

AGENDA

KEIZER CITY COUNCIL REGULAR SESSION

Tuesday, February 18, 2020

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

a. Moment of Silence – Keizer Police Officer Dan Carroll

b. Keizer Channel 23 – Rex Robertson

c. Marion County Tobacco Substance Abuse Prevention Presentation

5. COMMITTEE REPORTS

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. RESOLUTION – Exemption of the Brand Name Specifications Purchase of Goods from Competitive Bidding and Purchasing Shaw Contract Think Tile Colors Achieve 86760 and Escape 86505 Brand Name Carpet Tile for Community Center Halls

8. ADMINISTRATIVE ACTION

a. Community Center Fee Waiver Request – Keizer Community Library Book Sale

- b. Request for Allowance of Additional Dates at Keizer Rotary Amphitheatre
- c. Keizer Little League Long Range Planning Task Force Recommendations
- d. ORDER – Designating “No Parking” Zone in Certain Area of Willow Lake Road North, Keizer, Oregon

9. CONSENT CALENDAR

- a. Approval of February 3, 2020 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

March 2, 2020

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

March 9, 2020

6:00 p.m. – City of Keizer Long Range Planning Task Force

March 16, 2020

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

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

COUNCIL MEETING: February 18, 2020

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

FROM: CHRIS EPPLEY
CITY MANAGER

SUBJECT: KEIZER CHANNEL 23

BACKGROUND:

At a recent City Council Work Session, there was a question raised about closed captioning on Keizer Channel 23. Staff has invited Rex Robertson, who operates the City's Keizer Channel 23 to speak to the Council about closed captioning options and address any other questions regarding our channel.

COUNCIL MEETING: February 18, 2020

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

FROM: CHRIS EPPLEY
CITY MANAGER

SUBJECT: MARION COUNTY TOBACCO PREVENTION AND EDUCATION PROGRAM
"CONNECTING FOR A HEALTHIER COMMUNITY"

ISSUE:

Margaret McNamara, Health Educator from the Marion County Tobacco Prevention and Education Program has requested time on the Council agenda tonight for a short presentation.

Ms. McNamara provided the following information:

This year, a major focus of Marion County Health and Human Services Community work will be to provide resources and education to policy makers throughout the County. The Health Promotion and Prevention Team is visiting many local jurisdictions to share information about services available, and to collect information about the local substance-related issues that matter the most to our individual communities.

Team members will share results from the 2019 Marion and Polk Community Health Assessment (CHA), and the resulting three priority issues that will be the focus of the Community Health Improvement Plan (CHIP) in the coming 5 years. Additionally, findings from the 2019 Marion County Substance Abuse Assessment Workgroup and county-level results from the state Tobacco & Alcohol Retail Assessment will be covered. To conclude, council leadership will be invited to participate in a Jurisdictional Readiness Survey. This electronic tool will help Prevention Team members to gain a better understanding of the substance use issues of most concern to city leadership, and to understand how to best collaborate and provide resources or technical assistance based on specific needs. All results will be shared back to your council. The survey will be sent out to the leadership following the presentation. The survey can be taken anonymously.

CITY COUNCIL MEETING: February 18, 2020**AGENDA ITEM NUMBER: _____**

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

**SUBJECT: RESOLUTION EXEMPTING BRAND NAME
SPECIFICATIONS PURCHASE OF GOODS FROM
COMPETITIVE BIDDING**

This matter is before the Council tonight for public hearing pursuant to Ordinance No. 2005-519. Staff is recommending that Shaw Contract Think Tile Colors Achieve 86760 and Escape 86505 brand name specification carpet tile be purchased for the City of Keizer Community Center halls.

When the new carpet tiles in the Community Center was installed, it was determined that the Shaw Contract Think Tile Colors Achieve 86760 and Escape 86505 brand carpet tiles be used. At the time, it was believed that there was not enough funds to have the halls done at the same time. Additional funding has been received and the same carpet tiles should be purchased so that the hall carpeting match the room carpeting. In order to accomplish this goal, the Council as the local contract review board for the City of Keizer must adopt findings and exempt the purchase from the competitive bidding process pursuant to Ordinance No. 2005-519. I have attached a Resolution to accomplish the required action for your review.

