AGENDA
KEIZER CITY COUNCIL
REGULAR SESSION
Monday, April 15, 2019
7:00 p.m.
Robert L. Simon Council Chambers
Keizer, Oregon

1. CALL TO ORDER

2. ROLL CALL

3. FLAG SALUTE ~ McNary Junior ROTC

4. SPECIAL ORDERS OF BUSINESS
   a. Volunteer of the Quarter Award

5. COMMITTEE REPORTS
   a. Volunteer Coordinating Committee Recommendation for Appointment to the Keizer Points of Interest Committee

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

7. PUBLIC HEARINGS
   a. VIP Beverage and Event Services Liquor License Application

8. ADMINISTRATIVE ACTION
   a. RESOLUTION – Authorizing Temporary Use and Signs Subject to Conditions for KeizerFEST (2019)
   b. RESOLUTION – Authorizing a Temporary Suspension of the Ordinance Prohibiting Street Vendors
   c. Fee Waiver Request for a Soggy Day in the Park 2.0 at Keizer Rapids Park

9. CONSENT CALENDAR
   a. RESOLUTION – Authorizing the City Manager to Award and Enter Into an Agreement with Roy Houck Construction LLC. for Annual Street Resurfacing Project
   b. Approval of April 1, 2019 Regular Session Minutes
   c. Approval of April 8, 2019 Work Session Minutes
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 tonight’s agenda.

12. WRITTEN COMMUNICATIONS

To inform the Council of significant written communications.

13. AGENDA INPUT

City of Keizer Budget Committee Meetings
- Tuesday, April 30, 2019 – 6:00 p.m.
- Thursday, May 2, 2019 – 6:00 p.m.
- Thursday, May 9, 2019 – 6:00 p.m. (if necessary)

May 6, 2019
7:00 p.m. – City Council Meeting

May 13, 2019
6:00 p.m. – City Council Work Session

14. ADJOURNMENT
TO: MAYOR CATHY CLARK AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: TRACY L. DAVIS, MMC
CITY RECORDER

SUBJECT: VOLUNTEER OF THE QUARTER AWARD

ISSUE:

The Volunteer Coordinating Committee has selected the McNary Junior ROTC as the recipient of the Volunteer of the Quarter award for first quarter of 2019. The JROTC was nominated by Matt Lawyer. The nomination letter is attached.

Mr. Erik Jespersen, Principal of McNary High School, has been invited to the meeting to accept the award on behalf of the JROTC. Our thanks and congratulations to the JROTC for their contributions to our community.
A new submission has been received for Volunteer of the Quarter Nomination at 03/19/2019 10:44 AM

Name of Nominee: McNary JROTC
Address of Nominee: 595 Chemawa Rd N, Keizer, OR 97303
Nominee Phone Number or Contact Information: Erik Jespersen

Each quarter the City of Keizer recognizes an individual or group of individuals for their contributions to the community. This award is designed to recognize the achievement and to encourage actions that enhance the city of Keizer, the community and the lives of our citizens. Process for Award of Nomination: (1) A written nomination form is submitted to the Keizer City Recorder, P.O. Box 21000, Keizer, Oregon or submitted by clicking the submit button on this form. (2) Additional letters of support, supplementary information such as pictures, news stories, biographical information, or other materials that show the project or contribution of the nominee may be included. (3) The nomination will be reviewed and decided by the Volunteer Coordinating Committee. The nominator may be requested to attend a meeting of the committee to answer questions and explain the nomination in further detail. (4) The award will then be presented at a regular meeting of the Keizer City Council. *Please provide a brief description, including the dates or time period, of the nominee's contributions and the reason why you are nominating for this award:

The McNary JROTC have been an integral part of projects with the Claggett Creek Watershed Council and the city of Keizer for many years. They have assisted in projects at Keizer Rapids Park, Country Glenn Park and the Keizer Community Center. In these locations they have been directly responsible for the removal of more than 200 yards of debris, scotch broom, soiled rocks from the Community Center. They are the go-to-team for special assignments in watershed events.

Please explain the impacts these contributions have had on the city of Keizer or the Keizer community:

They display a level of professionalism expected of an organization associated with the United States Military. Their steadfast devotion to learning the ways of the Air Force enables them to be exceptional volunteers. They have saved the city of Keizer thousands of dollars over the years and embody, Pride in their actions, Spirit in the way they conduct business and Service through Volunteerism.

Your Name: Matt Lawyer
Your Address: 7055 Pierce Dr N, Keizer OR 97303
Your contact information (email or phone): 808-393-8700 mattlawyer82@yahoo.com
VOLUNTEER OF THE QUARTER

First Quarter 2019

Presented to

McNary Junior ROTC

With sincere gratitude and appreciation for your volunteer contributions to the Keizer Community.

________________________________________
Cathy Clark
Mayor – City of Keizer

________________________________________
Daisy Hickman
Volunteer Coordinating Committee Chair
TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: TRACY L. DAVIS, MMC
CITY RECORDER

SUBJECT: VOLUNTEER COORDINATING COMMITTEE RECOMMENDATION FOR KEIZER POINTS OF INTEREST COMMITTEE APPOINTMENT

ISSUE:

The Volunteer Coordinating Committee met on March 21st to review applications and interview candidates for an opening on the Keizer Points of Interest Committee. The Committee is recommending Maria Pressey for Position #4; term expiring November 30, 2020.

RECOMMENDATION:

It is recommended the City Council accept the Volunteer Coordinating Committee recommended appointment.
TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: CHRIS C. EPPLEY
CITY MANAGER

FROM: TRACY L. DAVIS, MMC
CITY RECORDER

SUBJECT: VIP BEVERAGE & EVENT SERVICES – NEW LIQUOR LICENSE APPLICATION

BACKGROUND:

On March 22, 2019 the City received an application for a new liquor license for VIP Beverage & Event Services. The applicant is Pedro Mendez and the business will be located at 1125 Swingwood Court NE, Keizer, Oregon. The application is for Limited On-Premises and a Limited Off-Premise license. As required by Keizer Ordinance a public hearing was scheduled; notice was published and mailed to all property owners within 200 feet of the establishment. The Keizer Police Department reports that they ran a background check on the applicant and has no reason to recommend denial of the application. In addition, the Keizer Community Development Department has reviewed the application and finds that is acceptable due to the fact that the location is only being used to store products, and no retail sales will be performed from the site. This request is subject to all applicable requirements governing Home Occupations (KDC section 2.403) and with adherence to these standards, this request can be approved.

The applicant will not sell or have on-premises consumption. See OLCC email attached.

