

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 such as language translation or other interpretive services that furthers your inclusivity to participate, please contact the Office of the City Recorder at least 48 business hours prior to the meeting by email at bissetm@keizer.org or phone at (503)390-3700 or (503)856-3412. To provide oral comments via electronic means, please contact the City Recorder's Office no later than 2:00 p.m. on the day of the meeting. Most regular City Council meetings are streamed live through www.KeizerTV.com and cable-cast on Comcast Channel 23 within the Keizer City limits. Thank you for your interest in the City of Keizer.

AGENDA

KEIZER CITY COUNCIL

REGULAR SESSION

Monday, November 18, 2024

7:00 PM

**Robert L. Simon Council Chambers
Keizer, Oregon**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **SPECIAL ORDERS OF BUSINESS**
 - a. **PROCLAMATION** - Native American Heritage Month
 - b. **PROCLAMATION** - Small Business Saturday
 - c. Volunteer of the Quarter Award - Carol Phipps
5. **COMMITTEE REPORTS**
6. **PUBLIC COMMENTS**

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**
8. **ADMINISTRATIVE ACTION**
 - a. Event Center Use Fee Waiver - Keizer Chamber of Commerce - First Citizen and Awards Banquet
 - b. Event Center Use Fee Waiver - Valor Mentoring Fundraiser
 - c. **RESOLUTION** - In the Matter of Adoption of the Municipal Judge Evaluation Process; Repealing Resolution No. R2021-3142
 - d. Update on FEMA Floodplain issue: Pre-Implementation Compliance Measures (PICM)

- e. Discussion regarding directing staff to bring back a Resolution acknowledging Keizer Community Library as the Community's Library
- f. Discussion regarding Council Rules of Procedure Section 17.5(d) relating to questions for upcoming City Councilor Candidate Presentations

9. **CONSENT CALENDAR**

- a. **RESOLUTION** - Declaring the City's Intent to Initiate a Street Lighting Local Improvement District (Clear Lake Commons) and Directing the City Engineer to make a Survey and file a Written Report with the City Recorder
- b. Approval of November 4, 2024 Regular Session Minutes

10. **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.

11. **STAFF UPDATES**

12. **COUNCIL MEMBER REPORTS**

13. **AGENDA INPUT**

*December 2, 2024 - 5:30 p.m.
City Council Special Session*

*December 2, 2024 - 7:00 p.m.
City Council Regular Session*

*December 16, 2024 - 7:00 p.m.
City Council Regular Session*

*January 6, 2024 - 7:00 p.m.
City Council Regular Session*

14. **ADJOURNMENT**

City of Keizer Mission Statement

Keep City Government Costs And Services To A Minimum By Providing City Services To The Community In A Coordinated, Efficient, And Least Cost Fashion

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."



WHEREAS, the lands in the Willamette Valley on which the people of the City of Keizer reside are acknowledged as the historic home of the Kalapuya, ancestors of the members of both the Confederated Tribes of the Grand Ronde and Confederated Tribes of Siletz Indians; and

WHEREAS, many acts of injustice, broken treaties, and laws for exclusion of Native Americans have occurred since non-native peoples came into these lands; and

WHEREAS, we need to remember that tragic history and continue to commit ourselves to a just and equitable future for all of our residents; and

WHEREAS, the many cultural and ethnic communities now living in the City of Keizer and the Willamette Valley benefit from knowing and celebrating the heritage, traditions and accomplishments of Native Americans; and

WHEREAS, the City of Keizer wishes to continue to acknowledge and honor all Native American Tribal Nations and their ancestors.

NOW, THEREFORE, I, CATHY CLARK, Mayor of the City of Keizer, together with the Keizer City Council assembled in Regular Session, do hereby proclaim November 2024 as

Native American Heritage Month

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer to be herein affixed this 18th day of November, 2024.

MAYOR CATHY CLARK
City of Keizer, Oregon



Proclamation

WHEREAS, Small Business Saturday®, established by Amex in 2010 and cosponsored by the US Small Business Administration since 2011, was created to show financial support for small businesses in our communities; and

WHEREAS, the City of Keizer celebrates and supports our small businesses and the significant contributions they make to diversify and strengthen local economic opportunities and prosperity; and

WHEREAS, according to the United States Small Business Administration, there are 34.7 million small businesses in the United States which represent 99.7 percent of all firms with paid employees, are responsible for 65.3 percent of net new jobs created since 1995, and employ 45.9% of the private sector employees in the United States; and

WHEREAS, we, as consumers and community members, understand the importance of supporting our small businesses on Small Business Saturday® by encouraging others to Shop Small®, independently-owned retailers, and that this day makes us want to Shop Small® all year long; and

WHEREAS, local, small businesses provide critical and reliable resources for goods and services that our community needs in order to be financially sound, more resilient, less reliant on vulnerable supply chains, and more on the cutting edge of innovation and technological advancement.

NOW, THEREFORE, I, Cathy Clark, Mayor of the City of Keizer, together with the Keizer City Council assembled in Regular Session, do hereby proclaim, November 30, 2024, as:

SMALL BUSINESS SATURDAY®

And urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday® and throughout the year.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer to be herein affixed this 18th day of November 2024.

MAYOR CATHY CLARK
City of Keizer, Oregon



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Melissa Bisset, City Recorder
Subject: Volunteer of the Quarter Award - Carol Phipps

Proposed Motion

No motion necessary.

I. Summary

The Volunteer Coordinating Committee met on October 10, 2024, to review nominations for the Volunteer of the Quarter Award.

II. Background

- A. The Volunteer Coordinating Committee serves in an advisory capacity to the City Council and is responsible for making recommendations for appointments to various Boards, Commissions, and Committees. The Committee is also responsible for the recognition of City volunteers.

III. Current Situation

- A. Carol Phipps, the winner of the Volunteer of the Quarter award will be present to accept the award. We express our thanks and congratulations to Ms. Phipps for her contributions to our community.

IV. Analysis

- A. **Strategic Impact** - NA
- B. **Financial** - NA
- C. **Timing** - NA
- D. **Policy/Legal** - NA

V. Alternatives

A. NA

VI. Recommendation

Staff recommends the Mayor present the Volunteer of the Quarter award.

Attachments

1. Nomination for Carol Phipps - by Carolyn Homan - REDACTED
2. Nomination for Carol Phipps - by Rhonda Rich - REDACTED

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Tuesday, October 1, 2024 4:01 PM
To: Wilson, Dawn
Subject: Volunteer of the Quarter Nomination - New Form Submission for Keizer, Oregon
Attachments: ltr re Vol of Quarter Carol Phipps 10 2024.doc

CAUTION: This email originated from Outside Your Organization. Exercise caution when opening attachments or on clicking links from unknown senders. Please contact Information Technology for assistance.

A new submission has been received for Volunteer of the Quarter Nomination at 10/01/2024 4:01 PM

Name of Nominee: Carol Phipps
Address of Nominee: [REDACTED] Keizer, OR
Nominee Phone Number or Contact Information:
***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::** Varied volunteer work, focusing in part on beautification at Cummings School and West Keizer Parks. This is in support of Rhonda Rich's initial nomination of Carol Phipps as volunteer of the quarter
File Upload (ONE ONLY): ltr re Vol of Quarter Carol Phipps 10 2024.doc
Please explain the impacts these contributions have had on the city of Keizer or the Keizer community:: My nomination letter spells out Carol's work to beautify Cummings School, a hillside erosion project at Willamette Manor Park and regular attendance at Parks Advisory Board meetings to monitor happenings at our parks. With her husband, she also oversees food barrels sponsored by West Keizer Neighborhood Association at 3 locations in Keizer. She has also served on the WKNA Board of Directors for several years, including a term as Vice President.
Your Name: Carolyn Homan
Your Address: [REDACTED] Keizer, OR 97303
Your contact information (email or phone): [REDACTED]



Oct. 1, 2024

To: Keizer Volunteer Coordinating Committee

From: Carolyn Homan, secretary, West Keizer Neighborhood Association

Re: Volunteer of the Quarter nomination

I write in support of West Keizer Neighborhood Association President Rhonda Rich's nomination of Carol Phipps, a WKNA Board member, as Volunteer of the Quarter.

Carol has stepped up in a variety of ways to support quality of life in West Keizer and elsewhere. As a semi-retired education professional, she has focused in part on beautification at Cummings School. She has assumed coordination of annual clean-up of the grounds and new plantings at the Reader Board in front of the school, as well as planter pots at the main entrance and along the school's east side. She hauls water from her house to keep the planter bed and pots fresh and thriving. She also used her carpentry skills to build a riser for the planter pot display at the main entrance. The riser makes all of the pots and their flowers more visible.

She regularly attends the Park Advisory Board meetings in order to keep track of happenings at our parks, especially the five in West Keizer. At Willamette Manor Park, after some path reconstruction work along the north edge, she noticed that the steep hillside there was eroding. Her backyard backs up to the park there, so the problem was immediately noticeable. She took it upon herself (with WKNA Board agreement) to write a grant to the Parks Advisory Board for funds to purchase ground cover and other materials for a planting to help hold the hillside in place. The grant was successful and Carol ordered the plants and jute matting to help hold the ground until the plants could take over, picked up the plants and held them in her back yard until a WKNA volunteer crew she organized could get them planted.

She used her own water to tend the plants and when some suffered from the extreme heat that summer, she ordered more plants and organized a re-planting. The hillside project is now thriving and no erosion is occurring.