RECOMMENDATION:

Open the public hearing and take testimony. Close the public hearing and if you have no further questions, adopt the attached Resolution exempting the brand name specification equipment and directing the request for proposal solicitation for the purchase and installation of the equipment.

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

ESJ/tmh

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2020-_____

EXEMPTION OF THE BRAND NAME SPECIFICATIONS
PURCHASE OF GOODS FROM COMPETITIVE BIDDING AND
PURCHASING SHAW CONTRACT THINK TILE COLORS
ACHIEVE 86760 AND ESCAPE 86505 BRAND NAME CARPET
TILE FOR COMMUNITY CENTER HALLS

WHEREAS, the City currently has Shaw Contract Think Tile Colors Achieve
86760 and Escape 86505 carpet tiles in the City of Keizer community rooms;

WHEREAS, the City would like to match the carpet tiles in the halls surrounding
the community rooms with matching carpet tiles;

WHEREAS, more than one vendor provides Shaw Contract Think Tile Colors
Achieve 86760 and Escape 86505 carpet tiles and staff plans on issuing a request for
bids upon exemption of the Shaw Contract Think Tile Colors Achieve 86760 and Escape
86505 carpet tiles;

WHEREAS, as contract review board for the City of Keizer, the City Council
desires to exempt from competition and authorize the purchase of Shaw Contract Think
Tile Colors Achieve 86760 and Escape 86505 carpet tiles;

WHEREAS, notice of public hearing on the proposed exemption of competitive
public bidding requirements (brand name specification- Shaw Contract Think Tile
Colors Achieve 86760 and Escape 86505 carpet tiles for the City of Keizer Community
Rooms) was published as required by Ordinance No. 2005-519;

1 WHEREAS, a public hearing was held to take comments on the findings for an
2 exemption of the purchase of Shaw Contract Think Tile Colors Achieve 86760 and
3 Escape 86505 carpet tiles brand name specifications materials for the City of Keizer
4 Civic Center;

5 NOW, THEREFORE,

6 BE IT RESOLVED by the City Council of the City of Keizer that the City of
7 Keizer makes the following findings:

8 1. Exemption from competitive bidding for the purchase of Shaw Contract
9 Think Tile Colors Achieve 86760 and Escape 86505 carpet tiles for the City of Keizer
10 Community Center halls is requested. The City has made an investment in the carpets
11 for the Community Center and it has been determined that it is appropriate to replace the
12 hall carpet next to the Community Center with matching carpet tiles. This was done for
13 the following:

14 a. With the same brand name, the Community Center rooms and hallways
15 will match;

16 b. The entire system will not need to be replaced;

17 c. Training staff on the type of product to clean and maintain the carpet tiles
18 will be more efficient by not adding a different type of carpet;

19 d. Warranty issues, if needed, are simpler with one manufacturer for all of the
20 carpet tile in the community center.

1 2. Following the exemption of brand name carpet tile, staff anticipates issuing
2 a request for bids to obtain the best price.

3 3. Shaw Contract Think Tile Colors Achieve 86760 and Escape 86505 carpet
4 tiles are currently being used in the City of Keizer Community Center rooms. By using
5 Shaw Contract Think Tile Colors Achieve 86760 and Escape 86505 carpet tiles to
6 replace the carpet tile in the hallways adjacent to the community center rooms, training
7 of City staff will be kept to a minimum and warranty calls, if needed, simpler, and the
8 need for replacement of the entire carpet system unnecessary. Each of these reasons
9 supports a performance of public benefit.

10 4. It is unlikely that the exemption from the competitive bidding process
11 for the purchase of the Shaw Contract Think Tile Colors Achieve 86760 and Escape
12 86505 carpet tiles for the City of Keizer Community Center will encourage favoritism
13 in the awarding of the bid or substantially diminish competition for public bidding
14 because a request for bids solicitation process will be used for the brand name
15 equipment and for the services of installation.