RECOMMENDATION:

It is recommended the public hearing be opened to allow testimony from the applicant or other interested individuals and upon completion, the hearing be closed. It is further recommended the Council recommend approval of the application for VIP Beverage & Event Services under the guidelines as 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.
OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

1. Application. Do not include any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

<table>
<thead>
<tr>
<th>License Applied For:</th>
<th>CITY AND COUNTY USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Brewery 1st Location</td>
<td>Date application received:</td>
</tr>
<tr>
<td>☐ Brewery 2nd Location</td>
<td>Name of City or County:</td>
</tr>
<tr>
<td>☐ Brewery 3rd Location</td>
<td>Recommends this license be:</td>
</tr>
<tr>
<td>☐ Brewery-Public House 1st location</td>
<td>☐ Granted  ☐ Denied</td>
</tr>
<tr>
<td>☐ Brewery-Public House 2nd location</td>
<td>By:</td>
</tr>
<tr>
<td>☐ Brewery-Public House 3rd location</td>
<td>Date:</td>
</tr>
<tr>
<td>☐ Distillery</td>
<td>OLCC USE ONLY</td>
</tr>
<tr>
<td>☐ Full On-Premises, Commercial</td>
<td>Date application received:</td>
</tr>
<tr>
<td>☐ Full On-Premises, Caterer</td>
<td>3-18-19</td>
</tr>
<tr>
<td>☐ Full On-Premises, Passenger Carrier</td>
<td>By: J. Ulwick</td>
</tr>
<tr>
<td>☐ Full On-Premises, Other Public Location</td>
<td>Date application accepted as initially complete:</td>
</tr>
<tr>
<td>☐ Full On-Premises, For Profit Private Club</td>
<td>3-18-19</td>
</tr>
<tr>
<td>☐ Full On-Premises, Nonprofit Private Club</td>
<td>By: J. Ulwick</td>
</tr>
<tr>
<td>☐ Grower Sales Privilege 1st location</td>
<td>License Action(s): V10 - From Salem</td>
</tr>
<tr>
<td>☐ Grower Sales Privilege 2nd location</td>
<td></td>
</tr>
<tr>
<td>☐ Grower Sales Privilege 3rd location</td>
<td></td>
</tr>
<tr>
<td>☒ Limited On-Premises</td>
<td></td>
</tr>
<tr>
<td>☐ Off-Premises</td>
<td></td>
</tr>
<tr>
<td>☐ Off-Premises with Fuel Pumps</td>
<td></td>
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<tr>
<td>☐ Warehouse</td>
<td></td>
</tr>
<tr>
<td>☐ Wholesale Malt Beverage &amp; Wine</td>
<td></td>
</tr>
<tr>
<td>☐ Winery 1st Location</td>
<td></td>
</tr>
<tr>
<td>☐ Winery 2nd Location</td>
<td></td>
</tr>
<tr>
<td>☐ Winery 3rd Location</td>
<td></td>
</tr>
</tbody>
</table>

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

VIP Beverage & Event Services Inc. (Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

OLCC FINANCIAL SERVICES USE ONLY

SALEM REGIONAL OFFICE
OREGON LIQUOR CONTROL COMMISSION
CORPORATION QUESTIONNAIRE

Please Print or Type

Corporation Name: VIP Beverage & Event Services Inc.
Trade Name (dba): VIP Beverage Services
Business Location Address: 1125 Swingwood Ct NE
City: Keizer
ZIP Code: 97303

List Corporate Officers:

Pedro V. Mendez
(name)
President / Secretary
(title)

List Board of Directors:

(name)

List Stockholders: (Note: If any stockholder is another legal entity, that entity may also need to complete another Corporation Questionnaire. See Liquor License Application Guide for more information.)

Pedro V. Mendez
(name)
Number of Shares Held: 1000

Number of Stock Shares:
Issued: 1000
Unissued: 0
Total Shares Authorized to Issue: 1000

Server Education Designee:

DOB:

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Officer's Signature: Pedro V. Mendez
(name) (title) Date:

1-800-452-OLCC (6522)
www.oregon.gov/olcc
(rev. 08/11)
OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Pedro V. Mendez
Phone: (503) 409-3039
Trade Name (dba): VIP Beverage Services
Business Location Address: 125 Swingwood Ct NE
City: Keizer
ZIP Code: 97303

DAYS AND HOURS OF OPERATION

Business Hours:
Sunday __________ to __________
Monday __________ to __________
Tuesday __________ to __________
Wednesday __________ to __________
Thursday __________ to __________
Friday __________ to __________
Saturday __________ to __________

Outdoor Area Hours:
Sunday __________ to __________
Monday __________ to __________
Tuesday __________ to __________
Wednesday __________ to __________
Thursday __________ to __________
Friday __________ to __________
Saturday __________ to __________

The outdoor area is used for:
☐ Food service Hours: __________ to __________
☐ Alcohol service Hours: __________ to __________
☐ Enclosed, how __________

The exterior area is adequately viewed and/or supervised by Service Permittees.

Not open to the public

Seasonal Variations: ☐ Yes ☐ No If yes, explain: ____________________________

ENTERTAINMENT

☐ Live Music
☐ Recorded Music
☐ DJ Music
☐ Dancing
☐ Nude Entertainers
☐ Karaoke
☐ Coin-operated Games
☐ Video Lottery Machines
☐ Social Gaming
☐ Pool Tables
☐ Other: __________________________

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday __________ to __________
Monday __________ to __________
Tuesday __________ to __________
Wednesday __________ to __________
Thursday __________ to __________
Friday __________ to __________
Saturday __________ to __________

SEATING COUNT

Restaurant: __________
Lounge: __________ Other (explain): __________________________
Banquet: __________ Total Seating: __________

OLCC USE ONLY

Investigator Verified Seating: (M) (N)
Investigator Initials: __________________________
Date: __________________________

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: __________________________ Date: __________________________

1-800-452-OLCC (6522)
www.oregon.gov/olcc
(rev. 12/07)
From: Davis, Tracy
Sent: Thursday, April 04, 2019 12:26 PM
To: Harms, Tammie; Johnson, Shannon; Brown, Nate
Subject: Fwd: OLCC- Information regarding VIP Beverage & Event Services Inc Off-Premises Sales and Limited On-Premises Sales license application

Info from OLCC on the license.
Sent from my iPhone

Begin forwarded message:

From: MCNEAL Dan * OLCC <Dan.McNeal@oregon.gov>
Date: April 4, 2019 at 10:34:56 AM PDT
To: "davist@keizer.org" <davist@keizer.org>
Subject: OLCC- Information regarding VIP Beverage & Event Services Inc Off-Premises Sales and Limited On-Premises Sales license application

RE: VIP Beverage & Event Services Inc (OLCC Off- Premises Sales and Limited On-Premises Sales New Outlet)

dba VIP Beverage and Event Services
Premises Address: 1125 Swingwood Ct NE
Keizer, OR 97303

I received your email regarding the above license application. You are correct that OLCC does not have license that can be issued for a mobile premises, with the exception of railroads, airlines, and public passenger carriers which are licensed to carry at least 40 passengers.

