

AGENDA
KEIZER CITY COUNCIL
REGULAR SESSION
Monday, November 4, 2019
7:00 p.m.
Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **FLAG SALUTE**

4. **SPECIAL ORDERS OF BUSINESS**

5. **COMMITTEE REPORTS**

- a. Volunteer Coordinating Committee Recommendations for Appointment (Budget Committee, Parks Advisory Board, Keizer Points of Interest Committee, Storm Water Advisory Committee, and Traffic Safety/Bikeways/Pedestrian 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. Keizer Mart Liquor License Application – Change of Ownership

8. **ADMINISTRATIVE ACTION**

- a. **RESOLUTION** – Authorizing a Temporary Suspension of the Ordinance Prohibiting Street Vendors
RESOLUTION – Authorizing Temporary Uses Subject to Conditions for Jingle Dash 5K Run/Walk and Keizer Holiday Light Parade (2019)
- b. Waiver of Community Center Fees for Keizer Community Band Holiday Concert
- c. **RESOLUTION** – Establishing Classification of Community Center Assistant

9. CONSENT CALENDAR

- a. RESOLUTION – Authorizing Disposition of Surplus Property (Seized Vehicles)
- b. Approval of October 21, 2019 City Council Regular 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

November 11, 2019

6:00 p.m. – City Council Work Session

- Canceled

November 18, 2019

7:00 p.m. - City Council Regular Session

December 2, 2019

7:00 p.m. - City Council Regular Session

December 9, 2019

6:00 p.m. – City Council Work Session

- Emergency Preparedness

14. ADJOURNMENT

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 cablecast on Comcast Channel 23 within the Keizer City limits. Thank you for your interest in the City of Keizer.

CITY COUNCIL MEETING: November 4, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

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

**SUBJECT: VOLUNTEER COORDINATING COMMITTEE RECOMMENDATIONS FOR
APPOINTMENT**

ISSUE:

The Volunteer Coordinating Committee met on October 17, 2019 to review applications and interview candidates for openings on various committees. The Committee is recommending the following applicants for appointments:

- ***Budget Committee*** – **Ali Rasouli** and **Julia Sargent** for Positions #1 and #2, terms beginning upon appointment and expiring August 31, 2022.
- ***Parks Advisory Board*** - **Tanya Hamilton, Mike Pantalone** and **Dylan Juran** to Positions #1, 2 and 3 respectively, terms beginning January 1, 2020 and expiring December 31, 2022; **Clay Rushton** to Position #4, term beginning upon appointment and expiring December 31, 2020 and **Jeff Sargent** to Position #7, term beginning upon appointment and expiring December 31, 2021.
- ***Keizer Points of Interest Committee*** – **Lorene Moore** to Position #1, term beginning upon appointment and expiring November 30, 2022.
- ***Traffic Safety/Bikeways/Pedestrian Committee*** – **Steven Wolf** and **Hersch Sangster** to Positions #1 and 2, respectively terms expiring December 31, 2022.
- ***Stormwater Advisory Committee*** – **Mark Caillier** for Position #6, term beginning upon appointment expiring December 31, 2022.

RECOMMENDATION:

It is recommended the City Council accept the recommendations of the Volunteer Coordinating Committee and appoint the applicants as outlined above.

CITY COUNCIL MEETING: November 4, 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: KEIZER MART – LIQUOR LICENSE APPLICATION - CHANGE OF
OWNERSHIP**

BACKGROUND:

On October 16, 2019 the City received an application for a change of ownership for the liquor license at Keizer Mart, located 4940 River Road N, Keizer, Oregon. The application is for an off-premises 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 a clear background check on the applicant and has no reason to recommend denial of the application. In addition, the Keizer Community Development Department finds the location of the establishment to be properly zoned and has no additional comment on the application.

RECOMMENDATION:

It is recommended the public hearing be opened to allow testimony from the applicants or other interested individuals and upon completion, the hearing be closed. It is further recommended the Council recommend approval of the application for Keizer Mart 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.



LIQUOR LICENSE APPLICATION

old owner
Pop Markets LLC
\$7500

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:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received and/or date stamp:
<input type="checkbox"/> Brewery 2 nd Location	
<input type="checkbox"/> Brewery 3 rd Location	Name of City or County: RECEIVED CITY OF KEIZER OCT 16 '19 AM 9:49
<input type="checkbox"/> Brewery-Public House 1 st location	
<input type="checkbox"/> Brewery-Public House 2 nd location	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Brewery-Public House 3 rd location	
<input type="checkbox"/> Distillery	By: _____
<input type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	Date: _____
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	<p style="text-align: center;">OLCC USE ONLY</p> Date application received: <u>10-15-19</u>
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	By: <u>Orwick</u>
<input type="checkbox"/> Grower Sales Privilege 1 st location	
<input type="checkbox"/> Grower Sales Privilege 2 nd location	License Action(s): <u>clo</u>
<input type="checkbox"/> Grower Sales Privilege 3 rd location	
<input type="checkbox"/> Limited On-Premises	
<input checked="" type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	
<input type="checkbox"/> Winery 2 nd Location	
<input type="checkbox"/> Winery 3 rd Location	

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

Lopez Family Business LLC
(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

RECEIVED
OREGON LIQUOR CONTROL COMMISSION
OCT 15 2019

SALEM REGIONAL OFFICE

3. Trade Name of the Business (Name Customers Will See)
Keizer Mart

4. Business Address (Number and Street Address of the Location that will have the liquor license)
4940 River Rd. N.

City <u>Keizer</u>	County <u>Marion</u>	Zip Code <u>97303</u>
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OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Lopez Family Business LLC Phone: (503) 980-5574

Trade Name (dba): Keizer Mart

Business Location Address: 4940 River Rd. N.