16 5. The exemption of this purchase from competitive public bidding
17 requirements will result in substantial costs savings to the City of Keizer as the need
18 to replace the entire carpet system will be unnecessary.

19

20

COUNCIL MEETING: February 18, 2020

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 FEE – KEIZER COMMUNITY LIBRARY BOOK SALE

BACKGROUND:

For the past several years, the Keizer Community Library has held book sales in May and October at the Keizer Community Center. The sales help offset their operation and maintenance costs. City of Keizer Resolution R2018-2932 states the Library is exempt from payment for up to two book sales per year.

ISSUE:

The Keizer Community Library has requested a third book sale for 2020 to help offset the cost of book storage. Storage recently became an issue when other sites in the area that accept book donations were closed for construction. The Keizer Community Library has experienced an abundance of donated books.

Space is available in the Community Center for set up on March 26th with the sale on March 27th and March 28th in the Iris C room. The rental fee for the Iris C room is \$75 per hour (includes Keizer discount of 25%) for a total of \$1,800 based upon their access time from 9:00 a.m. to 5:00 p.m. on each of the 3 days. This rental fee total does not include evening hours, however the space would not be available for other potential events. The lobby has been used in the past for the book sale, however the sale has outgrown that space. An Iris room provides better accommodations and security for the Library book sale.

Options for Council Consideration:

1. Council could deny the request for a fee waiver for the additional book sale.
2. Council could grant the request for a fee waiver for the additional book sale.
3. Council could impose or waive fees in any manner they choose.

RECOMMENDATION:

Staff recommends the Council discuss the above listed options and make a motion directing staff how to proceed with the requested third Keizer Community Library book sale for March 2020.

CITY COUNCIL MEETING: February 18, 2020**AGENDA ITEM NUMBER: _____**

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: REQUEST FOR ALLOWANCE OF ADDITIONAL DATES AT KEIZER ROTARY AMPHITHEATRE

KRA LLC and the City entered into that certain Keizer Rotary Amphitheatre Management Agreement for City Sponsored Concert/Live Theatre/Movie Series on March 17, 2015. Section 3(A) of that agreement states that the City would sponsor no less than eight and no more than twelve concert/theatre/movie dates each year without Council's approval. In addition, no more than eight of the dates may be on a Saturday. As part of that total, Keizer Homegrown Theatre is allowed no more than four total calendar days for theatre production (not including rehearsals). Keizer Homegrown Theatre has requested one additional date (see attached letter). Currently, there are a total of thirteen events currently scheduled, with nine of the dates being on a Saturday. See attached list. Clint Holland (KRA) is requesting approval from the Council to allow the additional day for the Keizer Homegrown Theatre and two additional dates be on a Saturday for a total of three additional dates.

This matter is before the Council to consider the request and determine if it is appropriate to allow additional Saturday concerts, to add additional concerts, and to add one additional theatre production. The KRA agreement specifies that the use fees are waived for the City sponsored series, but KRA shall pay the application fee and a refundable security deposit.

RECOMMENDATION:

The City Council needs to consider the matter and make a minute motion in connection with the request. Council may choose to allow two additional Saturday concerts and the additional theatre production and to add the requested events to the 2020 City sponsored series at the Keizer Rotary Amphitheatre, to deny the additional Saturday concerts, the three additional dates, or any combination it deems appropriate. If the Council wishes to

stay consistent with previous actions, the motion would be to allow the additional events to be added to the free concert series, require only the application fee and deposit for the events. However, Council may choose to handle the fees in a different manner as it deems appropriate.

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

ESJ/tmh



February 6, 2020

Mayor Cathy Clark
City of Keizer
P.O. Box 2100
Keizer, OR 97307
Via email: clarkc@keizer.org

Dear Madam Mayor Clark,

Keizer Homegrown Theatre (KHT) and its Board of Directors asks the Keizer City Council to approve an additional performance date for its 2020 Shakespeare in the Park production of *Book of Will*.