Although the Limited On-Premises Sales license is most commonly used for premises where there will be alcohol consumption at the licensed premises, that license is also used by businesses which do not propose to allow alcohol consumption at the licensed premises, but are seeking a license to allow the applicant to provide catering services in conjunction will OLCC Pre-Approved Catering Privileges at events where the applicant will provide food and beverages, or to provide alcohol service at special events at which the licensee will obtain an OLCC Temporary Use of Annual license that covers the day(s) alcohol will be served at the event. Each Temporary Use of Annual license application must be approved by the local government where the event will occur. OLCC does not charge a fee for the Temporary Use of Annual License (but the local government may charge a fee to make a recommendation on the application.)

**Information on this specific application**

VIP Beverage & Event Services Inc will be licensed with a Limited On-Premises Sales license and an Off-Premises Sales license. The sole officer, director, and stockholder of VIP Beverage & Event Services Inc is Pedro (Peter) V. Mendez.

The applicant has applied for Same Day delivery (Off-Premises Sales license) and for Catering Pre-Approval. The licensed premises is a portion of a garage at a private residence owned by Peter Mendez's spouse, Stephanie K. Hamel. The garage space is rented to VIP Beverage and Events Services, Inc and will be used for storing alcohol that will be sold under the Off-Premises Sales license or Limited On-Premises Sales license. Alcohol will not be consumed on the licensed premises. Alcohol orders will be received by phone or internet; customers will not come to the licensed premises to pick up alcohol, and no alcohol consumption will be allowed on the licensed premises.
The applicant will use the Off-Premises Sales and Limited On-Premises Sales licenses to:

- Sell factor sealed containers of alcohol (malt beverages, wine, and cider) to consumers, who are holding private events where the alcohol will not be resold. Typical events will be weddings, birthday parties, and quinceanera events. The alcohol will be delivered to the events location using following the same day or next day delivery requirements; and

- Provide alcohol (malt beverages, wine, and cider) at private catered events, where the applicant will have a contract with a client to provide food and beverages for a specific number of guests; and

- Provide the service of malt beverages, wine, and cider (but not food service) at events which will licensed to VIP Beverage & Event Services LLC under a Temporary Use of Annual license. Food service that meets the requirements of the OLCC Food Service Rule in Oregon Administrative Rules (OAR) 845-006-0462(4) can be provided by VIP Beverage & Event Services LLC, or through another food service provider at the event, but the food service must be available in all areas where alcohol sales, service, or consumption is available.

Dan McNeal
OLCC License Investigator
Phone: 503-872-5187 Fax: 503-872-5074
Dan.McNeal@oregon.gov
OLCC
P.O. Box 22297
Milwaukie, OR 97269-2297
TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: E. SHANNON JOHNSON
CITY ATTORNEY

SUBJECT: KEIZERFEST TEMPORARY USE AND ASSOCIATED SIGNAGE

BACKGROUND:
The KeizerFEST events will begin May 2nd and run through May 19th this year. The Keizer Chamber of Commerce submitted a packet of materials relating to KeizerFEST events for approval, a copy of which is attached.

In 2004 the City Council passed Ordinance 2004-489, amending Section 2.203 of the Keizer Development Code (Ordinance No. 98-389), which regulates “Permitted Temporary Uses”. This amendment affords Council discretion in authorizing “additional temporary uses” during a specific event or festival, and specifically allows for the council to authorize temporary signage in conjunction with a temporary use. The Development Code reads as follows:

Additional Permitted Temporary Uses. The City Council may, by resolution, authorize additional permitted temporary uses during a specific event or festival. This may include setting forth reasonable types of uses, appropriate zones for such uses, temporary signs and any time restrictions the Council finds necessary to protect the health, safety and welfare of the Public. (Section 2.203.04.E)

The KeizerFEST is a significant community event which is beneficial to the citizens of Keizer and the surrounding communities. This activity has occurred under the leadership of the Chamber of Commerce.

A significant portion of the KeizerFEST will take place in the area of the Lion’s Club, the Elks Lodge and at the end of Cherry Avenue. The Resolution approves the signage and special events for the events throughout the City. The Resolution also requires that the Chamber place a sign at Alder Drive indicating that access to the businesses is allowed during the KeizerFEST. This sign is to prevent the confusion when the street closure (“Local Access Only”) sign is placed at this same location. Specific conditions are attached to the Resolution.
The City, as part of its sponsorship, typically waives fees, Keizer Police/Public Works costs, and the K23 coverage of the parade. The Resolution includes the waiver of such fees and assistance, assuming the Council wishes to do so.

**RECOMMENDATION:**

Adopt the attached Resolution Authorizing Temporary Use and Signs Subject to Conditions for KeizerFEST (2019).

ESJ/tmh
CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-______

AUTHORIZING TEMPORARY USE AND SIGNS SUBJECT TO CONDITIONS FOR KEIZERFEST (2019)

WHEREAS, the Keizer Development Code provides pursuant to Section 2.203.04(E) that the City Council may by resolution authorize temporary uses and signage during a specific event or festival;

WHEREAS, the Keizer Development Code also provides that the Council may set forth the reasonable types of uses, zones and time restrictions;

WHEREAS, the Keizer Chamber of Commerce has requested the City to authorize a temporary use for the KeizerFEST, including, but not limited to placement of temporary signage to promote such festival;

WHEREAS, the City Council has considered this matter and finds that it is appropriate to grant the request with certain restrictions necessary to protect the health, safety and welfare of the public;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the 2019 KeizerFEST is authorized as a specific temporary use and the hours of operation and
signage for the 2019 KeizerFEST is hereby allowed pursuant to the design, restrictions and conditions as set forth in the attached Exhibit "A" which is incorporated herein by this reference.

BE IT FURTHER RESOLVED that the City waives City fees in connection with this matter and provides Police/Public Works support and K23 coverage as a part of the City’s sponsorship of the event.

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

PASSED this __________ day of ______________, 2019.

SIGNED this __________ day of ______________, 2019.

_________________________________
Mayor

_________________________________
City Recorder
EXHIBIT “A”
Design, Restrictions and Conditions

The City Council approves the proposed temporary use, hours of operation and signage for the 2019 KeizerFEST as follows:

1. Except as set forth in this decision, the 2019 KeizerFEST shall be located, operated and conducted pursuant to the attached Special Event Permit application submitted by the applicant dated March 13, 2019. Signs, banners, flags and balloons shall be limited to the locations and numbers identified in the application.

2. The Chamber of Commerce shall install a temporary sign at Alder Drive indicating that the businesses are open, in addition to the required Keizer Police Department language. The Chamber of Commerce shall work directly with the affected businesses, Keizer Police Department and Public Works Department regarding content and placement of the sign.

3. The 2019 KeizerFEST may have up to 5 banners not to exceed 20 square feet advertising the event. The locations of such banners must have prior approval of the Community Development Director or designee. Such banners may be placed no earlier than April 22, 2019 and must be removed no later than May 31, 2019.

