Community Build Task Force Children’s Committee and Community Build Task Force Design and Special Features Committee). During this same time period, the City Council **created** two new Task Forces; Keizer Little League Park Long Range Planning Task Force and Buildable Land Supply/Housing Needs Analysis Project Advisory Committee. The Keizer Economic Development Commission last met on April 19, 2017. At that meeting, the Commission voted unanimously to encourage the City Council to look at the Keizer Chamber of Commerce taking the lead in the marketing and development effort for the City. The Commission has not met since this time. Attached to this staff report is a Resolution for consideration and action to dissolve the Keizer Economic Development Commission.

City Council members serve in various roles on each of the Committees and Task Forces. In most cases, the Mayor appoints the Council members to serve. The Mayor should make the following City Council appointments:

- Keizer Public Arts Commission – 1 City Council member to serve as a voting member
- Keizer Audit Committee – 3 City Council members to serve as voting members
- Keizer Festivals Advisory Board – 2 City Council members to serve as voting members
- Keizer Points of Interest Committee – 1 City Council member to serve as a non-voting liaison

- Keizer Parks and Recreation Board – 1 City Council member to serve as a non-voting liaison
- Keizer Personnel Policy Committee – 3 City Council members to serve as voting members
- Keizer Planning Commission – 1 City Council member to serve as a non-voting liaison
- Stormwater Advisory Committee – 3 City Council members to serve as voting members
- Traffic Safety/Bikeways/Pedestrian Committee – 1 City Council member to serve as a non-voting liaison
- Volunteer Coordinating Committee – 1 City Council member to serve as a non-voting liaison

The Municipal Court Judge observations are conducted by two Councilors appointed by the Mayor in June each year. Councilor Herrera should continue in that role until his report is given. However, the Mayor should appoint a replacement for Councilor Ryan.

The Buildable Land Supply/Housing Needs Analysis Project Advisory Committee and Keizer Little League Park Long Range Planning Task Force do not need new appointments.

RECOMMENDATION:

It is recommended Mayor Clark make appointments as outlined above. In addition, the Council should adopt the attached Resolution.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2019-_____

4
5 DISSOLVING THE KEIZER ECONOMIC DEVELOPMENT
6 COMMISSION; **REPEALING RESOLUTION R2014-2421**

7
8 WHEREAS, the City Council formed the Keizer Economic Development
9 Commission on March 3, 2014 by adoption of Resolution R2014-2421;

10 WHEREAS, the Keizer Economic Development Commission at its April 19, 2017
11 meeting made a motion to encourage the Keizer City Council to allow the Keizer
12 Chamber of Commerce to take the lead in the purpose of this Commission;

13 WHEREAS, the City Council finds that upon the recommendation of the Keizer
14 Economic Development Commission, that the Commission is no longer necessary;

15 WHEREAS, the City Council has considered the matter and wishes to dissolve
16 the Keizer Economic Development Commission;

17 NOW, THEREFORE,

18 BE IT RESOLVED by the City Council of the City of Keizer that the Keizer
19 Economic Development Commission is hereby dissolved.

20 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that
21 Resolution R2014-2421 is hereby repealed.

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
2 upon the date of its passage.

3 PASSED this _____ day of _____, 2019.

4

5 SIGNED this _____ day of _____, 2019.

6

7

8

Mayor

9

10

City Recorder

11

COUNCIL MEETING: January 7, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS C. EPPLEY
CITY MANAGER**

**FROM: TRACY L. DAVIS, MMC
CITY RECORDER**

**SUBJECT: OUTSIDE COMMITTEES, BOARDS AND COMMISSIONS – CITY OF KEIZER
REPRESENTATIVE – 2019-2021**

ISSUE:

On occasion, a member of the City Council will be asked to represent the City of Keizer on outside Boards and Commissions. Section 17.10 of the City Council Rules of Procedure states as follows:

The Mayor shall appoint Councilors to liaison positions and outside committees the first meeting in January every odd numbered year. Each Councilor shall keep the Mayor informed of the Councilor's involvement in any and all other committees, task forces, appointments, etc. of other groups, agencies, or jurisdictions.

Currently, City Council members serve on the following outside Committees:

- Career Technical Education Center Advisory Committee
- Claggett Creek Watershed Council
- Keizer Chamber of Commerce Board of Directors
- Keizer Chamber of Commerce - Iris Festival
- Keizer Neighborhood Association Liaisons
 - West Keizer Neighborhood Association
 - Greater Gubser Neighborhood Association
 - South East Keizer Neighborhood Association
- Keizer United
- Marion County Public Safety Coordinating Committee
- Mid-Willamette Homelessness Initiative Task Force
- Mid-Willamette Valley Council of Governments Board and Executive Committee
- Mid-Willamette Valley Area Commission on Transportation (MWACT)
- Salem River Crossing Oversight Team
- Salem Waste Water Task Force
- Salem Keizer Area Transportation Study (SKATS) Policy Committee
- Strategic Economic Development Corporation (SEDCOR) Board of Directors

RECOMMENDATION:

It is recommended Mayor Clark make appointments to these outside Committees, Boards and Commissions.

CITY COUNCIL MEETING: January 7, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: TRACY L. DAVIS, MMC
CITY RECORDER**

SUBJECT: KEIZER CITY COUNCILOR ON KEIZER HERITAGE FOUNDATION BOARD

ISSUE:

On August 6, 2012, the Keizer City Council approved a ground lease agreement with the Keizer Heritage Foundation. Section 2.11 of the ground lease agreement states:

At all times during this Lease, at least one Keizer City Councilor shall serve on the board of directors of Keizer Heritage, if so appointed by the Keizer City Council or Mayor. Such appointee shall be subject to, perform and fulfill the obligations required of all other such board members, including attendance, and shall be subject to removal if the appointee fails to do so. Any removed appointee shall be replaced on the board by another Keizer Councilor as appointed by the Keizer City Council or Mayor.

RECOMMENDATION:

It is recommended a member of the City Council be appointed by the Council to serve on the Keizer Heritage Foundation Board.

COUNCIL MEETING: January 7, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS C. EPPLEY
CITY MANAGER**

**FROM: TRACY L. DAVIS, MMC
CITY RECORDER**

**SUBJECT: 2019-2021 COUNCIL APPOINTMENTS – VOLUNTEER
COORDINATING COMMITTEE**

BACKGROUND:

The Volunteer Coordinating Committee was originally established in the early 1990's with the following purpose:

- Identify functions and activities where volunteers can help the City;
- Solicit volunteers for all City Boards, Committees and Commissions;
- Solicit and match volunteer needs for special projects and activities within the City;
- Recruitment, interviewing, and recommendations of Board, Committee, and Commission appointments to the City Council;
- Responsibility to assist in training of volunteers and public relation items pertaining to the individual Board, Committee, and Commissions;
- Recognition of volunteers for the City.

The Volunteer Coordinating Committee consists of 7 members, each appointed by a member of the City Council. The two-year term begins at the first Council meeting in January of each odd numbered year, following the general election.

RECOMMENDATION:

It is recommended each member of the City Council announce their appointment to the Volunteer Coordinating Committee for 2019-2021.