City: Keizer ZIP Code: 97303

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 6am to 11pm
 Monday 6am to 11pm
 Tuesday 6am to 11pm
 Wednesday 6am to 11pm
 Thursday 6am to 11pm
 Friday 6am to 11pm
 Saturday 6am to 11pm

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.
 _____ (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- 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: _____ Outdoor: _____
 Lounge: _____ Other (explain): _____
 Banquet: _____ Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: _____ (Y) _____ (N)
 Investigator Initials: _____
 Date: _____

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

Applicant Signature: Roberto Sanchez Lopez Date: 10-18-2019

1-800-452-OLCC (6522)

www.oregon.gov/olcc

COUNCIL MEETING: November 4, 2019**AGENDA ITEM NUMBER: _____****TO: MAYOR CLARK AND CITY COUNCIL MEMBERS****THROUGH: CHRIS EPPLEY, CITY MANAGER****FROM: E. SHANNON JOHNSON, CITY ATTORNEY****SUBJECT: KEIZER HOLIDAY LIGHT PARADE TEMPORARY USE**

The Jingle Dash 5k Run/Walk and the Keizer Holiday Lights Parade event will be held on December 14, 2019. The Keizer Chamber of Commerce submitted applications relating to the events, copies of which are attached.

In 1990 the City Council passed Ordinance No. 90-193 (An Ordinance Prohibiting Street Vendors) that 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. A Resolution is attached for your consideration. This Resolution prohibits any interference with pedestrian, vehicular or parade traffic.

In 2004 the City Council passed Ordinance 2004-498, 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 Jingle Dash 5k Run/Walk and the Keizer Holiday Lights Parade are significant community events which are beneficial to the citizens of Keizer and the surrounding communities. These activities are being organized under the leadership of the Keizer Chamber of Commerce.

In addition to the permits, the Chamber specifically requests authority to place up to nine food trucks/carts at each of the following locations:

- Saint Edward Catholic Church
- Yenne & Schofield

- Willamette Valley Bank
- US Bank
- O'Reilly Auto
- Columbia Bank
- Remodeling by Classic Homes
- Keizer Village Shopping Center
- Copy Cats

Staff recommends Council approve the placement of food trucks/carts at the above locations subject to the following conditions:

- The placement of all structures and facilities associated with the vendors shall conform to the requirements contained in the Keizer Development Code regarding Permitted Temporary Uses (KDC 2.203.04). The placement shall not obstruct or interfere with vehicle or pedestrian movement and shall not obstruct vision clearance areas.
- The authority to place the food trucks/carts at these locations shall only be for the day of December 14, 2019 and must be removed by noon on December 15, 2019.

The attached Resolution approves the special events, the placement of food trucks/carts, and the signage for the events. Specific conditions are attached to the Resolution.

The Chamber of Commerce has requested that the City waive all fees for these events. The estimated total fees associated with these applications are as follows:

Application Fees	\$ 100.00
Police Staffing	\$ 4,600.00
Public Works Staffing	\$ 1,000.00
Public Works barricades	\$ 1,100.00
Temporary Use Permit	\$ 495.00 (9 @ \$55.00)
K23 Coverage	<u>\$ 180.00 (4 hrs @ \$45.00 per hour)</u>
	\$ 7,475.00

Though the fee waiver issue was discussed at the budget meetings, the fee waiver was not authorized at that time. The costs for Police/Public Works staffing and the barricades have been budgeted. Last year the Council waived all fees.

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 December 14, 2019 Jingle Dash 5k Run/Walk and the Keizer Holiday Lights Parade.

RECOMMENDATION:

Adopt the attached Resolutions:

1. Authorizing a Temporary Suspension of the Ordinance Prohibiting Street Vendors.

2. Authorizing Temporary Uses Subject to Conditions for Jingle Dash 5k Run/Walk and Keizer Holiday Lights Parade.

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

ESJ/tmh



City of Keizer

PARADE OR SPECIAL EVENT PERMIT FOR PUBLIC PROPERTY

Keizer City Hall
 930 Chemawa Road NE
 Keizer, OR 97303
 PO Box 21000, Keizer, OR 97307
 Phone: (503) 390-3700
 Fax: (503) 390-3787

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: _____

Date of Event: 12/14/19 Event Start Time: 6pm Event End Time: 10pm

Title of Event: Keizer Holiday Lights Parade

Description of Event: Parade of lit floats celebrating holiday season

Proposed Route or Event Location: Parade: Lockhaven Drive - River Rd - Plymouth DR NE

Estimated Participants: 30,000 Number of Vehicles: 150 Number of Animals: 50

Clean-up Arrangements: volunteer/contracted services

Assembly Location: Parade: Lockhaven

Disassembly Location: Parade: Glynbrook to Plymouth Drive NE

Map Included: Please include a map showing the desired route or location, including assembly and disassembly points of the event, the proposed signing/traffic control plan, and the specific locations of streets to be closed.