4. The 2019 KeizerFEST may have hand signs and flags located adjacent to the main intersections along River Road and on participating business storefronts. No signs or flags may be placed without the property owner’s permission. All hand signs and flags shall not exceed the allowable size as stated in the sign code. Such hand signs and flags may be placed no earlier than April 22, 2019 and must be removed no later than May 31, 2019 and may not obstruct any public road or sidewalk.

5. Signs, banners, flags and balloons shall be placed to ensure there shall be no traffic interference or distraction, and if deemed to be a hazard by the Community Development Director, shall be removed immediately without notice. Balloons shall be placed in such a manner so as to not present a potential to damage light fixtures or landscaping.

6. No other signs are allowed.

7. No electronic signs of any type are allowed, unless required by the Keizer Police Department for safety reasons.

8. No signs, flags, balloons or other items may be placed in the right-of-way, except for banners referenced in Section 3. No signs shall be placed on private property...
without the specific permission of the private property owner. Placement of any yard sign in any public right-of-way or sidewalk easement shall cause the City to remove such signs immediately without notice. In such instance, the KeizerFEST shall be billed for City staff time, including benefits.

9. All activities shall comply with Keizer Police Department/Public Works direction and requirements of Keizer Fire District. See attached April 9, 2019 email from Keizer Fire District (Anne-Marie Storms) and the April 4, 2019 email from Keizer Police Department (Sgt. LeDay). (NOTE: Parking is allowed on Cherry Avenue between Manbrin and Greenwood after 6:00 P.M. on May 11, 2019 only for the kick-off event.)

10. Any signs, banners, flags and balloons not removed by June 1, 2019 may be immediately removed by City staff without notice and the KeizerFEST shall be billed for staff time at the hourly rate of staff person removing the signage, including benefits.
City of Keizer
PARADE OR SPECIAL EVENT
PERMIT FOR PUBLIC PROPERTY

Applications for permits must be submitted at least 60 days prior to date of parade or special event. This permit is pursuant to City of Keizer Ordinance No 2000-419. A fee of $25.00 must accompany this application.

Type of Event: □ Parade □ Walk □ Run □ Bike Race □ Special Event: Annual KeizerFEST

Date of Event: 05/11/19-05/19-19  Event Start Time: see attached  Event End Time: see attached

Title of Event: KeizerFEST

Description of Event: Hometown celebration. Festival: Entertainment Tent, Carnival, Vendors, Food Trucks, Parade, 3k/5k, 10k, 1/2 marathon.

Proposed Route or Event Location: Parade Lockhaven/River Rd-Appleblossom/River Rd
Festival: Cherry Ave/Manbrin

Estimated Participants: 30,000  Number of Vehicles: 200  Number of Animals: 100

Clean-up Arrangements: Volunteer Crews/Contracted Services for all events, including post parade, street sweeping

Assembly Location: Parade Lockhaven (River Rd - McClure)

Disassembly Location: Parade River Rd (Garland, Appleblossom, Weeks)

Map Included:

Request for suspension of street vendor ordinance: □ Yes  □ No
(Note: If granted, suspension of the ordinance allows sales by all persons.)

Group or Organization (if applicable): KeizerFEST

Applicant Name: Keizer Merchant Association dba Keizer Chamber of Commerce

Primary Phone: (503) 393-9111  Secondary Phone: 

Mailing Address: 4118 River Rd N Keizer OR 97303

Email Address: Danielle@KeizerChamber.com

This permit is subject to the following conditions:
1. No alcoholic beverages are permitted on public street or property unless allowed by City Ordinance. Please contact City staff for additional requirements regarding alcoholic beverages.
2. Permittee certifies that all residents living adjacent to proposed closure or businesses located adjacent to proposed closure have been notified of the event.
3. Barricades may be placed in the street right-of-way but must be positioned to allow access for emergency vehicles. Barricades are available from the City by calling 503-856-3551. Barricades must be returned to Public Works no later than the day after closure date.
4. Participants shall yield right-of-way to vehicular traffic, unless directed otherwise by a police officer.
5. The event will be conducted in such a manner to ensure the safety of the participants and spectators.
6. Permittee shall be responsible for clean-up of areas and removal of all paraphernalia and debris as a result of this event.
**NOTICE**
Permittee shall defend and indemnify the City of Keizer, its officers, agents and employees, against any claim, demand, suit or action for property damage, personal injury or death arising in connection with this event. The City of Keizer requires that the sponsor of such events carry commercial single limit liability insurance in the minimum amount of $500,000 and name the City of Keizer as an additional insured for this event. "City of Keizer" includes its officers, agents, contractors and employees. Claims made in excess of the policy will be the responsibility of the sponsor of the event. Sponsor shall provide City with evidence of the insurance no later than 20 days prior to the event.

INSURANCE COMPANY: Mt Vernon Fire Ins Company

POLICY NUMBER: NBP1557296

COVERAGE LIMITS: 1,000,000 personal, 2,000,000 general

**PERMIT REVOCATION**
The City Manager may revoke this permit if circumstances reasonably show that the parade or special event can no longer be conducted consistent with public safety.

**APPLICATION SIGNATURE**
Facsimile or electronic transmission of any signed original document, and retransmission of any signed facsimile or electronic transmission, shall be the same as delivery of an original. At the request of either party, the parties shall confirm facsimile or electronic transmitted signatures by signing an original document.

I hereby certify that I am the authorized representative of the above group, that the above statements are true to the best of my knowledge, that I will abide by all restrictions, administrative rules and applicable City Ordinances, and that I will provide proof of insurance at my own expense as required herein.

Applicant’s Signature: [Signature] Date: 3/13/19

**********FOR OFFICE USE ONLY**********

APPROVED ROUTE AND/OR POLICE COMMENTS:


FIRE DEPARTMENT COMMENTS:


ADDITIONAL APPROVAL COMMENTS OR CONDITIONS:


Approved by: Keizer Police Department  Approved by: Keizer Fire Department

Approved by: Keizer Public Works  Approved by: Keizer City Manager
March 13, 2019

To: Mayor Clark and Keizer City Councilors
    Chris Eppley, Keizer City Manager

From: Danielle Bethell, Executive Director, Keizer Chamber of Commerce
      KeizerFEST Co-Chairs, Dave Walery & Scott White

Subjects: KeizerFEST
          Special Event Permit (see attached)
          Sign Code Variance request
          Street Closure request

KeizerFEST
KeizerFEST is a community wide celebration of the unique spirit of Keizer the month of May. The Iris Festival Council, a function of the Keizer Chamber of Commerce, oversees the scheduling of events and the promotion of the festival. The Chamber wishes to, in cooperation with the City of Keizer, facilitate the KeizerFEST Parade, an Entertainment Tent including a Kick Off Party, a Fun Center & Carnival, KeizerFEST Run(s), a Poker Run (motorcycle) and a Mayor’s Pet Parade, a Golf Tournament, a Soccer Tournament, a car show, a La Familia Day, a local teen music showcase, a valley wide greeters and a Crown the Hourd event.