Carol also recently helped at the Big Toy in Keizer Rapids Park with replacement of some of the dedication pickets in the fence around the toy. She ordered one more for a family member and they discovered that purchasers were in charge of getting the pickets placed. It turned out to be "a project" because the old pickets had to be removed (not an easy process) before a new one could be placed. She has continued helping with picket replacement.

Carol and her husband, Dennis, also oversee food collection barrels WKNA has sponsored on behalf of Keizer Community Food Bank. The barrels are at Copper Creek, BiMart and Keizer Fire Dept. Carol tends to the informational signs and recently placed a QR code on them so that potential cash donors can scan and go directly to the food bank website to make their donation.

She is a great example of the "model" Keizer volunteer – someone who sees an issue and steps up to remedy it, finding other volunteers to help along the way. She has put her time, effort and her own resources (like her own water supply and plant purchases) into making Keizer a better place. I wholeheartedly endorse her nomination as Volunteer of the Quarter.

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Tuesday, October 1, 2024 2:06 PM
To: Wilson, Dawn
Subject: Volunteer of the Quarter Nomination - New Form Submission for Keizer, Oregon
Attachments: 2023 WKNA December Newsletter.pdf

CAUTION: This email originated from **Outside Your Organization. Exercise caution when opening attachments or on clicking links from unknown senders. Please **contact Information Technology for assistance**.**

A new submission has been received for Volunteer of the Quarter Nomination at 10/01/2024 2:06 PM

Name of Nominee: Carol Phipps
Address of Nominee: [REDACTED] Keizer 97303
Nominee Phone Number or Contact Information: [REDACTED]

***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::**

Carol was instrumental in obtaining two Parks Board grants to plant groundcover on the hillside next to the play structure at Willamette Manor Park. She recruited members of the WKNA for work parties to complete the project which provides erosion control where mud was covering the walking path. She has been maintaining the hill for the last year by watering and weeding and it is now a beautifully landscaped area. Carol in partnership with her husband maintains the WKNA food barrels at Copper Creek Mercantile, Keizer BiMart and the Keizer Fire Dept. This year Carol added a QR code to each barrel to make it easier for donors. Carol has managed a project at Cummings School for several years. She provides beautiful flowers under the reader board and decorative pots near the school entrances. She faithfully waters the flowers all summer hauling buckets of water to the school grounds. Recently Carol has taken on the project of installing new fence pickets at Keizer Rapids Park Big Toy. Carol has a passion for being involved in her community, especially for parks in West Keizer. She has also been involved in a beautification project at Palma Ciega park and Trashy Tuesdays. She is very deserving of this award!

File Upload (ONE ONLY): 2023 WKNA December Newsletter.pdf

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

Carol's contribution of the many hours of time and effort on the Willamette Manor Park Erosion/Beautification project enhances the enjoyment of that park, especially for park goers near the playground. Carol's efforts with Dennis Phipps (Dennis received Volunteer of the Qtr several years ago) resulted in collecting a total of 2348 lbs. of food and \$202 cash in 2024. Her addition of the QR code will make it easier for people to donate to the huge need at the Keizer Food Bank. Carol's work and passion on the beautification of Cummings School grounds creates a pride of ownership for the community for West Keizer's little school. Parents and staff have expressed their appreciation of her attention. Carol regularly attends Parks Board meetings and participates in projects in

many parks. She is a wonderful asset to our community and is a great example of a Community Volunteer!

Your Name:

Rhonda Rich

Your Address:

[REDACTED] Keizer, 97303

Your contact information (email or phone):

[REDACTED]



December 2023



WKNA TODAY

West Keizer Neighborhood Association Newsletter

In this issue:

- Ruby Bridges Walk to School Day
- Keizer Rapids Turf Field Update
- River Road Traffic Lights
- Verda Lane Open House
- Parks Update
- Keizer Happenings
- Upcoming Meetings
- Neighborhood Meeting Info

Ruby Bridges Walk to School Day

Students at Cummings Elementary School, along with their Principal Andrew Kronser, teachers, school aides, lots of parents, Mayor Cathy Clark, WKNA Board members Rhonda Rich and Carolyn Homan, along with Keizer Police Lt. Tim Heim and Officer Paul Quintero, joined hundreds of other students across the country in Ruby Bridges Walk to School Day Nov. 14. The walk commemorates the walk taken by Ruby Bridges 60 years ago in New Orleans as she integrated an all-white school and had to be accompanied by four federal marshals. The first Ruby Bridges commemorative walk took place in 2018 in San Francisco.

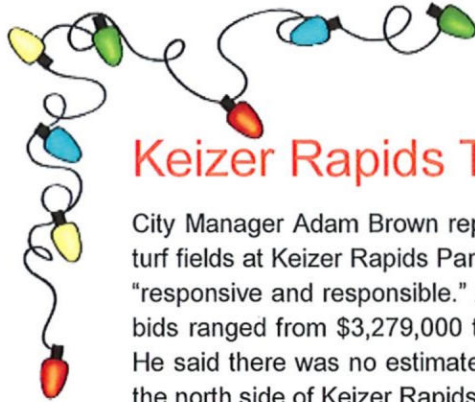
This Tuesday's walk at Cummings was done in part to encourage walking to school and pedestrian safety. Keizer's Forest Ridge Elementary school also participated this year.

Among the many students, parents and community members participating at Cummings Elementary School's Ruby Bridges Walk to School Day Nov. 14 were, left to right, WKNA Board President Rhonda Rich, Keizer Police Officer Paul Quintero, WKNA Board Secretary Carolyn Homan, Cummings Principal Andrew Kronser, Keizer Mayor Cathy Clark, and Keizer Police Lt. Tim Heim.



<http://www.westkeizerna.org/>

December 2023



Keizer Rapids Turf Field Update

City Manager Adam Brown reports that the city has received 14 bids to install two multi-sport turf fields at Keizer Rapids Park. The bids are under review by the engineer to ensure they are "responsive and responsible." A decision is expected at the Dec. 4 City Council meeting. The bids ranged from \$3,279,000 to \$4,180,000 and were fairly evenly spread across that range. He said there was no estimate on timing of construction as yet. The fields will be installed on the north side of Keizer Rapids Park next to Chemawa Road.

Mr. Brown previously said \$4 million (\$2 million each from the City and Marion Co. via federal ARPA funds) -- was in hand to install the two fields. For now, the project consists of the fields and a graveled parking area. The rest of the improvements originally envisioned (parking area, bathroom, concession stand, equipment building) will require more funding. There is access to \$500,000 to \$600,000 in systems development charges and Rep. Kevin Mannix also told the September WKNA meeting that he would consider resubmitting a request for \$1 million in state funding for the project during the upcoming legislative session.



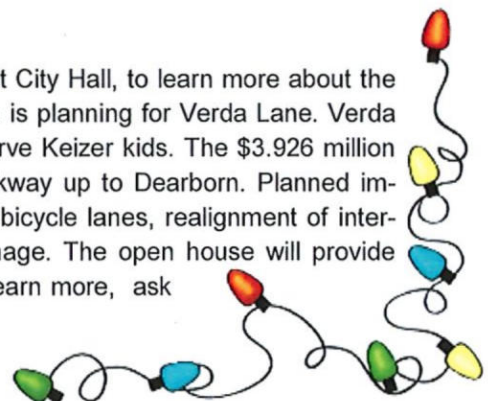
River Road Traffic Lights

As you've been driving River Road lately, you may have noticed sections of sidewalk being torn up. Keizer's Public Works Director Bill Lawyer said crews with NorthStar Communications, contractor with City of Salem, have been removing copper wire used for traffic signal communications. Crews will replace the wires with a fiber optic cable. During the 6-week installation period, scheduled to start Dec. 2, the City of Salem, which controls Keizer's traffic signal operations, will not be able to remotely monitor or adjust the signal timing. Mr. Lawyer said that means signal operations will be a little different. He said the goal is to give priority to River Road which has higher traffic volume. As a result, side streets connecting to River Road may have longer-than-normal wait times.

Verda Lane Open House

Residents are invited to an open house, 4-7 p.m. Dec. 7 at City Hall, to learn more about the improvement project Oregon Department of Transportation is planning for Verda Lane. Verda is heavily traveled and provides access to schools that serve Keizer kids. The \$3.926 million project, set for 2025, will improve Verda from Salem Parkway up to Dearborn. Planned improvements include construction of sidewalks, addition of bicycle lanes, realignment of intersections, formalized driveway access and upgraded drainage. The open house will provide project details and those attending will have a chance to learn more, ask questions and view maps of the project area.

<http://www.westkeizerna.org/>



December 2023



Parks Update

West Keizer Neighborhood Association in September received another Parks Advisory Board grant to plant more ground cover at Willamette Manor Park. The kinnikinnick plantings are stabilizing the dirt bank just north of the walking path alongside the play area. The first planting from summer temperatures. The fall planting, accomplished on a cool, damp day by a WKNA member work party, seems to have taken hold.

Photo: WKNA members planted more ground cover this fall at Willamette Manor Park. From left, Carolyn Homan, Rhonda Rich, Kathy Lincoln, Carol Phipps, Dennis Phipps. Also helping out was Tom Homan.