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): Keizer Merchant Association DBA Keizer Chamber of Commerce

Applicant Name: 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: The Summit Group of Oregon
POLICY NUMBER: NBP018C0003
COVERAGE LIMITS: \$2,000,000.00

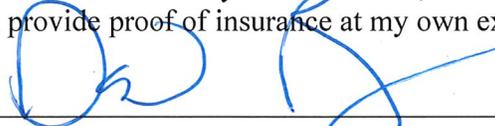
****PERMIT REVOCATION****

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:  Date: 8/23/19

*****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



City of Keizer

PARADE OR SPECIAL EVENT PERMIT FOR PUBLIC PROPERTY

Keizer City Hall
930 Chemawa Road NE
Keizer, OR 97303
PO Box 21000, Keizer, OR 97307
Phone: (503) 390-3700
Fax: (503) 390-3787

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: _____

Date of Event: 12/14/19 Event Start Time: 4:30pm Event End Time: 7:00pm

Title of Event: Jingle Dash 5k Run/Walk

Description of Event: Family Fun Run/Walk prior to light parade

Proposed Route or Event Location: Please see attached

Estimated Participants: 500 Number of Vehicles: 0 Number of Animals: unknown

Clean-up Arrangements: Volunteer Crews

Assembly Location: Set up/Start at Keizer Chamber Office: 4118 River Rd.

Disassembly Location: Finish @ Keizer Chamber Office

Map Included: Please include a map showing the desired route or location, including assembly and disassembly points of the event, the proposed signing/traffic control plan, and the specific locations of streets to be closed.

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): Keizer Merchant Association DBA Keizer Chamber of Commerce

Applicant Name: Keizer Chamber of Commerce

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

Mailing Address: 4118 River Rd N, Keizer, OR 97303

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This permit is subject to the following conditions:

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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: The Summit Group of Oregon
POLICY NUMBER: NBP018C0003
COVERAGE LIMITS: 1,000,000.00