Presently four (4) performance days have been approved (July 22-25). We ask for the additional date of Sunday, July 26, be approved. As KHT will not be staging performances of our summer production in conjunction with Spotlight Community Theatre (nee Aumsville Community Theatre) this year, we wish to add a date to the Keizer Rotary Amphitheater shows at Keizer Rapids Park.

If this item can be added to the City Council agenda in an upcoming session, and it is approved, KHT can update its marketing and social media information regarding *Book of Will*.

Representative(s) of Keizer Homegrown Theatre will, of course, be able to testify at the city council meeting that includes this agenda items.

Mayor Clark, let me know you need for me or Keizer Homegrown Theatre to make our request a reality.

Sincerely,

Lyndon Zaitz
Board Secretary
Keizer Homegrown Theatre

cc: City Recorder Tracy Davis (davist@keizer.org)
City Council President Kim Freeman (freemank@keizer.org)

Keizer Rotary Amphitheatre Application/Permit Addendum 2020 Dates for KRA, LLC Summer Concert Series

Each date listed below subject to the \$60.00 Non-refundable Application Fee

No.	Date	Day	Group Name	Est. Guests	Access Time	Exit Time	Concert Time	Fee Paid	Approved	Band Contracts Submitted
1	7/10/2020	Fri					6:30p-9:00p	yes		
2	7/11/2020	Sat					6:30p-9:00p	yes		
3	7/18/2020	Sat					6:30p-9:00p	yes		
4	7/22/2020	Wed	Keizer Homegrown	200	overnight	overnight	7:00p-9:30p	comp		
5	7/23/2020	Thu	Keizer Homegrown	200	overnight	overnight	7:00p-9:30p	comp		
6	7/24/2020	Fri	Keizer Homegrown	200	overnight	overnight	7:00p-9:30p	comp		
7	7/25/2020	Sat	Keizer Homegrown	200	overnight	overnight	7:00p-9:30p	comp		
8	7/26/2020	Sun	Keizer Homegrown	200	overnight	overnight	7:00p-9:30p	comp		
9	8/1/2020	Sat			2:00p		6:30p-9:00p	yes		
10	8/8/2020	Sat					6:30p-9:00p	yes		
11	8/15/2020	Sat					6:30p-9:00p	yes		
12	8/22/2020	Sat					6:30p-9:00p	yes		
13	8/29/2020	Sat					6:30p-9:00p	yes		
14	9/5/2020	Sat	PENDING - Might be Paradise of Samoa				6:30p-9:00p	yes		
15										
16										

Notes:

Unknown # of shows going until 9:15pm include a light show at the end of the concert.

8-1-20 KPD booked until 2:00pm

Separately book on 9-5-20 (Paradise) Application only - Unknown if they will keep this date or not

Updated: 2/7/2020

Extra Set-Up and Tear-Down dates needed for groups beyond their concert date above

Date(s)	Group Name	First Access Time	Final Exit Time	Special Note	Approved
7/19/20-7/27/20	Keizer Homegrown	8:00am	5:00pm	Camping overnight	

	Saturday	Total
Allowed per contract:	8	12
Total Booked:	9	14
Overage:	1	2

Council will need to approve 1 extra KHT nights.

CITY COUNCIL MEETING: February 18, 2020

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**FROM: CHRISTOPHER C. EPPLEY
CITY MANAGER**

**SUBJECT: KEIZER LITTLE LEAGUE PARK LONG RANGE PLANNING
TASK FORCE RECOMMENDATIONS TO CITY COUNCIL**

BACKGROUND

The Little League Park Task Force met for over a year with the intent of finding a method for providing for perpetual upkeep, maintenance, and enhancement of the Little League Park, and to ensure that use of the fields and the cost of field usage would be fair, equitable, and sustainable into the future.

Throughout the course of discussion, three primary and realistic options emerged as the most realistic possibilities for ongoing operation of the Little League Park. These include:

1. Continue the status quo of conducting RFPs for short-term management agreements to manage the park and facilities.

The pros of this alternative include that it is a known quantity for all parties.