Keizer Happenings

December 1

- Holiday Giving Baskets tag return deadline

December 5

- Keizer Christmas Tree Lighting, Walery Plaza, 6:00—8:00 pm. Caroling and a visit from Santa Claus

December 6

- Holiday Giving Baskets Wrapping, wrapping of presents for gift baskets, Keizer Lions Club, 4100 Cherry Ave. NE, 4:00pm-until all gifts wrapped . info@keizerchamber.com

December 7

- Holiday Gibing Baskets Sorted and Boxed Keizer Lions Club, 4100 Cherry Ave. NE, 4:30pm-until all food is sorted . info@keizerchamber.com



December 9

- Gift basket distribution presented by the Keizer Network of Women, Keizer Lions Club, 4100 Cherry Ave. NE, 9:00am-until all baskets are delivered.
- Keizer Holiday Lights Parade, 7:00 pm River Rd N. from Lockhaven Dr. to Glynbrook St. (Parade application deadline: December 2, 2023)

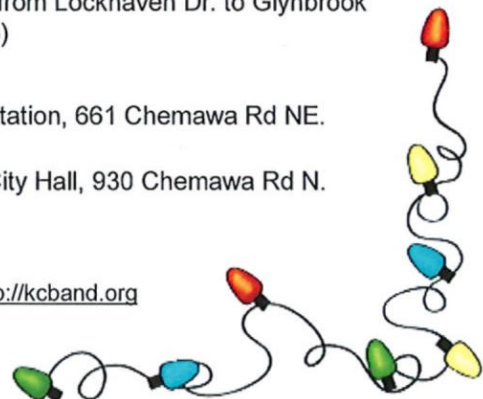
December 10

- Breakfast with Santa 7:30—11:30 am, Keizer Fire Station, 661 Chemawa Rd NE. astorms@keizerfire.com
- City of Keizer Toy Swap 10:00—12:00 pm, Keizer City Hall, 930 Chemawa Rd N. <https://www.keizer.org/toyswap>

December 13

- Holiday Concert 7:00—8:15 pm Keizer City Hall. <http://kcband.org>

<http://www.westkeizerna.org/>



December 2023



Upcoming Meetings

Keizer City Meetings:

- The following meetings have been cancelled for December
 - * Planning Commission
 - * Traffic/Safety/Bikeways/Pedestrian Committee
 - * All other commissions and councils will hold their regularly scheduled meetings

WKNA Meetings

- **1/11/2024—Chief Copeland to be WKNA's January guest speaker**
 - * Newly installed Keizer Chief of Police Andrew Copeland will be guest speaker at the Jan. 11 General meeting of West Keizer Neighborhood Association – 7 p.m. at City Hall. He succeeded Chief John Teague on Sept. 29, becoming Keizer's 5th Chief of Police. Chief Copeland has been with the department since 2002 and is a native of Keizer. Join us to hear about the new Chief's vision for Keizer policing. Election of WKNA Board members also will be held at the January meeting.
 - * Board members election will occur during the January WKNA meeting
- **2/8/2024—Liberty House and Simonka Place Presentation**
- **3/14/2024—Shane Witham, Planning Director, City of Keizer**

Neighborhood Meetings Times and Places

Do you have questions about the happenings in our neighborhood, but don't know whom to ask? Perhaps you would like to know what Keizer has planned for the next fiscal year.

You will find the agenda leading up to each meeting, news of the neighborhood, past meeting minutes and reports, along with information regarding your West Keizer Neighborhood Association board posted at www.westkeizerna.org.

Please feel free to bring your questions, and insights, to the next WKNA meeting. Our regularly scheduled meetings occur each second Thursday of the month except December, June, July & August, at 7:00pm. The meetings are at Keizer Civic Center, 930 Chemawa Rd NE.

We are happy to meet you!



The West Keizer Neighborhood Association is supported by the following Sponsors:

- | | |
|---------------------------|-----------------------------------|
| • Pronto Signs | • City of Keizer |
| • Sherwin/Williams Paint | • Keizer Parks Foundation |
| • Egan Gardens | • Men of Action in Keizer |
| • Copper Creek Mercantile | • Salem/Keizer School District 24 |
| • BiMart | • T-Shirt World, Terry Storm |

<http://www.westkeizerna.org/>



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: Event Center Use Fee Waiver - Keizer Chamber of Commerce - First Citizen and Awards Banquet

Proposed Motion

I move the City Council approve a waiver of the Event Center use fee of \$7,393.75 for the Keizer Chamber of Commerce First Citizen and Awards Banquet on January 18, 2025 but charge \$400.00 for third party security personnel.

I. Summary

The Keizer Chamber of Commerce has requested a use fee waiver for their First Citizen and Awards Banquet on Saturday, January 18, 2025. The letter of request is attached to this report. The event is open to the public and tickets are available for purchase at \$70 per person. The 2025 event will honor recipients of the Keizer First Citizen award, Merchant of the Year award, President's Choice award, Service to Education award, and the Dennis Koho Future First Citizen award. The estimated attendance is 400 people.

The rental rates for the Ballroom are \$243.75 per hour (includes Keizer-based 501(c) non-profit organization 25% discount) along with a refundable security deposit of \$1,500. The Chamber has requested access to the ballroom on the day of the event from 8:00 am until 11:00 pm and on the day before the event for setup from 8:00 am to 10:00 pm. The rental rate for this time period, including security, stage, and media equipment, is \$7,393.75.

Third party security personnel will be required during the hours of alcohol service at an additional \$400.00.

Staffing fees are included in the use fee. Staff will be required to set up the room prior to the event, cover during the event, and then clean/restore the room after the event. The approximate staff time is 36 hours, totaling \$1,800.

II. Background

- A. On August 21, 2024, the Keizer Chamber of Commerce submitted a letter requesting a fee waiver for the event.

- B. The Keizer City Council waived use fees for the 2024 Keizer First Citizen and Awards Banquet but charged for outside security costs.

III. **Current Situation**

- A. The City has received and approved the completed use agreement dated June 12, 2024 for the event.
- B. No other request for room reservations on this date have been received.

IV. **Analysis**

- A. **Strategic Impact** - Not applicable.
- B. **Financial** - The financial impact of this request is a reduction in use fee income of \$7,393.75 for the Event Center.
- C. **Timing** - The event is scheduled for January 18, 2025.
- D. **Policy/Legal** - Resolution R2024-3435 - Adopting Use Policies and Rates for the Keizer Event Center: Repealing Resolution R2023-3423, indicates that the City Council may reduce or waive rates, deposits or other costs for certain uses if, in the Council's sole discretion, the use is a significant benefit to the Keizer community considering such factors as the City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.

V. **Alternatives**

- A. Approve the waiver of the Event Center use fees of \$7,393.75.
- B. Take no action and the City will charge the applicable use fees for access to the room.

VI. **Recommendation**

Staff recommends the City Council approve the requested waiver of the Event Center use fees of \$7,393.75 for the Keizer Chamber of Commerce First Citizen and Awards Banquet on January 18, 2025.

Attachments

1. LTR_CC_2025 First Citizen Fee Waiver_11 18 2024
2. RES_CC_R2024-3435_2023-01-02 - Adopting Use Policies and Rates for the Keizer Event Center_11 18 2024

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."



4118 River Road N
Keizer, Oregon 97303
KeizerChamber.com

8/21/2024

To Mayor Cathy Clark, Council President Starr, City Councilors, City Manager Brown, and City Staff,

Each year in partnership with the City of Keizer, the Keizer Chamber of Commerce holds the First Citizen's Banquet. We are very grateful for the support and partnership from the city for this event and the many other events you allow us to hold at the City of Keizer Event Center.

The Keizer Chamber and the First Citizen's Committee would like to request the waiver of all fees acquired through the rental and use of the Event Center for the First Citizen's Banquet. This would be incredible support for the Keizer Chamber to allow us to focus on planning the event and making it wonderful for the city and the citizens that attend.

Thank you so much for your consideration.

Sincerely,

Corri Falardeau
Executive Director

EXECUTIVE BOARD

Jeremy Turner

Jane Lowery

Jonathan Thompson

Tami Levin

DIRECTORS

Alex Aguilar

Jenn Benavidez

Brian Canini

Misti Cook

Darrell Fuller

Mike Gatchet

Louis Risewick

Dave Walery

503.393.9111

info@KeizerChamber.com

@KeizerChamber

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2024-3435

ADOPTING USE POLICIES AND RATES FOR THE
KEIZER EVENT CENTER; **REPEALING**
RESOLUTION R2023-3423

WHEREAS, the City Council adopted policies for community use of city hall facilities in 1986;

WHEREAS, the adopted policies for community use of city hall facilities has been amended several times with the last revision taking place in 2023;

WHEREAS, the City Council adopted the current use rates for the Civic Center Community Rooms pursuant to Resolution R2023-3423;

WHEREAS, the Keizer Community Center name has been used since the Civic Center was built in 2009;

WHEREAS, the City Council has reviewed the matter and finds that it is appropriate to amend the name, policies and fees for the Community Center;

WHEREAS, the City Council desires to amend the name, policies and fees;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the Keizer Community Center shall be referred to as the Keizer Event Center and that staff is directed to revise all documentation referencing the name as agreements expire.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the following policies for use of the Keizer Event Center and lobby are hereby adopted:

Alcohol Policies: The following regulations apply to the allowance, sale or consumption of alcoholic beverages in the Keizer Event Center and lobby:

- a. Only individuals twenty-one (21) years of age or older may consume alcohol in accordance with this policy.
- b. No person shall sell, give or otherwise make available any alcoholic beverage to a person under the age of 21 years.
- c. No person shall sell, give or otherwise make available any alcoholic beverage to any person who is visibly intoxicated.
- d. Alcoholic beverages are permitted only in the Keizer Event Center and the adjoining lobby areas. Alcoholic beverages are prohibited outdoors and in other areas of the building.
- e. Alcoholic beverages are allowed only in conjunction with a reserved event and only after written approval has been given by the City.
- f. Alcoholic beverages will be served only by a licensed and bonded server pursuant to all Oregon Liquor Control Commission laws and regulations.
- g. Alcoholic beverages will be served only when acceptable Oregon Liquor Control Commission documentation has been provided to the City.
- h. Alcohol Caterer/server shall secure at its own expense General Liability Insurance with minimum limits of \$2,000,000.00 per occurrence and Liquor Liability Insurance with minimum limits of \$2,000,000.00 per occurrence unless specified by a specific contract approved by the City Attorney. The insurance policy is to be issued by an insurance company authorized to do business in the State of Oregon. The City of Keizer, its officers, agents, contractors, and employees shall be included as additional insured in said insurance policy. Evidence of the insurance and additional insured endorsement must be provided to City at least fourteen (14) days prior to the date of the event. As part of the event reservation process, the applicant and caterer/server shall agree to defend and indemnify the City, its employees, agents and contractors from any and all claims in connection with alcohol use on the premises.
- i. The City Manager may place reasonable conditions on the event to protect persons and property.