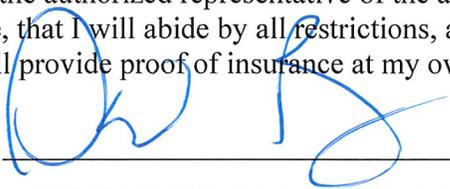
****PERMIT REVOCATION****

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:  Date: 8/23/19

*****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

City of Keizer Parade or Special Event Application

Jingle Dash 2019

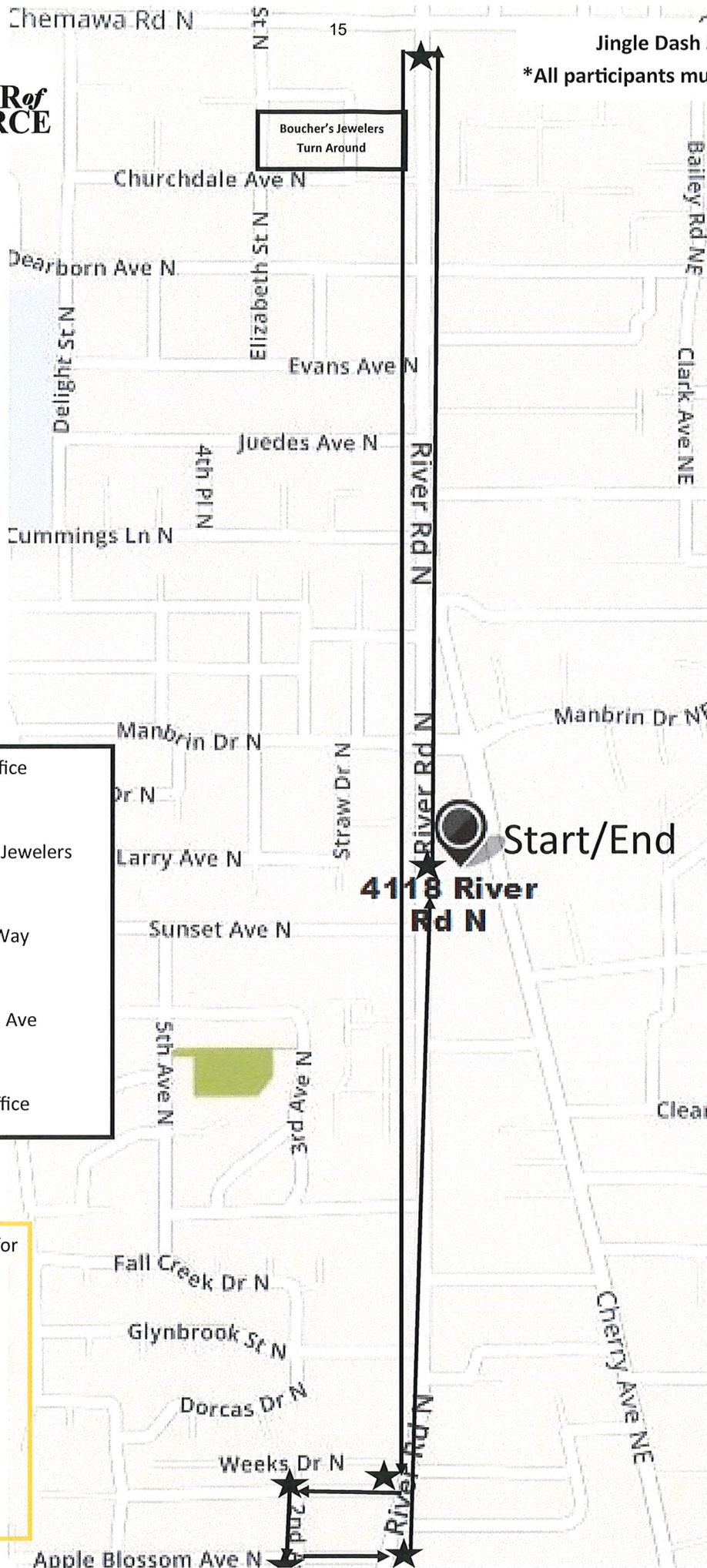
Keizer Chamber of Commerce

Proposed Route or Event Location: Start at Keizer Chamber Office (4118 River Rd) - River Rd north to Chemawa Rd turn around then south to Garland, west to 2nd, south to Appleblossom and then east back to River Rd and finish at Keizer Chamber office. **Request PW permission to host one certified flagger with light, @ Cherry Ave (Between Allen Plaza & Lyons Club 5:30pm-7:30pm)