Chamber Events Date and Times:
Fun Center/Carnival (Includes set-up, event nightly cleanup, and take down)
May 15 - 8:00 am to May 20 - 5:00 a.m.
5K & 3K—start time 9:15 am / 9:30 am
May 18
    Courses begin and end at Manbrin just west of River Road.
    5K and Kidz 3K courses down and back on River Road.
Half Marathon & 10K Run – start time 8:30 am
May 18
    Half Marathon & 10K Courses begin at Manbrin just west of River Road, staging is on Manbrin and in the parking lot of O’Reilly’s.
Parade – start time 10:30 am
May 18
    Staging at Lockhaven (7am – 10:30am)
    Parade on River Rd from Lockhaven to Glynbrook.
    Disbandment begins at Glynbrook to Plymouth (side streets of River Rd.)
Mayor’s Pet Parade – start time 10:00 am
May 18
    Mayor’s Course along River Road starting and ending at Creekside Shopping Center Parking Lot (Corner River Rd/Lockhaven Dr.)

Location of Events:
Lion’s Club, Elks Lodge, north end of Cherry Ave, River Road, Lockhaven Dr., Mandrin Dr, McNary High School, and McNary Golf Club

Description of Events:
Fun Center & Carnival The majority of the activity will generate from a carnival and evenings of live music scheduled at the entertainment tent which will be located at the Keizer Lions’ Club
Parade – Parade 100+ entries of floats, bands, cars, and marching groups. Noise will be generated during the parade along River Rd from bands and other entries providing live and recorded music.
Run/Walk Events – 500-800 runners and walkers are expected to participate in the run/walk events (3k, 5k, 10k, & Half Marathon). During the 3k & 5k on Saturday, the fastest participants will finish in 15
to 20 minutes and the slowest participants will finish by 10:30 am. During the 10k the fastest participants will finish around 9:15 am and the slowest by 10:00 am. During the Half Marathon the fastest participants will finish around 11:00 am and the slowest by 12:30 pm.

**Mayor's Pet Parade** –50-100 projected participants able to complete event with-in 30 minutes.

<table>
<thead>
<tr>
<th>Street Closures</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>River Road</td>
<td>May 18</td>
<td>9am -1:30pm</td>
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</tr>
<tr>
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<td>May 15-20</td>
<td>8am - 5am</td>
<td>Alder St to Manbrin Dr</td>
</tr>
<tr>
<td>Cherry Ave</td>
<td>May 17</td>
<td>5pm – thru May 19 12am</td>
<td>Manbrin to Greenwood</td>
</tr>
</tbody>
</table>

**Parade Detours**
West and east bound traffic will be able to cross River Rd at Chemawa Rd until the main parade (not pet parade) lead float/entry approaches the intersection.

North/South Detour (west of River Road)- north and south bound traffic via: McNary Estates Drive (back gate), McClure St, Lockhaven (west of McClure St), Windsor Island Rd/Shoreline, Wayne, Rivercrest, Sunset, 5th, Fall Creek Dr., Sandra Ave., Dorcas, Jack St, and Stark

North/South Detour (east of River Road) – north bound traffic via: Plymouth, Cherry Ave. and Salem Parkway

North/South Detour (east of River Road) – south bound traffic via: Manzanita, Trail, Lockhaven, Verda, and Salem Parkway

North end of River Road gradually will open as end of parade continues south.

**Event Parking, Transportation, & RV Parking**
Parking will be available at Keizer Elks Lodge, in various area lots of unoccupied businesses, and alongside streets. Parking will also be available on Cherry Ave South of Carnival to Alder Drive. RV Parking available at the Keizer Elks Lodge for Elks members.

**Promotional Event Signs, Banners & Balloons**
The KeizerFEST Marketing Committee will embark on decorating the City with KeizerFEST Street Banners, yard signs on the main intersections along River Road, Chemawa Rd. Cherry Ave, Lockhaven Dr. and on participating business storefronts, promoting the festival. 2 banners at the River Rd/Lockhaven Intersection; (Additional banners & hand signs along River Road and at the Fun Center will be posted April 22 through May 31st. Light pole banner (flags) will be hung on up to 30 Keizer Station and River Road light poles.

**Other Permits and Agencies**
The Keizer Chamber of Commerce will obtain a special event licensing/insurance through OLCC, Marion County Public Works and require all food concessionaires to obtain Temporary Restaurant Licensing from Marion County Health Department.
The Festival Council requests the City of Keizer limit mobile street vending during the parade be exclusive to those who have registered with the festival. (Local Schools, Youth, and Non-Profit organizations given first priority).

**Security & Safety**
A professional security company will provide crowd control and overnight security throughout the festival grounds. The Festival Council has established an Incident Command Plan in partnership with Keizer Police Department and will accommodate an onsite command center at the Festival location, as requested by Keizer Police Department. All activities will be monitored with volunteers.

**Other Festival Events facilitated by the Keizer Chamber of Commerce**
* Events may be added or deleted to the below schedule
  Thursday, May 2 - Mayor’s Prayer Breakfast, Keizer Civic Center
  Saturday, May 11 – KeizerFEST Kick Off Party in main tent at Lions Club
  Thursday, May 16 – Sponsor Recognition Luncheon in main tent at Lions Club
  Thursday, May 16 – Family Fun Night at main tent/festival grounds at Lions Club
  Thursday – Sunday, May 15 to 19 – Carnival, Cherry Ave south of Manbrin
  Friday, May 17 – Mid Willamette Valley Chamber Greeters in the main tent at Lions Club
  Friday, May 17 - Golf Tournament, McNary Golf Club
  Thursday – Sunday May 16 to 19 – Fun Center at Cherry Ave / Lions Club
  Street Fairs/Exhibitors/Bazaar
  Community Stage
  Food Courts
  Crown the Hound
  Keizerfest in the Big Tent on Friday & Saturday
  Saturday – Sunday May 18-19 Adult Soccer Tournament at McNary High School
  Saturday, May 18 – KeizerFEST Car Show – located in the Saint Edwards Catholic Church
  Sunday, May 19 – Salem/Keizer Teen Music Showcase in the main tent at Lions Club
  Sunday, May 19 – La Familia Day, Cultural specific music/entertainment in the main tent at Lions Club

**Other Sanctioned Festival Events facilitated by other Organizations***
Saturday, May 4 - Keizer Art Association Iris Art Show and Awards Reception
Saturday, May 11 - Keizer’s Distinguish Young Women Program, McNary High School
Sunday, May 12 - Keizer Fire Fighters Mother’s Day Breakfast
Saturday, May 18 – Keizer Little League KeizerFEST baseball tournament
Monday, May 27 - Schreiner’s Garden Memorial Day BBQ, Schreiner’s Iris Gardens

**Respectfully Submitted for**
KeizerFEST Planning Board and the Keizer Chamber of Commerce
<table>
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Good Morning Tammie,

I have finished reviewing the Keizerfest permits and have the following comments:

1) The main tent will require a fire inspection prior to being open to the public to ensure all fire safety features including emergency light, exit signs, egress etc comply with the Oregon Fire Code.
   a. Exit signs are required in tents requiring two or more exits.
   b. Exit signs shall have letters no less than 12 inches and be illuminated by a power source when occupied.
   c. The maximum distance to an exit shall be no more than 100 feet.
   d. All guy wires, guy ropes, and other support members shall not cross an exit way at a height of less than 8 feet.
   e. Hay, straw, and similar combustible materials shall not be stored inside or within 30 feet of a tent being used for cooking or public assembly, except the materials necessary for one day supply for feeding and care of animals.
   f. Sawdust and shavings may be used for a public performance and exhibits when kept damp.