Insurance Policies: The following regulations apply to clients' use of the Keizer Event Center and lobby:

- a. The client shall, at its sole cost and expense, procure and maintain through the term of the rental a Commercial General Liability insurance

1 policy providing coverage against claims for bodily injury or death and
2 property damage occurring in or upon or resulting from the facilities used
3 hereunder in the amount of \$2,000,000, unless a different amount is
4 approved by the City Attorney. The Commercial General Liability
5 Insurance required shall be issued by an insurance company authorized to
6 do business in the State of Oregon. The City of Keizer, its officers, agents,
7 contractors, and employees shall be included as additional insured in said
8 insurance policy. Client must provide the City with the proof of the
9 insurance and additional insured endorsement evidencing such insurance at
10 least fourteen (14) days prior to the date of the contracted event. Failure to
11 provide the proof of insurance and endorsement will result in cancellation
12 of the event.

13 b. No insurance is required for non-alcoholic events when client is
14 using one or two small rooms.
15

16 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the
17 following use rates are hereby established:

18 1. Base Use Rates. The following base use rates shall be charged for the
19 Keizer Event Center:
20

- 21 a. Small room (828 - 864 square feet) - \$35.00 per hour with a three
22 hour minimum.
- 23 b. Medium room (2,556 - 2,769 square feet) - \$125.00 per hour with a
24 four hour minimum.
- 25 c. Large ballroom (8,165 square feet) - \$325.00 per hour with an eight
26 hour minimum.
- 27 d. Keizer-based 501(c) organizations may host fundraiser activities
28 using two Medium rooms or the Large ballroom for a base use fee
29 of \$600.00. This fee shall include the use of the facility and
30 amenities. The user will be responsible to pay all fees associated
31 with required staffing and security. The use under this provision is
32 limited to one (1) event per calendar year per Keizer-based 501(c)
33 organization and is limited to a maximum of twelve (12) hours
34 usage.
- 35 e. Keizer residents and Keizer-based 501(c) non-profit organizations
36 are entitled to a twenty-five percent (25%) discount on the base use
37 rates outlined in 1(b) and 1(c) herein. Keizer residents' use is limited
38 to personal, non-business use only, including, but not limited to
39 birthday parties, anniversary parties, and baby showers. (Small
40 rooms are not discounted.)

- 1 f. Government and quasi-government entities, e.g., City of Salem,
2 Marion County, State of Oregon, Salem-Keizer School District,
3 Keizer Fire District, Salem-Keizer Transit District, Keizer Chamber
4 of Commerce, League of Oregon Cities, Mid-Willamette Valley
5 Council of Governments, are entitled to a twenty percent (20%)
6 discount on the base use rates outlined in 1(b) and 1(c) herein.
7 (Small rooms are not discounted.)
8 g. City-hosted activities directly benefiting City operations are entitled
9 to a fifty percent (50%) discount on the base use rates outlined in
10 1(b) subject to the following:
11 i. Registration fees charged to participants shall total no more
12 than the actual out-of-pocket costs of the event.
13 ii. This discount is only available for one or two medium rooms.
14 The large ballroom and small room rates are not discounted.
15 iii. For Friday, Saturday or Sunday dates, the event may not be
16 reserved more than six (6) months prior to the event.
17 iv. No alcohol is allowed for City hosted events. Insurance is not
18 required.
19 h. The above discounts are not transferrable.
20

21 2. Exempt Uses. The following uses are exempt from payment of use rates
22 and insurance requirements, except caterer insurance if applicable. No
23 alcohol is allowed for these events:
24

- 25 a. City Meetings. City Council/Urban Renewal Agency meetings,
26 City/Urban Renewal Agency committee, task force, or staff
27 meetings, trainings, recruitments or exercises.
28 b. Neighborhood Associations. Recognized neighborhood
29 associations may hold their regular meetings, up to twelve (12)
30 meetings per year in one or two small rooms.
31 c. Keizer-based Youth Sports. Keizer-based youth sports
32 organizations may hold up to three (3) events per year using one
33 medium room or one or two small rooms.
34 d. Town Hall/Community Forums. City, Urban Renewal Agency,
35 Salem Area Mass Transit District, Marion County, and other
36 governmental agencies may hold town hall/community forums for
37 the purpose of gathering public input.
38 e. Keizer Library. The Keizer library may hold up to two (2) book sale
39 events per year using up to one medium room for up to three days.
40 f. City Employee/City Volunteer Training. Training and meetings for
41 City employees or City volunteers are exempt. Other governmental
42 employees or volunteers may also attend. No fee may be charged to

- 1 participants other than the actual meal cost, if a meal is served.
- 2 g. City-Hosted Educational Outreach Events. No registration fee may
- 3 be charged to the participants.
- 4 h. Outside Committees/Groups. With City Manager approval,
- 5 organizations connected with the City or benefitting City residents
- 6 such as Keizer United, Claggett Creek Watershed Council, and
- 7 Community Emergency Response Team may hold one meeting per
- 8 month in one or two small rooms. No registration fee may be
- 9 charged to the participants.

10

11 3. Other Agreements Exempt. Organizations with specific agreements for

12 Event Center Room use are not subject to the above rates. The City

13 Manager is authorized to negotiate and reduce the use rates for

14 organizations who request repeating scheduled use for a term not exceeding

15 two (2) years.

16

17 4. Council Approved Uses. The City Council may reduce or waive rates,

18 deposits or other costs for certain uses if, in the Council's sole discretion,

19 the use is a significant benefit to the Keizer community considering such

20 factors as the City's fixed and non-fixed costs, staff resources, wear and

21 tear on the facility, and other factors deemed appropriate by Council.

22

23 5 Additional Facility Charges. The City Manager is authorized to adopt and

24 impose surcharges for rental rates for additional facilities, including, but not

25 limited to stages, audio/visual equipment, computer equipment, kitchen

26 usage and additional labor expenses. The City Manager is authorized to

27 impose deposits, fees or additional charges as City Manager may deem

28 appropriate in their discretion.

29

30 6 Use Rates Subject to Facility Agreement. The use rates set forth herein are

31 subject to the provisions of the Facility Use Agreement as authorized by the

32 City Manager. The City Manager is authorized to amend the use rates if in

33 the City Manager's discretion such amended rates provide increased

34 transient occupancy taxes, other identifiable economic benefits to the

35 citizens of the City as a whole, or other identifiable fiscal benefits to the

36 City of Keizer administratively.

1 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that
2 Resolution R2023-3423 (Adopting Use Policies and Rates for the Keizer Community
3 Center Rooms; Repealing Resolution R2018-2932) is hereby repealed in its entirety
4 except for already booked events.

5 BE IT FURTHER RESOLVED that this Resolution shall take effect on January 1,
6 2024.

7 PASSED this 2nd day of January, 2024.

8
9 SIGNED this 2nd day of January, 2024.

10
11
12
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14
15

Anthony Clark
Mayor

Dawn Wilson
Deputy City Recorder



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: Event Center Use Fee Waiver - Valor Mentoring Fundraiser

Proposed Motion

I move the City Council approve a waiver of the Event Center use fee of \$925.00 for the Valor Mentoring Fundraiser event on October 29, 2024.

I. Summary

The City Council, during regular session on November 4, 2024, requested staff prepare for consideration a waiver of the Event Center use fee of \$925.00 for the Valor Mentoring Fundraiser event held on October 29, 2024.

The use rate for the Event Center Iris Ballroom is \$600.00 for up to 12 hours for a Keizer-based 501(c) organization conducting a fundraiser along with a refundable deposit of \$1,500.00. This discounted rate is available once per calendar year. In addition, Valor Mentoring requested use of the stage, projector/screens and coat rack for an additional \$325.00.

Staffing fees are included in the use fee. Staff set up the room prior to the event, provided cover during the event, and then cleaned/restored the room after the event. The approximate staff time was 16 hours, totaling \$800.00.

II. Background

- A. The City Council, during regular session on November 4, 2024, requested staff prepare a waiver of the Event Center use fee of \$925.00 for the Valor Mentoring Fundraiser event held on October 29, 2024.
- B. The City has not previously provided Valor Mentoring an Event Center use fee waiver.