Jingle Dash 5k Run/Walk

*All participants must be lit in some way

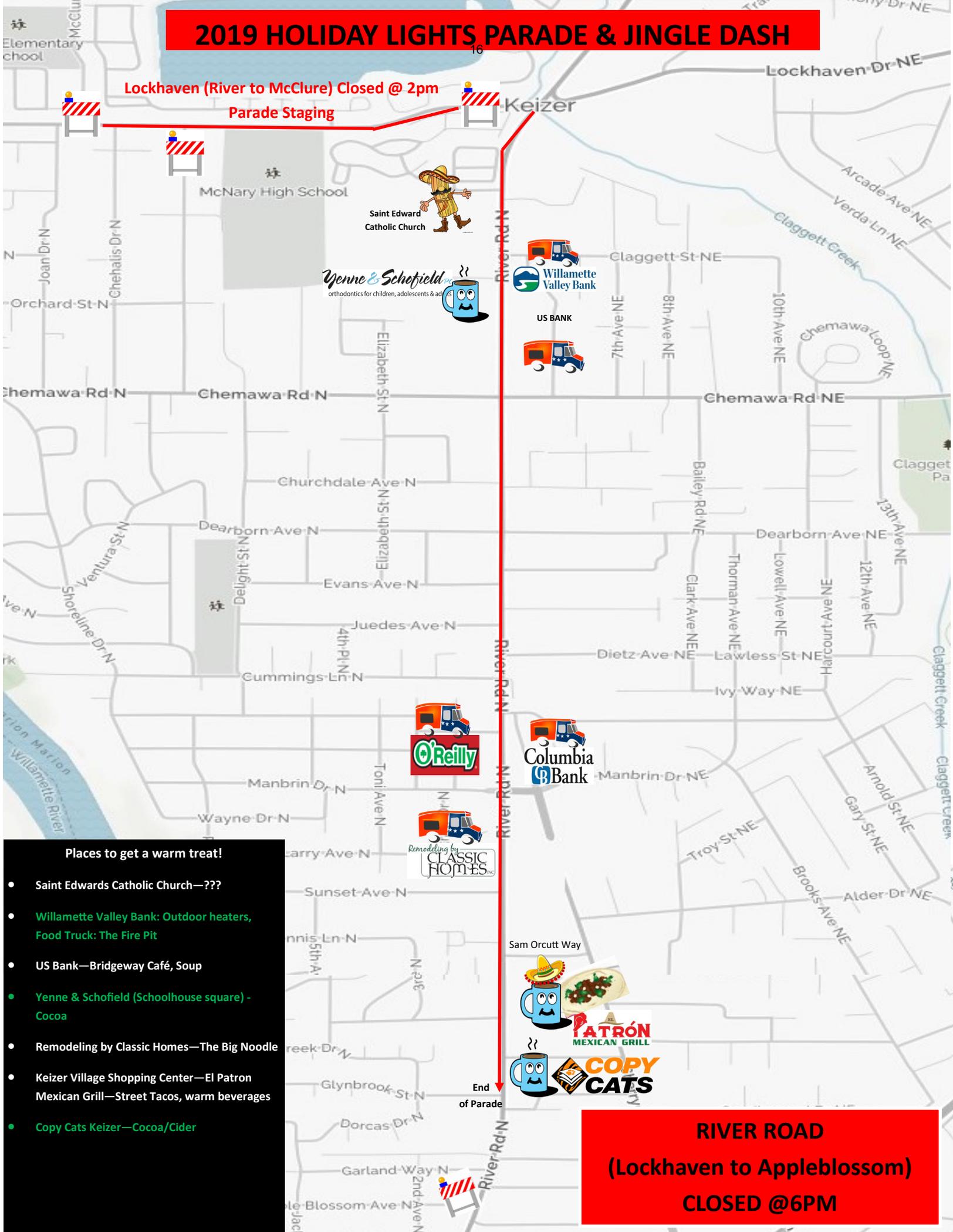


Start: Chamber Office
 North River Rd.
 Turn @ Boucher's Jewelers
 South River Rd
 Right on Garland Way
 Left 2nd Ave
 Left Appleblossom Ave
 Left River Rd.
 Finish Chamber Office

★ = location of volunteers for route assistance.
 6 total locations.
 At least 2 volunteers per area,
 except @
 Boucher's need 6.
 Start/Finish need 6

2019 HOLIDAY LIGHTS PARADE & JINGLE DASH

Lockhaven (River to McClure) Closed @ 2pm
Parade Staging



- Places to get a warm treat!**
- Saint Edwards Catholic Church—???
 - Willamette Valley Bank: Outdoor heaters, Food Truck: The Fire Pit
 - US Bank—Bridgeway Café, Soup
 - Yenne & Schofield (Schoolhouse square) - Cocoa
 - Remodeling by Classic Homes—The Big Noodle
 - Keizer Village Shopping Center—El Patrón Mexican Grill—Street Tacos, warm beverages
 - Copy Cats Keizer—Cocoa/Cider

**RIVER ROAD
(Lockhaven to Apple Blossom)
CLOSED @6PM**



End of Parade

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

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, December 14, 2019 from 5:00 p.m. to 11:00 p.m.

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 or unreasonably interfere with viewing the parade. Street vendors shall not operate on private property.

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

3 PASSED this _____ day of _____, 2019.

4

5 SIGNED this _____ day of _____, 2019.

6

7

8

9

Mayor

10

11

12

City Recorder

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R2019-_____

3 AUTHORIZING TEMPORARY USES SUBJECT TO
4 CONDITIONS FOR JINGLE DASH 5K RUN/WALK AND
5 KEIZER HOLIDAY LIGHTS PARADE (2019)
6

7 WHEREAS, the Keizer Development Code provides pursuant to Section
8 2.203.04(E) that the City Council may by resolution authorize temporary uses during a
9 specific event or festival;

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

12 WHEREAS, the Keizer Chamber of Commerce has requested the City to
13 authorize a temporary use for the Jingle Dash 5k Run/Walk and the Keizer Holiday
14 Lights Parade, including, but not limited to placement of food booths, stands, trucks or
15 carts in specific locations during the events;

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

19 NOW, THEREFORE,

1 BE IT RESOLVED by the City Council of the City of Keizer that the 2019 Jingle
 2 Dash 5k Run/Walk and the 2019 Keizer Holiday Lights Parade are authorized as specific
 3 temporary uses and the hours of operation, allowance for booths/stands for the events,
 4 and signage for the events are hereby allowed pursuant to the design, restrictions and
 5 conditions as set forth in the attached Exhibit "A" which is incorporated herein by this
 6 reference.

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

9 PASSED this _____ day of _____, 2019.

10 SIGNED this _____ day of _____, 2019.

11
 12
 13
 14
 15
 16

 Mayor

 City Recorder

EXHIBIT "A"

Design, Restrictions and Conditions

The City Council approves the proposed temporary uses, hours of operation, placement of food trucks/carts, and signage for the 2019 Jingle Dash 5k run/Walk and 2019 Keizer Holiday Lights Parade as follows:

1. Except as set forth in this decision, the 2019 Jingle Dash 5k Run/Walk shall be routed, staged, disbanded, operated and conducted pursuant to the Special Event Permit application submitted by the applicant as approved by the Keizer Police Department and Public Works Department.
2. Except as set forth in this decision, the 2019 Keizer Holiday Lights Parade shall be routed, staged, disbanded, operated and conducted pursuant to the Special Event Permit application submitted by the applicant as approved by the Keizer Police Department and Public Works Department.
3. Except as noted below, the 2019 Jingle Dash 5k Run/Walk and the 2019 Keizer Holiday Lights Parade may have one (1) food truck/cart located at each of the following locations :
 - Saint Edward Catholic Church
 - Yenne & Scheffield
 - Willamette Valley Bank
 - US Bank
 - O'Reilly Auto
 - Columbia Bank
 - Remodeling by Classic Homes
 - Keizer Village Shopping Center
 - Copy Cats

All food trucks/carts shall be placed on a parking lot or other hard surface area.