2) Each vendor booth shall not be located within 20 feet of amusement rides or devices. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent not used for cooking.

3) The emergency lane on the Lions Club property must be 20 feet wide and an unobstructed vertical clearance of not less than 13 feet 6 inches. Approved turn around shall be provided if access is greater than 150 feet.

4) Turning radius into emergency access ways shall meet the following: The inside turning radius and outside turning radius shall be not less than 28 feet and 48 feet respectively, measured from the same center point.

5) Fire hydrants and fire department connections shall be maintained without obstructions including posts, fences, vehicles, growth, trash, storage or other obstacles which would hinder locating or use. ORS 811.550(16) prohibits parking within 10 feet of a fire hydrant (OFC 507.5.4).

6) Each concession stand/booth shall have a minimum of one exit leading directly out of the area without exiting through intervening spaces including other concession stand/booth, display, or enclosed areas.

7) Temporary Generators shall be separated from tents or membrane structures by a minimum of 20 feet, placed on an approved surface per OFC 3104.19. Generators shall be isolated from contact with the public by fencing, enclosure or other approved means. Fuel shall be stored outside in an approved manner not less than 50 feet from tents, stands/booths or membrane structures. Refueling shall be performed in an approved location not less than 20 feet from tents, stands/booths or membrane structures. Generators shall not be running during refueling operations. Post “NO SMOKING” sign and “DANGER-FLAMMABLE LIQUIDS” sign by generator.

9) Tents shall maintain a distance of no less than 20 feet from structures, right-of-ways or property lines (location of the tent in relation to other tents, buildings or property lines is dependent upon the aggregate square footage and the use. For the purpose of determining required distances, support ropes and guy wires are considered part of the tent and membrane structure).

10) Tents used for cooking require 20 feet of separation from other tents; this does not include the adjacent cooking tents.

11) When multiple tents are arranged or set side by side, the aggregate length shall not exceed the required 150 feet for fire department access without a 20 foot fire break.

12) All cooking or heating appliances used in tents shall be a minimum of 10 feet from the exits or any combustible materials.
13) Open flame or other devices emitting flame, fire or hight or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public unless approved by the fire code official.

14) LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure.

15) Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be fastened in place to prevent unauthorized movement.

16) Each vendor booth where cooking is being conducted, indoors or outdoors, shall have access to:
   a) A readily accessible minimum 2A:10B:C rated fire extinguisher. Additional fire extinguishers of the same type and rating may be required to ensure that no employee will have to travel more than 75 feet to obtain a fire extinguisher.
   b) Portable fire extinguishers shall be provided within a 30-foot travel distance of commercial-type cooking equipment. Cooking equipment involving solid fuels or vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher.

17) Tents with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 feet.

18) Extension cords shall be plugged directly into an approved receptacle and shall serve only ONE portable appliance.

19) Crowd Managers. Trained crowd managers shall be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons.

Thanks,

Anne-Marie

Anne-Marie Storms
Deputy Fire Marshal
Keizer Fire District
661 Chemawa Road NE
Keizer, OR 97303
(503)390-9111
From: LeDay, David <LeodayD@keizer.org>
Sent: Thursday, April 4, 2019 3:11 PM
To: Wenning, Trevor <WenningT@keizer.org>; Davis, Tracy <DavisT@keizer.org>
Subject: RE: Iris Fest Parade

I attended the meeting today and here is a brief of what we covered.

Alder drive and Cherry AVE will have an electronic sign that states business open.

Just to the north of Pronto Signs will be a hard barricade with road closed signs. On the West side of the roadway it will be barricaded with a chain and manned at all times so emergency vehicles can pass if need be.

There will be no parking this year on Cherry Ave this year. Food trucks will occupy both eastbound lane and center lane of Cherry Ave from the hard barricades north.

Detour signs will be posted for folks to turn onto Alder DR NE and guide them to Manbrin. Also same at Manbrin and Cherry to guide them to Alder.

The driveway/alley way will be open at Pronto Signs for traffic to exit onto River RD N and will be posted. This is a right turn only exit onto River RD N. This will allow all traffic to be able to enter the (Grass Hut and any other business during hours)

*** Chamber is making a sign that states: “All businesses open during business hours.” It will be about 24” X 36” in size and placed at the electronic sign at Cherry and Alder. It will be blue in color with white lettering.

Most of these changes are to better accommodate the Grass Hut and there concerns.
COUNCIL MEETING: April 15, 2019

AGENDA ITEM NUMBER:_______

TO: MAYOR CLARK AND CITY COUNCILOR MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: RESOLUTION AUTHORIZING TEMPORARY SUSPENSION OF STREET VENDOR ORDINANCE

Ordinance No. 90-193 (An Ordinance Prohibiting Street Vendors) prohibits the selling of any commodity or service upon any street, sidewalk or public right-of-way. There is a provision that allows for suspension of such regulations during a festival. The suspension is done by a City Council Resolution. I have enclosed a Resolution for your consideration that allows street vendors from 8:00 a.m. to noon on the day of the KeizerFEST Parade in any location. This Resolution also prohibits any interference with pedestrian, vehicular or parade traffic.

This is the same Resolution as the Council adopted last year.

On Page 3 of the March 13, 2019 memo from the Chamber attached to the application, the Chamber has recommended that the City limit mobile street vending during the parade to be exclusive to those who have registered with the festival. This issue has come up previously. It is my recommendation that if the Council wishes to consider this for future years, that we put the matter on the agenda and determine if we want to amend the Ordinance. Though it is possible to take this course of action, the Ordinance would have to be amended and a process would have to be established to do so. The issue of cost, authority to register, and authority to enforce such regulations would need to be reviewed. If Council wishes to look at that issue, you should direct staff accordingly.

RECOMMENDATION:

Adopt the attached Resolution Authorizing a Temporary Suspension of the Ordinance Prohibiting Street Vendors.

Please let me know if you have any questions in this regard. Thank you.