III. Current Situation

- A. The event has concluded and the refundable deposit returned to Valor Mentoring.

IV. **Analysis**

- A. **Strategic Impact** - No strategic impact.
- B. **Financial** - The financial impact of this request is a reduction in use fee income of \$925.00 for the Event Center.
- C. **Timing** - The event was held October 29, 2024.
- D. **Policy/Legal** - Resolution R2024-3435 - Adopting Use Policies and Rates for the Keizer Event Center: Repealing Resolution R2023-3423, indicates that the City Council may reduce or waive rates, deposits or other costs for certain uses if, in the Council's sole discretion, the use is a significant benefit to the Keizer community considering such factors as the City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.

V. **Alternatives**

- A. Retroactively approve the waiver of the Event Center use fees of \$925.00.
- B. Take no action and the City will charge the applicable use fees for access to the room.

VI. **Recommendation**

Staff recommends the City Council approve a waiver of the Event Center use fee of \$925.00 for the Valor Mentoring Fundraiser event on October 29, 2024.

Attachments

- 1. RES_CC_R2024-3435_2023-01-02 - Adopting Use Policies and Rates for the Keizer Event Center_11 18 2024

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2024-3435

ADOPTING USE POLICIES AND RATES FOR THE
KEIZER EVENT CENTER; **REPEALING**
RESOLUTION R2023-3423

WHEREAS, the City Council adopted policies for community use of city hall facilities in 1986;

WHEREAS, the adopted policies for community use of city hall facilities has been amended several times with the last revision taking place in 2023;

WHEREAS, the City Council adopted the current use rates for the Civic Center Community Rooms pursuant to Resolution R2023-3423;

WHEREAS, the Keizer Community Center name has been used since the Civic Center was built in 2009;

WHEREAS, the City Council has reviewed the matter and finds that it is appropriate to amend the name, policies and fees for the Community Center;

WHEREAS, the City Council desires to amend the name, policies and fees;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the Keizer Community Center shall be referred to as the Keizer Event Center and that staff is directed to revise all documentation referencing the name as agreements expire.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the following policies for use of the Keizer Event Center and lobby are hereby adopted:

Alcohol Policies: The following regulations apply to the allowance, sale or consumption of alcoholic beverages in the Keizer Event Center and lobby:

- a. Only individuals twenty-one (21) years of age or older may consume alcohol in accordance with this policy.
- b. No person shall sell, give or otherwise make available any alcoholic beverage to a person under the age of 21 years.
- c. No person shall sell, give or otherwise make available any alcoholic beverage to any person who is visibly intoxicated.
- d. Alcoholic beverages are permitted only in the Keizer Event Center and the adjoining lobby areas. Alcoholic beverages are prohibited outdoors and in other areas of the building.
- e. Alcoholic beverages are allowed only in conjunction with a reserved event and only after written approval has been given by the City.
- f. Alcoholic beverages will be served only by a licensed and bonded server pursuant to all Oregon Liquor Control Commission laws and regulations.
- g. Alcoholic beverages will be served only when acceptable Oregon Liquor Control Commission documentation has been provided to the City.
- h. Alcohol Caterer/server shall secure at its own expense General Liability Insurance with minimum limits of \$2,000,000.00 per occurrence and Liquor Liability Insurance with minimum limits of \$2,000,000.00 per occurrence unless specified by a specific contract approved by the City Attorney. The insurance policy is to be issued by an insurance company authorized to do business in the State of Oregon. The City of Keizer, its officers, agents, contractors, and employees shall be included as additional insured in said insurance policy. Evidence of the insurance and additional insured endorsement must be provided to City at least fourteen (14) days prior to the date of the event. As part of the event reservation process, the applicant and caterer/server shall agree to defend and indemnify the City, its employees, agents and contractors from any and all claims in connection with alcohol use on the premises.
- i. The City Manager may place reasonable conditions on the event to protect persons and property.

Insurance Policies: The following regulations apply to clients' use of the Keizer Event Center and lobby:

- a. The client shall, at its sole cost and expense, procure and maintain through the term of the rental a Commercial General Liability insurance

1 policy providing coverage against claims for bodily injury or death and
2 property damage occurring in or upon or resulting from the facilities used
3 hereunder in the amount of \$2,000,000, unless a different amount is
4 approved by the City Attorney. The Commercial General Liability
5 Insurance required shall be issued by an insurance company authorized to
6 do business in the State of Oregon. The City of Keizer, its officers, agents,
7 contractors, and employees shall be included as additional insured in said
8 insurance policy. Client must provide the City with the proof of the
9 insurance and additional insured endorsement evidencing such insurance at
10 least fourteen (14) days prior to the date of the contracted event. Failure to
11 provide the proof of insurance and endorsement will result in cancellation
12 of the event.

13 b. No insurance is required for non-alcoholic events when client is
14 using one or two small rooms.
15

16 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the
17 following use rates are hereby established:

18 1. Base Use Rates. The following base use rates shall be charged for the
19 Keizer Event Center:
20

- 21 a. Small room (828 - 864 square feet) - \$35.00 per hour with a three
22 hour minimum.
- 23 b. Medium room (2,556 - 2,769 square feet) - \$125.00 per hour with a
24 four hour minimum.
- 25 c. Large ballroom (8,165 square feet) - \$325.00 per hour with an eight
26 hour minimum.
- 27 d. Keizer-based 501(c) organizations may host fundraiser activities
28 using two Medium rooms or the Large ballroom for a base use fee
29 of \$600.00. This fee shall include the use of the facility and
30 amenities. The user will be responsible to pay all fees associated
31 with required staffing and security. The use under this provision is
32 limited to one (1) event per calendar year per Keizer-based 501(c)
33 organization and is limited to a maximum of twelve (12) hours
34 usage.
- 35 e. Keizer residents and Keizer-based 501(c) non-profit organizations
36 are entitled to a twenty-five percent (25%) discount on the base use
37 rates outlined in 1(b) and 1(c) herein. Keizer residents' use is limited
38 to personal, non-business use only, including, but not limited to
39 birthday parties, anniversary parties, and baby showers. (Small
40 rooms are not discounted.)

- 1 f. Government and quasi-government entities, e.g., City of Salem,
2 Marion County, State of Oregon, Salem-Keizer School District,
3 Keizer Fire District, Salem-Keizer Transit District, Keizer Chamber
4 of Commerce, League of Oregon Cities, Mid-Willamette Valley
5 Council of Governments, are entitled to a twenty percent (20%)
6 discount on the base use rates outlined in 1(b) and 1(c) herein.
7 (Small rooms are not discounted.)
8 g. City-hosted activities directly benefiting City operations are entitled
9 to a fifty percent (50%) discount on the base use rates outlined in
10 1(b) subject to the following:
11 i. Registration fees charged to participants shall total no more
12 than the actual out-of-pocket costs of the event.
13 ii. This discount is only available for one or two medium rooms.
14 The large ballroom and small room rates are not discounted.
15 iii. For Friday, Saturday or Sunday dates, the event may not be
16 reserved more than six (6) months prior to the event.
17 iv. No alcohol is allowed for City hosted events. Insurance is not
18 required.
19 h. The above discounts are not transferrable.
20

21 2. Exempt Uses. The following uses are exempt from payment of use rates
22 and insurance requirements, except caterer insurance if applicable. No
23 alcohol is allowed for these events:
24

- 25 a. City Meetings. City Council/Urban Renewal Agency meetings,
26 City/Urban Renewal Agency committee, task force, or staff
27 meetings, trainings, recruitments or exercises.
28 b. Neighborhood Associations. Recognized neighborhood
29 associations may hold their regular meetings, up to twelve (12)
30 meetings per year in one or two small rooms.
31 c. Keizer-based Youth Sports. Keizer-based youth sports
32 organizations may hold up to three (3) events per year using one
33 medium room or one or two small rooms.
34 d. Town Hall/Community Forums. City, Urban Renewal Agency,
35 Salem Area Mass Transit District, Marion County, and other
36 governmental agencies may hold town hall/community forums for
37 the purpose of gathering public input.
38 e. Keizer Library. The Keizer library may hold up to two (2) book sale
39 events per year using up to one medium room for up to three days.
40 f. City Employee/City Volunteer Training. Training and meetings for
41 City employees or City volunteers are exempt. Other governmental
42 employees or volunteers may also attend. No fee may be charged to

- 1 participants other than the actual meal cost, if a meal is served.
- 2 g. City-Hosted Educational Outreach Events. No registration fee may
- 3 be charged to the participants.
- 4 h. Outside Committees/Groups. With City Manager approval,
- 5 organizations connected with the City or benefitting City residents
- 6 such as Keizer United, Claggett Creek Watershed Council, and
- 7 Community Emergency Response Team may hold one meeting per
- 8 month in one or two small rooms. No registration fee may be
- 9 charged to the participants.