No food truck/cart may be placed without the property owner's permission. All food trucks/carts shall be subject to the conditions further described herein as well as the sign code. Such food trucks/carts may be placed no earlier than noon December 14, 2019 and must be removed no later than noon December 15, 2019 and may not be located on any public road or sidewalk. The exact site location is subject to approval by the Community Development Director.

4. No electronic signs of any type are allowed, unless required by the Keizer Police Department or Public Works Department for safety reasons.
5. The 2019 Jingle Dash 5k Run/Walk and the 2019 Keizer Holiday Lights Parade may have four (4) banners not to exceed 32 square feet advertising the events.

The locations of such banners must have prior approval of the Community Development Director. Such banners may be placed no earlier than November 30, 2019 and must be removed no later than December 15, 2019.

6. The 2019 Jingle Dash 5k Run/Walk and the 2019 Keizer Holiday Lights Parade may have a hand sign or flag located at the Focal Point. Such sign or flag may be placed no earlier than December 7, 2019 and must be removed no later than December 15, 2019. The hand sign or flag shall not exceed the allowable size as stated in the sign code.
7. 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 upon notice. Balloons shall be placed in such a manner so as to not present a potential to damage light fixtures or landscaping.
8. No other signs are allowed.
9. No signs, flags, balloons or other items may be placed in the right-of-way, except for banners referenced in Section 5. 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 Keizer Holiday Lights Parade shall be billed for City staff time, including benefits.
10. If required under applicable regulations, any food vendor shall obtain a license from Marion County Environmental Health or similar county agency prior to operating.
11. Any food truck/cart or other vendor shall not obstruct pedestrian pathways, driveways or drive aisles and shall not create a traffic or safety hazard.
12. Any paper, cardboard, wood, or plastic containers, wrappers, or any litter or material is to be picked up by the vendor.
13. All food trucks/carts must remain capable of being moved at any time.
14. All activities shall comply with Keizer Police Department's direction and requirements of Keizer Fire District.
15. Any food truck/cart not removed by December 15, 2019 may be immediately removed by City staff without notice and the Keizer Holiday Lights Parade shall be billed for staff time at the hourly rate of staff person including benefits for removing the food truck/cart.

COUNCIL MEETING: November 4, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**FROM: CHRIS EPPLEY
CITY MANAGER**

**THROUGH: TRACY L. DAVIS, MMC
CITY RECORDER/COMMUNITY CENTER MANAGER**

**SUBJECT: WAIVER OF COMMUNITY CENTER RENTAL FEE - THE KEIZER
COMMUNITY BAND**

BACKGROUND:

The Keizer Community Band was formed in 1998 at the request of former City of Keizer Mayor Bob Newton. Mayor Newton wanted a band that would represent the community and furnish music for community functions as well as music for entertainment. At the request of Mayor Newton, former Salem Public Schools Band Director Roy Shelton recruited community members to form a band and to achieve Mayor Newton's goal. Director Shelton conducted the band until his retirement in 2003. Michael Koenig, a former student of Director Shelton, took over conducting the band. The band is active in the area, playing for numerous fundraising events and occasions such as the Iris Festival.

The Keizer Community Band has requested space in the Community Center on Wednesday, December 4, 2019 for a Holiday concert. The concert will be free to the public. Iris B will accommodate the concert. The rental rates for the Keizer Community Center Iris B listed below include a 25% discount for Keizer Citizens or any Keizer Based 501(c)(3) organization. The Keizer Community Band qualifies for this discount.

Keizer Community Band Concert

The rental rate for the Iris Room A for 2 hours (6:30 p.m. to 8:30 p.m.) would be as follows:

- Room Rental – \$150 (\$75 per hour including staffing, with the 25% discount)
- Event Staff – included in the rental rate above, however if rental rate waived, event staff would cost the City approximately \$80 (room set, event coverage, and clean/reset of room)
- Security/Cleaning Deposit (Refundable) - \$750

Options for Council Consideration for the Keizer Community Band Concert:

1. Grant the request for a complete rental fee waiver (room rental, security/cleaning deposit, and costs for event staff).
2. Deny the request for a complete rental fee waiver. (room rental, security/cleaning deposit, and costs for event staff).

3. Waive the security/cleaning deposit, but charge the room rental fee of \$150.
4. Waive the security/cleaning deposit and the room rental fee but charge \$80 for the cost of event staff.

On October 7th, the Keizer Community Band made a similar request for their Salute to Veterans concert scheduled for November 6, 2019. The City Council unanimously approved a complete waiver fee (option #1) for this community concert.

The City Council does not have the ability to waive the requirement for a certificate of general liability insurance.

RECOMMENDATION:

Staff recommends the City Council discuss the request, consider the options presented, and then direct staff accordingly.

CITY COUNCIL MEETING: November 4, 2019**AGENDA ITEM NUMBER: _____**

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: MACHELL DEPINA
HUMAN RESOURCES DIRECTOR**

**SUBJECT: ESTABLISHMENT OF COMMUNITY CENTER ASSISTANT
CLASSIFICATION**

ISSUE:

As has been discussed over the past few years, we have had a long-standing need to add a position to support the Keizer Community Center. While we have been successful in staffing events using temporary on-call employees and additional persons via a temporary employment agency, times when we have not had sufficient staffing with these resources have increased with increased booking. In addition, we have identified significant benefit in efficiency, customer service and building maintenance with having a full-time person providing the needed event support and janitorial/repair duties during key hours/days each week in combination with these resources.