ESJ/tmh
attachment
AUTHORIZING A TEMPORARY SUSPENSION OF THE
ORDINANCE PROHIBITING STREET VENDORS

WHEREAS, the City of Keizer adopted Ordinance 90-193 in December, 1990 which
prohibits street vendors in the City of Keizer;

WHEREAS, the Ordinance allows for suspension of these regulations during a festival;

NOW, THEREFORE,

BE IT RESOLVED that a temporary suspension of the Ordinance prohibiting street
vendors is hereby granted and street vendors will be permitted on Saturday, May 18, 2019
from 8:00 a.m. to noon.

BE IT FURTHER RESOLVED all vendors must have any necessary governmental
permits and approvals.

BE IT FURTHER RESOLVED that at no time shall any person interfere with, impede
or block pedestrian, vehicular or parade traffic in any manner whatsoever.

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

PASSED this _______ day of ______________, 2019.

SIGNED this _______ day of ______________, 2019.

_________________________________
Mayor

_________________________________
City Recorder
TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: BILL LAWYER
PUBLIC WORKS DIRECTOR

SUBJECT: FEE WAIVER REQUEST FOR A SOGGY DAY IN THE PARK 2.0 AT KEIZER RAPIDS PARK

DATE: April 4, 2019

BACKGROUND:

The Claggett Creek Watershed Council (CCWC) is planning the second annual Soggy Day in the Park event for April 20th, 2019. This event is designed to encourage families from the community to get into the outdoors, have fun, and learn something about the Willamette River through boat rides on the river and learn about invasive species through nature hikes in the natural area of the park. Other activities planned include backhoe demonstrations, food catered by Adam’s Rib Smokehouse and bouncy houses for kids to play in.

This matter is before the Council to consider whether it is appropriate to waive or reduce fees for the event. Here is a breakdown of the total fees for the event as proposed.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee for Amphitheater permit</td>
<td>$ 60.00</td>
</tr>
<tr>
<td>Refundable Deposit</td>
<td>$ 150.00</td>
</tr>
<tr>
<td>Use Fees (6 hrs. @ $40.00 per hr.)</td>
<td>$ 240.00</td>
</tr>
<tr>
<td><strong>Total Fees</strong></td>
<td><strong>$ 450.00</strong></td>
</tr>
</tbody>
</table>

It is appropriate for Council to consider the matter of the fees and make a minute motion to deny the waiver request, waive some of the fees, or waive all of the fees for the April 20th, 2019 Soggy Day in the Park 2.0 event at the Keizer Rotary Amphitheatre and Keizer Rapids Park.
RECOMMENDATION:

The City Council should consider the matter and make a minute motion to formalize its intent with regard to the fees.

Please contact me with any questions or concerns.
BACKGROUND:

The Department of Public Works solicited bids through the formal bid process for the resurfacing of River Road from the south city limits to the Chemawa Road intersection. A total of five bids were received and opened April 2nd, 2019. Bids ranged from $1,239,389.05 to $807,301.80 with Roy Houck Construction LLC submitting the lowest bid.

FISCAL IMPACT:

Funds for this project are available in the proposed Fiscal Year 2019/2020 Street Fund Budget.

RECOMMENDATION:

Staff recommends the City Council adopt the attached resolution authorizing the City Manager to enter into a contract with Roy Houck Construction LLC in the amount of $807,301.80 for the resurfacing of River Road N from the south city limits to the Chemawa Road intersection.

Please contact me with any questions or concerns.
CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

AUTHORIZING THE CITY MANAGER TO AWARD AND ENTER
INTO AN AGREEMENT WITH ROY HOUCK CONSTRUCTION
LLC. FOR ANNUAL STREET RESURFACING PROJECT (2019)

WHEREAS, the Public Works Department strives to resurface streets annually;

WHEREAS, bids were solicited for resurfacing of River Road from the south city limits to the Chemawa road intersection;

WHEREAS, five bids for this project were received. Roy Houck Construction LLC. submitted the low bid for a total amount of $807,301.80. The City Engineer has reviewed and certified the bids;

WHEREAS, a notice of intent to award the bids was sent to the bidders on April 8, 2019;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is hereby authorized to award the contract to and enter into an agreement with Roy Houck Construction LLC, Inc. for a total cost of $807,301.80 to resurface River Road North from the south city limits to the Chemawa Road intersection. Funding for this project is proposed in the 2019-2020 Street Fund.
BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this ______ day of __________________, 2019.

SIGNED this ______ day of ________________, 2019.

_________________________________
Mayor

_________________________________
City Recorder
MINUTES
KEIZER CITY COUNCIL
Monday, April 1, 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
- Marlene Parsons, Councilor
- Laura Reid, Councilor
- Roland Herrera, Councilor
- Elizabeth Smith, Councilor
- Daniel Kohler, Councilor
- Anne Farris, Youth Councilor

Staff:
- Chris Eppley, City Manager
- Shannon Johnson, City Attorney
- Nate Brown, Community Development
- 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

a. PROCLAMATION – Child Abuse Prevention Month
   Mayor Clark pointed out that there are a number of organizations in the community that partner to make homes safe and healthy for children. She then read the proclamation making April Child Abuse Prevention Month.

b. PROCLAMATION – Volunteer Recognition Month
   Trish Crenshaw from the Keizer Volunteer Coordinating Committee thanked Councilors for their ongoing dedication to the City and offered cookies as a token of appreciation. Mayor Clark then read the proclamation making April Volunteer Appreciation month.

c. Career Technical Education Center Student Spotlight
   Josh Barnett, the Law Enforcement instructor at the Career Technical Education Center, introduced Emely Medina noting that although she came late into the program she has made up a lot of ground and exceeded other students. Miss Medina added that she loved the program and that seeing her Dad in law enforcement inspired her to follow in his footsteps and it has been the best decision she has ever made.

d. West Keizer Neighborhood Association
   Carol Doerfler, President of West Keizer Neighborhood Association introduced Vice President Carol Phipps, secretary Carolyn Homan and board members Rhonda Rich and Gary Blake, read the 2018 Annual
Annual Report

Report and directed attention to a timeline regarding the Bauer shooting. Rhonda Rich and Councilor Freeman provided additional information.

Councilor Freeman moved that the Keizer City Council accept the 2019 Annual Report of West Keizer Neighborhood Association and extend recognition for another year. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES:  Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)
NAYS:  None (0)
ABSTENTION: None (0)
ABSENT: None (0)

COMMITTEE REPORTS
None

PUBLIC TESTIMONY
None

PUBLIC HEARING
None

ADMINISTRATIVE ACTION

City Manager Chris Eppley summarized his staff report.

Councilor Herrera, speaking from the testimony table, apologized for Pastor Dominguez’ absence noting that he was stuck at the airport. He then provided detailed information about the scholarship program and some of the past recipients. Councilors Parsons, Reid and Freeman praised the program, provided information regarding a past recipient attending Stanford but spending breaks mentoring McNary students, and urged everyone to attend and donate.