The cons of this alternative include that it does not ensure continued upkeep and maintenance of the facilities and does not solve existing tensions between user groups.

2. Enter into a long-term ground lease or Management agreement for the park property with a qualified operator through an RFP or RFQ process. The lease would stipulate specific deliverables including upkeep and maintenance items and also the intent for Keizer based not-for-profit youth sports groups to receive preferential pricing and scheduling privileges.

The pros of this alternative include that it would likely solve the issue of ongoing maintenance. It would potentially provide revenues for improvements and enhancements to the park. And it could provide a stable management structure into the future.

The cons of this alternative include potential loss of control by the City over use and upkeep of the complex. This could result in loss of local control over the complex and potential loss of identity of the complex as a local

baseball park in exchange for becoming a regional tournament park with less focus on local youth baseball groups.

3. The City takes over the management of the complex.

The pros of this alternative include that the City would retain control of the complex and could guarantee that the focus of the park remain as a facility primarily for local youth baseball groups. There would be the potential for entering into rental agreements with outside tournament providers to produce revenues for operations, maintenance and enhancements to the complex. Additionally, this option would provide stable governance of field usage and rates.

The cons of this alternative include that it would likely not be the least costly alternative due to the relatively high cost of government labor and benefits. As a result, field rates could increase significantly under this model. In addition, it may take two or three seasons for the City to learn to efficiently operate this type of business, requiring patience from users. Attached is a cost estimate developed by Bill Lawyer and Robert Johnson for operating the Little League Park as a City asset. This estimate does not include any revenues collected for field slot rates or tournaments, etc. but is purely the cost of operations.

RECOMMENDATION

The Little League Park Task Force recommends that the City Council direct City Staff to develop a RFP as per Option 2, a long-term ground lease or Management Agreement open to any qualified operator, written to provide scheduling and pricing advantages to local non-profit youth sports groups. In addition, the Little League Park Task Force recommends that, if a successful RFP is not received, then the City Council should implement Option 3, with the City taking control of the Keizer Little League Park facilities.

Keizer Little League Park Estimated Operational Costs

Staffing:

1 FTE – Park Manager, includes scheduling, coordination of tournaments and overseeing maintenance activities (MUW III) **\$95,000**

1.5 FTE – Maintenance Staff – The ½ time position would be a full time position working in the rest of the parks system the other ½ time (MUW 1) **\$160,000**

(FTE costs include \$35,000 per FTE for benefits)

1 Temporary Staff for 6 months **\$21,000** (at current rate)

Operational Expenses:

Includes utilities (no water), garbage, fertilization & weed control, fuel, equipment & vehicle maintenance and all field materials i.e. field paint, chalk, infield soil, bases, top dressing, bathroom supplies, irrigation maintenance supplies etc. **\$50,000**

Capital Improvements:

No specific improvements identified but could include ADA compliance projects, parking lot repairs/stripping, drainage improvements, building repairs etc.

\$100,000

Total Estimated Annual Cost **\$426,000**

Initial Startup Costs (one time expenses)

Vehicles/Equipment:

1 Additional Pickup Truck **\$35,000**

1 Mower **\$20,000**

Baseball/Softball Infield Machine **\$20,000**

Computers & Phones **\$4,500**

Office Furniture **\$2,000**

Park Manager position would be located at City Hall, Maintenance Staff located at PW Shop.

Initial Startup Costs

\$81,500

The current Parks Fee provides approximately \$170,000 per dollar assessed. The current fee would need to be increased from \$4.00 per month to \$6.50 per month to maintain the current parks funding level and add operation of the Keizer Little League Park.

The Parks 3 to 5 Year Priority Plan includes approximately \$400,000 per year for improvements.