I reviewed comparable classifications and worked with City Recorder Tracy Davis, with additional input from Facilities & Maintenance Technician Dan Collingham to develop the new job description. I have determined this new classification to be appropriately placed on the City's Non-Bargaining Unit Employees Pay Schedule at Range 13. As confirmed by Finance Director Tim Wood, we are now in a position to be able to confirm funding available given the history of rental income for the Community Center, the current level of Transient Occupancy Tax (TOT) revenue and the expectation of rental usage to be at the same level or higher in coming years.

This recommendation has been reviewed and approved by City Manager Chris Eppley and has been shared and is supported by the Personnel Policy Committee. We now request approval to establish this new classification effective December 1, 2019.

RECOMMENDATION:

It is recommended the City Council pass the Resolution Establishing the Classification of Community Center Assistant.

Please contact me with any questions or concerns.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

ESTABLISHING CLASSIFICATION OF
COMMUNITY CENTER ASSISTANT

WHEREAS, the City Council of the City of Keizer desires to create the classification of Community Center Assistant;

WHEREAS, no such Classification exists currently;

WHEREAS, the Human Resources Director has conducted research relative to appropriate salary of such classification and based on this analysis the Community Center Assistant classification would be placed at Range 13 within the City’s Non-Bargaining Unit Employees Salary Schedule;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the classification of Community Center Assistant is hereby created and placed at Range 13 of the City’s Non-Bargaining Unit Employees Salary Schedule.

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

Mayor

8

9

10

City Recorder

11

COUNCIL MEETING: November 4, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: JOHN TEAGUE
CHIEF OF POLICE**

SUBJECT: SURPLUS OF POLICE VEHICLE

ISSUE:

The City of Keizer seized the below listed vehicles in 2017 and ownership has now been transferred to the City:

2000 White Subaru Legacy Station Wagon, VIN # 4S3BH6354Y6313766 valued at approximately \$1,600.00;

2002 Blue BMW 525I, VIN # WBADT43402GY444642007 valued at approximately \$4,000.00.

These vehicles are of no use to the Keizer Police Department.

RECOMMENDATION:

Authorize the vehicles to be auctioned following the procedures set forth in Surplus Property Ordinance 2008-579.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

AUTHORIZING DISPOSITION OF SURPLUS PROPERTY
(SEIZED VEHICLES)

WHEREAS, Ordinance No. 2008-579 allows for surplus property to be disposed of;

WHEREAS, two vehicles were seized in 2017 and ownership has been transferred to the City;

WHEREAS, the vehicles are of no use to the Keizer Police Department;

WHEREAS, the above referenced Ordinance allows the disposal of City-owned surplus property by several methods, including any method that in the City’s discretion is in the best interests of the City;

WHEREAS, staff has recommended the disposal of the 2000 White Subaru Legacy Station Wagon, VIN # 4S3BH6354Y6313766 valued at approximately \$1,600.00 and the 2002 Blue BMW 525I, VIN # WBADT43402GY444642007 valued at approximately \$4,000.00 by auction;

WHEREAS, the City Manager approves of the disposal of the described vehicles as surplus property;

NOW, THEREFORE,

BE IT RESOLVED that the City Council of the City of Keizer declares the 2000 White Subaru Legacy Station Wagon, VIN # 4S3BH6354Y6313766 valued at approximately \$1,600.00 and the 2002 Blue BMW 525I, VIN # WBADT43402GY444642007 valued at approximately \$4,000.00 to be surplus property.

1 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the
2 vehicles be disposed of by auctioning as allowed under the procedures set forth in Ordinance
3 No. 2008-579.

4 BE IT FURTHER RESOLVED that the City Manager is authorized to take any and
5 all necessary acts to effectuate the disposal of the surplus property.

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

8 PASSED this _____ day of _____, 2019.

9

10 SIGNED this _____ day of _____, 2019.

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Mayor

City Recorder



MINUTES
KEIZER CITY COUNCIL
Monday, October 21, 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
Marlene Parsons, Councilor
Laura Reid, Councilor
Roland Herrera, Councilor
Elizabeth Smith, Councilor
Youth Councilor Christopher
Wolfert

Staff:

Tim Wood, Acting City Manager
Shannon Johnson, City Attorney
Nate Brown, Community Development
Bill Lawyer, Public Works Director
John Teague, Police Chief
Tracy Davis, City Recorder

Absent:

Kim Freeman, Councilor
Daniel Kohler, Councilor

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

**SPECIAL ORDERS
OF BUSINESS**

**a. Travel Salem
Presentation**

Angie Onyewuchi and *Irene Bernards* shared information about Travel Salem noting that they are taking the conversation of tourism out into the region to share what Travel Salem is working on. Following the PowerPoint presentation they fielded questions regarding various aspects of the World Track and Field 2021 event and donated goods and services.