- 10
- 11 3. Other Agreements Exempt. Organizations with specific agreements for
- 12 Event Center Room use are not subject to the above rates. The City
- 13 Manager is authorized to negotiate and reduce the use rates for
- 14 organizations who request repeating scheduled use for a term not exceeding
- 15 two (2) years.
- 16
- 17 4. Council Approved Uses. The City Council may reduce or waive rates,
- 18 deposits or other costs for certain uses if, in the Council's sole discretion,
- 19 the use is a significant benefit to the Keizer community considering such
- 20 factors as the City's fixed and non-fixed costs, staff resources, wear and
- 21 tear on the facility, and other factors deemed appropriate by Council.
- 22
- 23 5 Additional Facility Charges. The City Manager is authorized to adopt and
- 24 impose surcharges for rental rates for additional facilities, including, but not
- 25 limited to stages, audio/visual equipment, computer equipment, kitchen
- 26 usage and additional labor expenses. The City Manager is authorized to
- 27 impose deposits, fees or additional charges as City Manager may deem
- 28 appropriate in their discretion.
- 29
- 30 6 Use Rates Subject to Facility Agreement. The use rates set forth herein are
- 31 subject to the provisions of the Facility Use Agreement as authorized by the
- 32 City Manager. The City Manager is authorized to amend the use rates if in
- 33 the City Manager's discretion such amended rates provide increased
- 34 transient occupancy taxes, other identifiable economic benefits to the
- 35 citizens of the City as a whole, or other identifiable fiscal benefits to the
- 36 City of Keizer administratively.
- 37
- 38
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- 40
- 41
- 42

1 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that
2 Resolution R2023-3423 (Adopting Use Policies and Rates for the Keizer Community
3 Center Rooms; Repealing Resolution R2018-2932) is hereby repealed in its entirety
4 except for already booked events.

5 BE IT FURTHER RESOLVED that this Resolution shall take effect on January 1,
6 2024.

7 PASSED this 2nd day of January, 2024.

8
9 SIGNED this 2nd day of January, 2024.

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12
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14
15

Anthony Clark
Mayor

Dawn Wilson
Deputy City Recorder



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Joseph Lindsay, City Attorney
Subject: Municipal Court Judge Observation Form Procedures

Proposed Motion

I move to adopt Resolution R2024-___ In the Matter of Adoption of the Municipal Judge Evaluation Process; Repealing Resolution No. R2021-3142.

I. Summary

Now that the City Council has approved the Municipal Court Judge Observation Form for use by councilors, the resolution regarding the Municipal Judge Evaluation Process needs to be amended to account for how to use the form.

II. Background

- A. The Keizer City Council adopted the Municipal Court Judge Observation Form at the September 3, 2024, general meeting. At that time, the mayor suggested having the PPC help decide how to best use the form. There is a resolution (R2021-3142) adopting a Municipal Judge Evaluation Process that was adopted prior to the adoption of this new form. At the October 28, 2024, meeting of the PPC, the committee advised the City Council to adopt these changes in the resolution. I have attached a relined version for your convenience.

III. Current Situation

- A. Now that there is an adopted form for judicial observations, an understood process needs to be in place for how it gets used by the councilors. Since there is a resolution on point, the process for using the form should amend that resolution.
- B. At the October 28, 2024, meeting of the PPC, the committee advised the City Council to adopt these changes in the resolution.

IV. Analysis

- A. **Strategic Impact** - NA

B. **Financial** - NA

C. **Timing** - The next judicial observations will be announced at the first meeting in January, so the process should be in place for the two councilors to conduct their observations in the following months.

D. **Policy/Legal** - Because the judge is a city official, the Council can use executive session for any performance evaluation of the position. If any observation produces an area that is unsatisfactory, the Council should avail itself of the executive session protection, so that a candid discussion can take place in a privileged setting as well as give the judge an opportunity to get the proper notice prior to being evaluated.

V. **Alternatives**

- A. Adopt the resolution, affirming the suggested language changes.
- B. Adopt the resolution with amended language.
- C. Do not adopt the resolution.

VI. **Recommendation**

Staff recommends adoption of the resolution.

Attachments

- 1. RES_CC_ Amending Judge Evaluation Process-Redlined_11 18 2024
- 2. RES_CC_ Amending Judge Evaluation Process-Clean_11 18 2024

“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R202~~41~~-_____

IN THE MATTER OF ADOPTION OF THE
MUNICIPAL JUDGE EVALUATION PROCESS;
REPEALING RESOLUTION NO. R20~~21-314215-~~
~~2572~~

WHEREAS, the Municipal Judge is appointed by the City Council;

WHEREAS, the Council desires a means of understanding and ensuring this
appointed position is performing in accordance with the Council's scope of work;

WHEREAS, Resolution R20~~21-314215-2572~~ adopted an evaluation process to
be used in evaluation of the performance of the municipal judge;

WHEREAS, the City Council wishes to adopt a new evaluation process;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the following
Municipal Judge Evaluation Process is hereby adopted:

At the first meeting in January every odd numbered year, the Mayor will
announce two Councilors to attend arraignments and/or hearings and check in with the
Judge for the upcoming year and two Councilors to attend arraignments and/or hearings
and check in with the Judge for the following year. The Councilors will complete the
Council adopted Municipal Court Judge Observation Form and return the completed
form to the City Attorney no later than the first meeting in October each year. The City
Attorney will review the completed Observation Form and if there are any
Unsatisfactory scores, the City Attorney will set an executive session between the Judge

1 and the Keizer City Council for further evaluation and such evaluation shall be held in
2 executive session pursuant to state law. If no Unsatisfactory scores are identified, the
3 City Attorney will add the matter to the agenda and tThe Councilors will report their
4 observations to the City Council at a regularly scheduled meeting no later than the
5 second meeting in October each year. ~~If the City Council deems it necessary, a formal~~
6 ~~evaluation between the City Council and the Municipal Court Judge shall be scheduled~~
7 ~~and such evaluation shall be held in executive session pursuant to state law. If one or~~
8 ~~both Councilors scheduled to complete the evaluation process is unable to perform the~~
9 ~~process, timely and reasonable adjustments to the observing Councilors may be made by~~
10 ~~the Mayor to ensure at least two observations are performed each year.~~ Failure to
11 complete this process each year shall in no way effect the Municipal Judge's position of
12 validity, effectiveness or jurisdiction of the municipal court or the Municipal Judge.

13 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that
14 Resolution No. R2021-3142~~15-2572~~ is hereby repealed in its entirety.

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

17 PASSED this _____ day of _____, 20241.
18

19 SIGNED this _____ day of _____, 20241.
20

21 _____
22 Mayor
23

24 _____
25 City Recorder

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2024-_____

4
5 IN THE MATTER OF ADOPTION OF THE
6 MUNICIPAL JUDGE EVALUATION PROCESS;
7 **REPEALING RESOLUTION NO. R2021-3142**

8
9 WHEREAS, the Municipal Judge is appointed by the City Council;

10 WHEREAS, the Council desires a means of understanding and ensuring this
11 appointed position is performing in accordance with the Council's scope of work;

12 WHEREAS, Resolution R2021-3142 adopted an evaluation process to be used in
13 evaluation of the performance of the municipal judge;

14 WHEREAS, the City Council wishes to adopt a new evaluation process;

15 NOW, THEREFORE,

16 BE IT RESOLVED by the City Council of the City of Keizer that the following
17 Municipal Judge Evaluation Process is hereby adopted:

18 At the first meeting in January every odd numbered year, the Mayor will
19 announce two Councilors to attend arraignments and/or hearings and check in with the
20 Judge for the upcoming year and two Councilors to attend arraignments and/or hearings
21 and check in with the Judge for the following year. The Councilors will complete the
22 Council adopted Municipal Court Judge Observation Form and return the completed
23 form to the City Attorney no later than the first meeting in October each year. The City
24 Attorney will review the completed Observation Form and if there are any
25 Unsatisfactory scores, the City Attorney will set an executive session between the Judge

1 and the Keizer City Council for further evaluation and such evaluation shall be held in
2 executive session pursuant to state law. If no Unsatisfactory scores are identified, the
3 City Attorney will add the matter to the agenda and the Councilors will report their
4 observations to the City Council at a regularly scheduled meeting no later than the
5 second meeting in October each year. If one or both Councilors scheduled to complete
6 the evaluation process is unable to perform the process, timely and reasonable
7 adjustments to the observing Councilors may be made by the Mayor to ensure at least
8 two observations are performed each year. Failure to complete this process each year
9 shall in no way effect the Municipal Judge's position of validity, effectiveness or
10 jurisdiction of the municipal court or the Municipal Judge.

11 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that
12 Resolution No. R2021-3142 is hereby repealed in its entirety.

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

15 PASSED this _____ day of _____, 2024.

16
17 SIGNED this _____ day of _____, 2024.

18
19
20 _____
Mayor

21
22 _____
23 City Recorder



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Adam Brown, City Manager
Subject: Public Library Discussion

Proposed Motion

I move to direct staff to bring back a resolution of support for the City to acknowledge the Keizer Community Library as the community's library in order to apply for public library status with the state library association.

I. Summary

Public Library Discussion

II. Background

- A. Councilor Shaney Starr requested that this item be put on the agenda for discussion. She received the support from Councilor Soraida Cross which is attached. She also received support from Councilor Laura Reid, from whom I received verbal confirmation of support.

III. Current Situation

- A. The item has the required support to be debated.

IV. Analysis

- A. **Strategic Impact** - No strategic impact.
- B. **Financial** - No analysis at this time.
- C. **Timing** - No analysis at this time.
- D. **Policy/Legal** - No analysis at this time

V. Alternatives

A. No analysis at this time.

VI. Recommendation

Staff will follow the direction of the council and provide analysis if the council directs staff to come back with a resolution.

Attachments

1. Email_SS_Support for Discussion Library_11 14 2024

“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”

Brown, Adam

From: Shaney Starr
Sent: Tuesday, November 12, 2024 11:51 AM
To: Brown, Adam
Cc: Bisset, Melissa
Subject: Fwd: Agenda item - Keizer Library

FYI. Both have supported.