CITY COUNCIL MEETING: _____

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: BILL LAWYER
PUBLIC WORKS DIRECTOR**

SUBJECT: ESTABLISHING A NO PARKING ZONE ON WILLOW LAKE ROAD N

DATE: February 10, 2020

BACKGROUND:

Staff was contacted by a property owner on Willow Lake Road N requesting a No Parking zone be established on the north side of Willow Lake Road N at the intersection of Windsor Island Road N. The request was made primarily because of the increase in large truck traffic using Willow Lake Road to access the gravel mining operation at the west end of Willow Lake Road. The mining operation recently changed ownership and has increased production at the site.

Vehicles parking in this area creates a safety issue due largely to the fact that Willow Lake Road is not fully improved, the pavement is only approximately 28 feet wide, and the large trucks have to swing into oncoming traffic to maneuver around the corner.

Staff visited the site and found that 175 feet will allow the large trucks to maneuver around the corner and reduce the distance they need to travel in the oncoming lane. The geometry of the intersection will still require the large trucks to swing into the oncoming lane even if Willow Lake Road was fully improved to 34 feet.

The proposed No Parking Zone will be identified with one sign placed at the west end of the zone saying No Parking Any Time with an arrow pointing to the right and one sign placed at the east end of the zone saying No Parking Any Time with an arrow pointing to the left.

FISCAL IMPACT:

There is minimal fiscal impact with establishing a No Parking Zone at this location and funds are available in the City Council adopted FY 19-20 Street Fund Budget.

RECOMMENDATION:

Staff recommends the City Council consider the matter and adopt the attached Order designating the No Parking Zone on Willow Lake Road N as indicated on the attached Exhibit.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

ORDER

DESIGNATING “NO PARKING” ZONE IN A CERTAIN AREA OF WILLOW LAKE ROAD NORTH, KEIZER, OREGON

WHEREAS, the City Council of the City of Keizer has authority pursuant to state statute and Keizer Ordinance No. 2017-774 to establish “no parking” zones;

WHEREAS, a property owner on Willow Lake Road North has requested that a “no parking” zone be placed in a certain area of Willow Lake Road North at the intersection of Windsor island Road North to improve the safety due to the increase in large truck traffic using Willow Lake Road to access the gravel mining operation at the west end of Willow Lake Road;

WHEREAS, the City Council has reviewed the matter and finds that it is appropriate to designate a certain area as “no parking”.

NOW, THEREFORE;

IT IS HEREBY ORDERED by the City Council of the City of Keizer that a “no parking” zone is hereby established in a certain area of Willow Lake Road North Road as indicated on the attached exhibit.

IT IS HEREBY FURTHER ORDERED that the costs associated with the “no parking” zone be paid from the Street Fund.

1 IT IS HEREBY FURTHER ORDERED that this Order shall take effect
2 immediately upon its passage.

3 PASSED this _____ day of _____, 2020.

4 SIGNED this _____ day of _____, 2020.

5

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11

Mayor

City Recorder

Exhibit 1





MINUTES
KEIZER CITY COUNCIL
Monday, February 3, 2020
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 7:00 pm. Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Kim Freeman, Councilor
Daniel Kohler, Councilor
Marlene Parsons, Councilor
Laura Reid, Councilor
Roland Herrera, Councilor

Staff:

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

Absent:

Elizabeth Smith, Council

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

None

COMMITTEE REPORTS

a. Volunteer Coordinating Committee Recommendation for Appointments to Various City Committees

City Manager Chris Eppley reported that the Volunteer Coordinating Committee unanimously recommended Francisco Saldivar to position 5 on the Budget Committee, Robert Becker to position 1 on the Keizer Points of Interest Committee, and Jamie Davis to position 5 on the Traffic Safety/Bikeways/Pedestrian Committee.

Councilor Freeman moved that the Keizer City Council accept the Volunteer Coordinating Committee recommended appointments to the Budget, Keizer Points of Interest and Traffic Safety/Bikeways/Pedestrian committees. Councilor Herrera seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Smith (1)

PUBLIC TESTIMONY

Colleen Busch, Salem Keizer Transit District, announced that Sunday bus service would begin May 3. Saturday service and extended weekday hours have resulted in increased ridership of 10% over the last year; about 100,000 people have been served on Saturdays since September.