**COMMITTEE
REPORTS**

Michael DeBlasi, Keizer, Chair of the Traffic Safety/Bikeways/Pedestrian Committee reported that, in response to Council's request, the Committee had discussed and crafted the following recommendation: *To support allowing homeowners to install basketball hoops mounted in or behind the sidewalk or planter strip, subject to guidance and permit from the Public Works Department.* Community Development Director Nate Brown reminded Council that they had already prohibited basketball hoops on the sidewalk and only allowed them in the street if they are in active use. However, with this committee action, staff can come up with standards to be implemented.

Zaira Flores-Marin, Keizer, reported that the Parks Advisory Board approved a grant request from Peggy and Jerry Moore for replacing

current garden beds with deeper ones and heard testimony from them regarding work that has taken place in the garden this past year. The Board is also working on developing a policy for dealing with neglected memorials and discussing security at Keizer Rapids Park. She shared information regarding recent park improvements and concluded her report noting that the Board is considering having a Parks Tour in the spring since the fall tour was cancelled. Mayor Clark noted that it could be put on the work session list.

Frank Hostler, Keizer, reported the he and Jeremy Grenz were sworn in at the last Planning Commission meeting and that Matt Lawyer and Crystal Wilson were elected as Chair and Vice Chair respectively. He explained that the Commission has been working on the strategies for providing for anticipated population growth and after lengthy discussion felt that the best option was to use the established Salem-Keizer UGB to meet Keizer's 20-year needs and request staff to come back to the Commission with an Action Plan for moving forward.

**PUBLIC
TESTIMONY**

None

PUBLIC HEARING

Mayor Clark opened the Public Hearing.

**a. ORDINANCE –
Declaring a Lien
Against Property
Located at 1551
Sieburg Street
Northeast, Keizer,
Oregon and
Directing City
Recorder to Enter
Such Lien in the
Minor Lien Docket**

City Attorney Shannon Johnson summarized his staff report.

Hearing no testimony Mayor Clark closed the Public Hearing.

Councilor Herrera moved that the Keizer City Council adopt a Bill for an Ordinance Declaring a Lien Against Property Located at 1551 Sieburg Street Northeast, Keizer, Oregon and Directing City Recorder to Enter Such Lien in the Minor Lien Docket Pursuant to Ordinance No. 94-282 (Nuisance Abatement Procedure); Declaring an Emergency. Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Parsons, Herrera and Smith (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Freeman and Kohler (2)

**ADMINISTRATIVE
ACTION**

None

**CONSENT
CALENDAR**

a. Approval of October 7, 2019 City Council Regular Session Minutes

Councilor Herrera moved for adoption of the Consent Calendar.

Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Parsons, Reid, Herrera and Smith (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Freeman and Kohler (2)

COUNCIL LIAISON REPORTS

Councilor Reid reported on the Social Media Roundtable hosted by the Liberty House, McNary Hall of Fame event and Homecoming game, and the Keizer Homegrown Theater play and announced the upcoming Festivals Advisory Board meeting.

Councilor Smith reported on the Home Builders Breakfast for Habitat for Humanity and the McNary Hall of Fame event.

Councilor Parsons reported that the Traffic Safety/Bikeways/Pedestrian Committee had discussed different projects and how they would like to be part of the planning process and the Volunteer Coordinating Committee interviewed several candidates for open committee positions. There is still an opening on the Traffic Safety, etc. Committee and the Keizer Points of Interest Committee.

Councilor Herrera reported on various committees and events including the Marion County Public Safety Coordinating Committee, Parks Board, West Keizer Neighborhood Association, Resilient Communities, Keizer United and McNary Hall of Fame and announced the first movie night at Keizer Elementary.

Mayor Clark reported on the Keizer Heritage Foundation, Strategic Economic Development Corp, and Coffee with Cathy, and announced upcoming meetings and events including the next Community Dinner.

OTHER BUSINESS

Public Works Director Bill Lawyer reported on the status of the Shade Sail project at Keizer Rapids Park Big Toy.

Finance Director Tim Wood urged all residents to conserve water in order to keep their sewer bills low.

WRITTEN COMMUNICATIONS

Mayor Clark read a letter from the Mayor of Gresham regarding the 'Who We Are' project, asked Council to consider who would be the 'most interesting person' and volunteered to accept this opportunity.

AGENDA INPUT

October 28, 2019 – 7:00 p.m. – City Council Work Session – Emergency Preparedness

November 4, 2019 – 7:00 p.m. – City Council Regular Session

November 11, 2019 - 6:00 p.m. – City Council Work Session - Cancelled

November 18, 2019 - 7:00 p.m. - City Council Regular Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 8:09 p.m.

MAYOR:

APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #4 – Roland Herrera

~ Absent ~

Councilor #2 – Kim Freeman

Councilor #5 – Elizabeth Smith

~ Absent ~

Councilor #3 – Marlene Parsons

Councilor #6 – Daniel R. Kohler

Minutes approved: _____