Councilor Freeman moved that Keizer City Council approve waiving the Civic Center rental fee and the security-cleaning deposit but charge for staffing time. Councilor Parsons seconded. Motion passed unanimously as follows:

AYES:  Clark, Reid, Freeman, Parsons, Smith and Kohler (6)
NAYS:  None (0)
ABSTENTION: Herrera (1)
ABSENT: None (0)

Keizer Chamber of Commerce Disbursement Request

Finance Director Tim Wood summarized his staff report. Mayor Clark added that the Chamber report was very thorough and the use of funds showed a good return on investment for the community.

Councilor Freeman moved that the Keizer City Council authorize the City to disburse $8500 to the Chamber. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES:  Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)
NAYS:  None (0)
ABSTENTION: None (0)
ABSENT: None (0)
c. **RESOLUTION – Adoption of 2019-2020 City Council Goals**

City Manager Chris Eppley summarized his staff report. Discussion followed regarding the Charter review goal, inclusivity, and benchmarks. Mayor Clark asked that the second bullet point on page 24 of the packet (Business Plan for Completion within 24 months) be changed to “Continue to seek action steps to be an inclusive and welcoming community”. Mr. Eppley agreed to make this change.

Councilor Freeman moved that the Keizer City Council adopt a Resolution – Adoption of 2019-2020 City Council Goals. 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)

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d. **ORDINANCE – Adopting the Mobile Food Vendor Premises Permit Process; Repeal of Ordinance No. 2017-773**

City Attorney Shannon Johnson summarized his staff report. He and Community Development Director Nate Brown then fielded questions and provided additional information regarding proximity to residential zones, regulating hours of operation, and complying with regulatory requirements.

Alice Daly, representing the Oregon Food Truck Association and owner of a food cart, voiced support for the ordinance and suggested extending the hours of operation when alcohol is available.

Discussion followed regarding the requirement of food availability if alcohol is being served, generator noise, event permits, and the effect on portions of the Development Code that relate to mobile food trucks.

Mr. Johnson suggested adding the following subsection C under Section 3, page 38 of the packet: “This ordinance is not applicable if the mobile food vendor is operating under a special event permit, parks permit or other city permit.”

Councilor Freeman moved that the Keizer City Council adopt a Bill for an Ordinance Adopting the Mobile Food Vendor Premises Permit Process; Repeal of Ordinance No. 2017-773 adding Section 3, Subsection C: “This ordinance is not applicable if the mobile food vendor is operating under a special event permit, parks permit or other city permit.” Councilor Herrera seconded.

Councilor Parsons declared a potential conflict of interest.

Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)
Mayor Clark noted that this does not require a public hearing but asked if anyone had any comments for the record.

Councilor Freeman moved that the Keizer City Council approve a Resolution Adopting Land Use and Sign Permit Fees Unrelated to Partitions and Subdivisions; Repealing Resolution R2019-2953. 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 for approval of the Consent Calendar. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Parsons, Reid, Freeman, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Councilor Kohler reviewed meetings and events that he had attended, congratulated the Oregon Ducks Women’s Basketball team, provided information on YMCA sponsorships, and asked for coverage on the upcoming meetings that he will miss.

Councilor Reid reported on meetings and events she had attended and announced upcoming ones.

Councilor Freeman announced upcoming events.

Councilor Smith reported on events she had attended, announced the next display planned for the Community Center Gallery and urged everyone to watch for upcoming Keizerfest events.

Councilor Herrera thanked the Volunteer Coordinating Committee for their work, reviewed meetings and events he had attended and announced upcoming ones.

Youth Councilor Farris reminded everyone of Capitol College Night and shared information regarding spring sports at McNary, the Career Connection event at Salem Convention Center and various McNary music events. She thanked Mr. Barnet and Miss Medina for coming to the Council meeting.
Mayor Clark shared information from meetings and events she had attended, reported that Janet Carlson will be working to coordinate homeless care through the Homelessness Initiative and announced upcoming meetings and events.

OTHER BUSINESS
City Attorney Shannon Johnson asked Council to address a walk-on item regarding HVAC efficiency upgrades and suspend the rules.

Councilor Freeman moved to suspend the rules to consider this issue. 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 Works Director Bill Lawyer read his staff report adding that this will fine tune the controls better, make the building overall more comfortable and could save the City up to $30,000 per year.

Councilor Freeman moved that the Keizer City Council adopt a Resolution Authorizing Public Works Director to Sign Trane Building Services Proposal and Energy Trust of Oregon Custom Incentive Offer for Heating, Ventilation and Air Conditioning Systems at Civic Center. 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)

WRITTEN COMMUNICATIONS
Mayor Clark read letters received from Avery Buss and an anonymous concerned Oregonian.

AGENDA INPUT
April 1, 2019, 7:00 p.m. – City Council Meeting
April 8, 2019, 5:45 p.m. – City Council Work Session
April 15, 2019, 7:00 p.m. – City Council Meeting
May 6, 2019, 7:00 p.m. – City Council Meeting

ADJOURNMENT
Mayor Clark adjourned the meeting at 9:23 p.m.

MAYOR: APPROVED:

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Cathy Clark                        Debbie Lockhart, Deputy City Recorder
COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #2 – Kim Freeman

Councilor #3 – Marlene Parsons

Councilor #4 – Roland Herrera

Councilor #5 – Elizabeth Smith

Councilor #6 – Daniel R. Kohler

Minutes approved: ____________
CALL TO ORDER
Council President Kim Freeman called the meeting to order at 6:00 pm. Roll call was taken as follows:

**Present:**
- Cathy Clark, Mayor (6:01)
- Kim Freeman, Councilor
- Marlene Parsons, Councilor
- Laura Reid, Councilor
- Roland Herrera, Councilor
- Elizabeth Smith, Councilor

**Staff:**
- Lt. Trevor Wenning, Police
- Debbie Lockhart, Deputy City Recorder

**Absent:**
- Dan Kohler, Councilor

DISCUSSION

a. Safety

Presentation by Keizer Police Lt. Trevor Wenning

Lt. Wenning gave his presentation: In the Event of an Active Threat – ACT! The presentation covered the prevention of gun violence before it starts, the definition of an active shooter, statistics of incidents, how to be prepared, being situationally aware, options in the situation of an active shooter (Run, Hide, Fight), information to provide 911, use of weapons under stress, and reacting to and what to expect from law enforcement.

Following the presentation Lt. Wenning took Councilors to the offices/rooms behind the Council Chambers to show them the safest place in which to retreat.

Discussion followed regarding profiling, biases, lockdown drills at McNary, and the possibility of doing this training more frequently and for other organizations.

ADJOURNMENT
Mayor Clark adjourned the meeting at 7:22 p.m.

MAYOR: APPROVED:

__________________________________  ____________________________
Cathy Clark               Debbie Lockhart, Deputy City Recorder
### COUNCIL MEMBERS

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Minutes approved:___________