PUBLIC HEARING None

ADMINISTRATIVE ACTION Mr. Eppley read his staff report. Discussion followed regarding the event and the people that are served by the organization.

a. Community Center Fee Waiver Request – Latinos En Accion Scholarship Event
Councilor Freeman moved that the Keizer City Council waive the rental fee and the security/cleaning deposit but charge for staffing time (4 hours @ \$20 = \$80) for the Latinos En Accion Scholarship event. Councilor Parsons seconded. Motion passed as follows:
 AYES: Clark, Reid, Freeman, Parsons, Herrera and Kohler (6)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: Smith (1)

b. RESOLUTION – Establishing Immunity from Certain Personal Injury or Property Damage Claims Described in ORS 105.668
 City Attorney Shannon Johnson summarized his staff report.
Councilor Freeman moved that the Keizer City Council adopt a Resolution Establishing Immunity from Certain Personal Injury or Property Damage Claims Described in ORS 105.668. Councilor Herrera seconded. Motion passed as follows:
 AYES: Clark, Reid, Freeman, Parsons, Herrera and Kohler (6)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: Smith (1)

CONSENT CALENDAR

- a. RESOLUTION – Extending Workers' Compensation Insurance Coverage to City of Keizer Volunteers; Repeal of Resolution No. R2012-2278
 - b. Approval of January 13, 2020 City Council Work Session Minutes
 - c. Approval of January 21, 2020 City Council Regular Session Minutes
- Councilor Freeman pulled item c.

Councilor Freeman moved for approval of items a and b of the Consent Calendar. Councilor Herrera seconded. Motion passed as follows:

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

Councilor Freeman made a correction to the January 21, 2020 Minutes and moved for approval. Councilor Herrera seconded. Motion passed as follows:

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

COUNCIL LIAISON REPORTS

Councilor Herrera reported on meetings and events he had attended, announced upcoming ones and thanked everyone who had attended the recent Beacons event.

Councilor Parsons announced upcoming meetings.

Councilor Freeman reported that she had received positive feedback about the bilingual reader board, urged everyone to donate items to homeless shelters rather than to the homeless individuals because the individuals tend to move around and leave the donations behind and the shelters can put them to good use. She also announced upcoming meetings and events.

Councilor Reid urged citizens to attend Volcano games and Southeast Keizer Neighborhood Association meetings, announced upcoming meetings and events and shared information on efforts being made to increase graduation rates.

Councilor Kohler reported on the recent Community dinner and announced upcoming meetings and events.

Mayor Clark reviewed past meetings and events she had attended and announced upcoming ones. She urged everyone to respond to the mailing from the Census noting that the City qualifies for federal dollars based on these numbers.

OTHER BUSINESS

Finance Director Tim Wood explained that utility billing is transitioning to a new billing system; difficulties encountered with the new platform are being resolved. Difficulties with the City website have been resolved.

Chief Teague announced the start of the Police Academy.

Community Development Director Nate Brown provided information about the next work session which will focus on growth-related traffic impacts.

Shannon Johnson reported that the Charter Review Committee is hoping to have a draft to Council in May or June. He thanked his assistant Tammie Harms for her hard work.

Public Works Director Bill Lawyer shared information regarding the signals near the transit center and explained work being done to increase the reflective properties of the striping on River Road.

WRITTEN COMMUNICATIONS

Mayor Clark announced that she had received a notebook of strategies addressing homelessness which was also shared with the City of Salem. She noted that it would be included in the packet and published on line for all to view. She also shared a thank you letter received from Shirley DeShon and Darrell Richardson.

AGENDA INPUT

February 10, 2020, 6:00 p.m. – City Council Work Session
• BLI/HNA and Transportation Growth Study Issues
February 18, 2020 (Tuesday) 7:00 p.m. - City Council Regular Session
March 2, 2020, 7:00 p.m. - City Council Regular Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 7:55 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

Councilor #3 – Marlene Parsons

Councilor #6 – Daniel R. Kohler

Minutes approved: _____