Shaney Starr, MS
City of Keizer
Council President
Position #2

Sent from my iPhone, so please excuse typos!

Begin forwarded message:

From: Soraida Cross <CrossS@keizeror.gov>
Date: November 12, 2024 at 11:47:29 AM PST
To: Shaney Starr <StarrS@keizeror.gov>, Laura Reid <ReidL@keizeror.gov>
Subject: Re: Agenda item - Keizer Library

Good morning!

I support your email below regarding the library.

Soraida

From: Shaney Starr <StarrS@keizeror.gov>
Sent: Monday, November 11, 2024 3:01 PM
To: Soraida Cross <CrossS@keizeror.gov>; Laura Reid <ReidL@keizeror.gov>
Subject: Agenda item - Keizer Library

Hi there -

Would the two of you please support a discussion around directing staff to bring back an ordinance for city council to acknowledge Keizer community library as the communities library. This is the last step that Keizer community library needs in order to apply for public library status with the state library association. There are 10 requirements and they have met them all and they have ran the draft of their application by the state librarian who has said all looks good save for the missing piece of this ordinance. One important item to note, this item does not encumber the council or future councils to any financial support.

Shaney Starr, MS
City of Keizer
Council President
Position #2

Sent from my iPhone, so please excuse typos!

- e) The Council shall vote on the Committee recommendation. A memorandum of concern would require a four (4) member vote of the Council; a censure would require at least a five (5) member vote. The Council member in question shall not take part in the discussion or the vote.
- f) If misconduct is not found unanimously by the City Council Committee, a public report of the Committee findings will be presented to the City Council during a Council meeting. A copy of that report will be given to the Council member who was investigated.

SECTION 17 – COUNCIL VACANCIES/APPOINTMENTS

17.1 Vacancy of Council Position – Section 7.8 of the Keizer City Charter outlines circumstances in which a Council position may become vacant. Vacant elective offices shall be filled by appointment. A majority vote of the remaining members of the Council shall be required to validate the appointment. Upon validation, the appointee's term of office shall begin and continue throughout the unexpired term of the predecessor.

17.2 Vacancy of Mayor Position – In the event the office of the Mayor becomes vacant, the Council President shall become Mayor. A new Council President shall be nominated accordingly from the remaining members of the Council. The Council then shall appoint a Councilor to fill the vacancy as set forth below.

17.3 Declaration of Vacancy – If required by the Charter, the vacant position shall be declared vacant by Resolution.

17.4 Process for Appointment – The Council shall adopt a timeline for the appointment process. A press release will be issued inviting members of the community, who meet the qualifications as outlined in the Charter, to submit a letter of interest and resume, as well as a completed form certifying the candidate's qualifications for the office. Only candidates who have submitted the certification form, letter and resume by the deadline determined by the Council may be considered. Within 120 days of vacancy, the Council shall appoint the replacement Councilor as set forth in this Section.

17.5 Presentation Process – The candidates shall be invited to make a presentation before the City Council. The presentation process is as follows:

- a) Presentation length: Five minutes. There is to be no discussion or questions by the Council whatsoever, except for the written questions noted below.
- b) Order of the presentations: Drawn from the official bucket.

- c) Candidates will be requested to sequester themselves outside the Council Chambers until time for their presentation so they will not gain advantage by listening to the other candidates. They may remain in the audience after their presentation.
- d) Each of the six current Council members may submit a written question to be given the candidates. The candidates may choose to address the questions in their presentations. The deadline for submittal of the questions shall be one week before the presentation.
- e) Following close of the presentation, all candidates who have submitted a letter of interest and resume shall be considered and formal nominations shall not be made.

17.6 Appointment Vote – The Presiding Officer or City Attorney shall review the appointment process with members of the audience prior to any votes being taken. Written ballots shall be prepared containing the names of all of the candidates. The following voting process will be followed:

- a) Each of the remaining members of the Council shall select one candidate and mark their ballot accordingly. If one candidate receives the majority of the votes of the remaining members of the Council, such candidate shall be appointed to fill the vacant position.
- b) If no candidate receives a majority vote of all remaining members of the Council on the first ballot, a second ballot shall be distributed. The second ballot shall contain the names of the two candidates receiving the most votes from the first ballot, unless a tie resulted from the first ballot. In a first place tie situation, all first place candidates will be placed on the second ballot. If there is one first place candidate and tied second place candidates, then all first and second place candidates will be placed on the second ballot. Each remaining member of the Council shall select one candidate and mark their ballot accordingly. The candidate receiving a majority of the votes of the remaining members of the Council shall then be appointed to the vacant position.
- c) If no candidate receives a majority vote of all remaining members of the Council on the second ballot, a third and final ballot shall be distributed. The third and final ballot shall contain the names of the two candidates receiving the most votes from the second ballot, unless a tie resulted from the second ballot. In a first place tie situation, all first place candidates will be placed on the third and final ballot. If there is one first place candidate and tied second place candidates then all first and second place candidates will be placed on a third and final ballot. Each remaining member of the Council shall select one candidate and mark their ballot accordingly. The candidate receiving the majority of the votes of the remaining members of the Council shall be appointed to the vacant position. In case of a tie vote on this third and final vote, the Council will select the replacement Councilor

according to the procedure outlined in Section 17.7 – Tie Votes – Appointment Process.

d) By Resolution, the Council shall validate the appointment.

17.7 Tie Votes- Appointment Process – If no candidate receives a majority vote of all remaining members of the Council on the third and final vote, the names of the two candidates receiving the most votes from the third and final ballot will be placed in an official City bucket, unless a tie resulted from the third and final ballot. In a first place tie situation, all first place candidates will be placed in the official City bucket. If there is a one first place candidate and tied second place candidates, then all first and second placed candidates' names will be placed in the official City bucket. The City Recorder will draw the successful name.

17.8 Tie Votes – Council Election – When two or more candidates running for the same Council position, have an equal and the highest number of votes, the successful candidate will be determined by a drawing of lots. Upon confirmation of a recount by the Marion County Elections Division, this determination shall take place at the first regularly scheduled meeting after such recount confirmation. The Council will use the same process to determine the successful candidate as outlined in Section 17.7 – Tie Votes – Appointment Process.

SECTION 18 – CREATION OF CITY COMMITTEES, BOARDS AND COMMISSIONS, COUNCIL COMMITTEES, AD-HOC TASK FORCES AND WORK GROUPS

18.1 Citizen Committees, Boards and Commissions – At any time, the Council may by resolution establish any City Board, Commission or Committee deemed necessary and in the best interests of the City. Any committee so created may contain one or more Council members as members. Unless otherwise provided, all City Boards, Commissions, and Committees so created shall sunset at the end of their mission. As part of the Council Goal and Work Plan process, the Council shall review the purpose, need, and objectives of all boards, commissions and committees that are not statutorily required.

18.2 Membership Appointment –Each Council member will make a one-member appointment to the Volunteer Coordinating Committee as allowed in Council resolution for a two-year term. If a Council member leaves office prior to the end of the Council member's scheduled term, the replacement Council member shall appoint a member to the Volunteer Coordinating Committee. Except for Council members, all other applicants for City Boards, Commissions, Committees or any group (other than Council Work Groups, Task Forces, or Outside Committees) will be recommended by the members of the Volunteer Coordinating Committee who will receive, review, and process written applications and forward recommendations to the Council for appointment consideration, unless the Resolution, Ordinance, or State Statute defines the appointment process differently. The Community Diversity Engagement Committee members shall be directly appointed by Council members as called for in the Resolution creating such committee.



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Melissa Bisset, City Recorder
Subject: Clear Lake Commons Street Lighting Local Improvement District

Proposed Motion

I move to adopt Resolution R2024-____ Declaring the City's Intent to Initiate a Street Lighting Local Improvement District (Clear Lake Commons) and Directing the City Engineer to Make a Survey and File a Written Report with the City Recorder.

I. Summary

On October 29, 2024, a petition was filed by Trademark Enterprises LLC to form a Local Improvement District for street lights. The petition contained the required signatures of the property owner as outlined by City of Keizer Ordinance No. 94-278.

II. Background

- A. Ordinance No. 94-278 provides procedures for Municipal Lighting Districts and Special Assessments.
- B. When the Council considers it necessary and convenient to form a municipal lighting district and to finance said district in whole or in part by special assessment according to benefits conferred on property within the district, the Council shall declare by resolution that it intends to form the district.
- C. The resolution sets forth the proposed boundaries of the district and directs the City Engineer to make a survey of the district.

III. Current Situation

- A. A petition was filed on October 29, 2024, by Trademark Enterprises LLC to form a Local Improvement District for street lights. The petition contains the number of required signatures of the property owner as outlined by City of Keizer Ordinance 94-278.
- B. At this time the City Council should determine if it is necessary and convenient to form a lighting district and to finance the district in whole or in part by special assessment. If the Council makes the determination, then the Council should

approve the Resolution setting forth the proposed boundaries of the district and directing the City Engineer to make a survey of the district.

IV. Analysis

- A. **Strategic Impact** - The City Council adopted procedures to form new street lighting districts in 1987 in an effort to work toward the Council's goal of street lighting citywide.
- B. **Financial** - There is no financial impact until the lighting district is formed.
- C. **Timing** - The Council, by resolution, sets a time frame for the City Engineer to file a written report with the City Recorder. After the Engineer's report has been filed with the City Recorder, it will be brought to the Council at a City Council meeting for the Council's consideration. At that time, the Council may by resolution approve the report as submitted or may amend and approve the report as amended. The Council may also direct the City Engineer to furnish the Council with a further report or information or, the Council may by resolution record its intention to abandon the formation of the district. If the Council approves the Engineer's report as submitted or amended, they will declare by resolution that it intends to form the district and the City Recorder will notice a Public Hearing to be held at a City Council Meeting.
- D. **Policy/Legal** - The City Council adopted Ordinance No. 94-278 related to Municipal Lighting Districts and Special Assessments.

V. Alternatives

- A. Adopt the attached Resolution.
- B. Determine that it is not necessary nor convenient to form a lighting district and to finance the district and not adopt the Resolution.

VI. Recommendation

Staff recommends the City Council adopt the Resolution initiating Clear Lake Commons Local Improvement District and direct the City Engineer to prepare a survey of the area.

Attachments

- 1. DOC_Petition to Form Local Improvement District for Street Lighting_11 18 24
- 2. RES_CC_Declaring Intent to Initiate Street Lighting Local Imp District -Clear Lake Commons_11 18 2024

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."

PETITION TO FORM LOCAL IMPROVEMENT DISTRICT FOR STREET LIGHTING

To the City Council for the City of Keizer:

The undersigned being the owner or contract purchaser of the described property hereinafter set opposite my or its name, hereby petition the Keizer City Council to form a **STREET LIGHTING LOCAL IMPROVEMENT DISTRICT** for:

Clear Lake Commons

within the City of Keizer.

The legal description of the proposed district is:

See attached deed

PLEASE ATTACH A MAP OF THE AREA

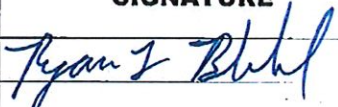
This petition to form this district is in conformity with the charter, ordinances and regulations of the City of Keizer.

PETITION SUBMITTED BY:

NAME: Jeremy Grenz

ADDRESS: 1155 13th St. SE, Salem OR 97302

PHONE NUMBER: 503-910-7805

DATE	DEED HOLDER/CONTRACT BUYER	SIGNATURE	ADDRESS OF PROPERTY (IF VACANT - LOT NUMBER/SECTION)
10/28/2024	Trademark Enterprises LLC		1135 Clear Lake Rd. NE



THIS SPACE RESERVED FOR RECORDER'S USE

After recording return to:

Trademark Enterprises LLC, an Oregon limited liability company

PO Box 5248

Salem, OR 97304

Until a change is requested all tax statements shall be sent to the following address:

Trademark Enterprises LLC, an Oregon limited liability company

PO Box 5248

Salem, OR 97304

File No. 604334AM

MARION COUNTY RECORDS

2023-32705

D-DEED

10/31/2023 02:12 PM

\$10.00 \$11.00 \$10.00 \$60.00

\$91.00



I, Bill Burgess, County Clerk for Marion County, Oregon, certify that the instrument identified herein was recorded in the Official Records.

William J. Burgess

Pgs=2 DEB

STATUTORY WARRANTY DEED

John C. Terpening and Holly H. Terpening, as tenants by the entirety ,

Grantor(s), hereby convey and warrant to

Trademark Enterprises LLC, an Oregon limited liability company,

Grantee(s), the following described real property in the County of Marion and State of Oregon free of encumbrances except as specifically set forth herein:

Beginning on the South line of the Northeast quarter of Section 23, in Township 6 South, Range 3 West of the Willamette Meridian in Marion County, Oregon, at an iron pipe which is 1947.11 feet West from the quarter corner between Sections 23 and 24 of said Township and Range; thence North 404.79 feet to the Southwest corner of Clear Lake Addition No. 2; thence East, along the South line of said Addition, a distance of 192.76 feet to an iron rod which is 107.65 feet West from the initial corner of said Addition; thence South 404.79 feet to a point on the South line of the Northeast quarter of said Section 23; thence West 192.76 feet to the point of beginning.

FOR INFORMATION PURPOSES ONLY, THE MAP/TAX ACCT #(S) ARE REFERENCED HERE:

063W23AC05300

519631

The true and actual consideration for this conveyance is \$725,000.00.

The above-described property is free of encumbrances except all those items of record, if any, as of the date of this deed and those shown below, if any:

Marion County
Document Separator Page

Instrument # 2023-32705

October 31, 2023 02:12 PM

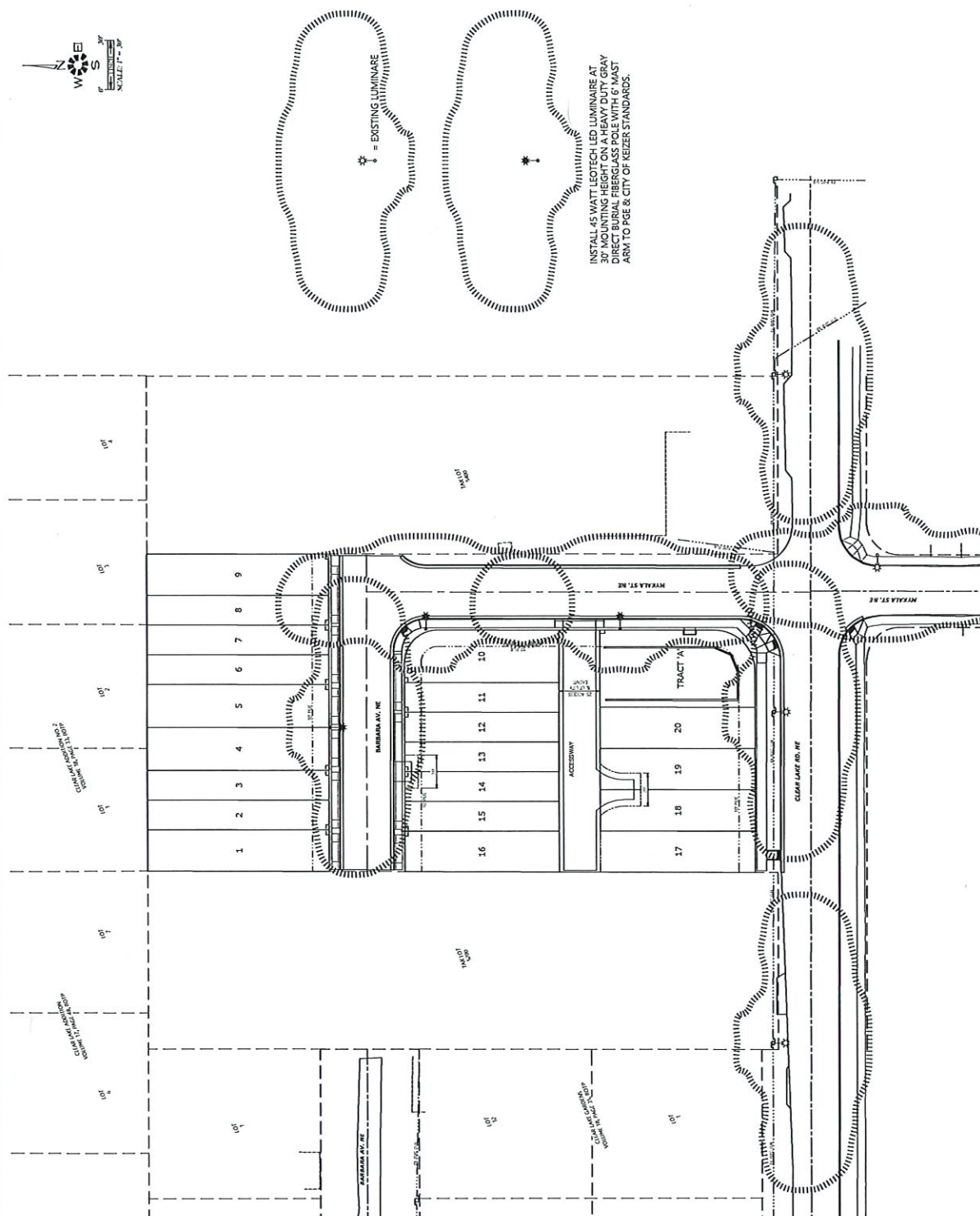
State of Oregon
County of Marion

I hereby certify that the attached
instrument was received and duly
recorded by me in Marion County
records:

Fee: \$91.00

Bill Burgess
Marion County Clerk

This is not an invoice.



06 3W 23AC

06 3W 23AC

KEIZER



MARION COUNTY, OREGON
SW 1/4 NE 1/4 SEC 23 T6S R3W W.M.
SCALE 1" = 100'

LEGEND

LINE TYPES

- Historical Boundary
- Taxlot Boundary
- Road Right-of-Way
- Railroad Right-of-Way
- Private Road ROW
- Subdivision Plat Bndry
- Waterline - Taxlot Bndry
- Waterline - Non Bndry
- Historical Boundary
- Easement
- Railroad Centerline
- Taxcode Line
- Map Boundary
- Waterline - Non Bndry

CORNER TYPES

- + 1/4 Section Cor.
- ⊙ D/C Corner
- ⊕ 1/4 Section Cor.
- ⊕ 16, 15
- ⊕ 21, 22

NUMBERS

Tax Code Number
00 00 0

Acresage
0.25 AC

NOTES

Tick Marks: A tick mark in the road indicates that the labeled dimension extends into the public ROW



CANCELLED NUMBERS	
2100	
2400	
3000	
3500	
4700	

DISCLAIMER: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY

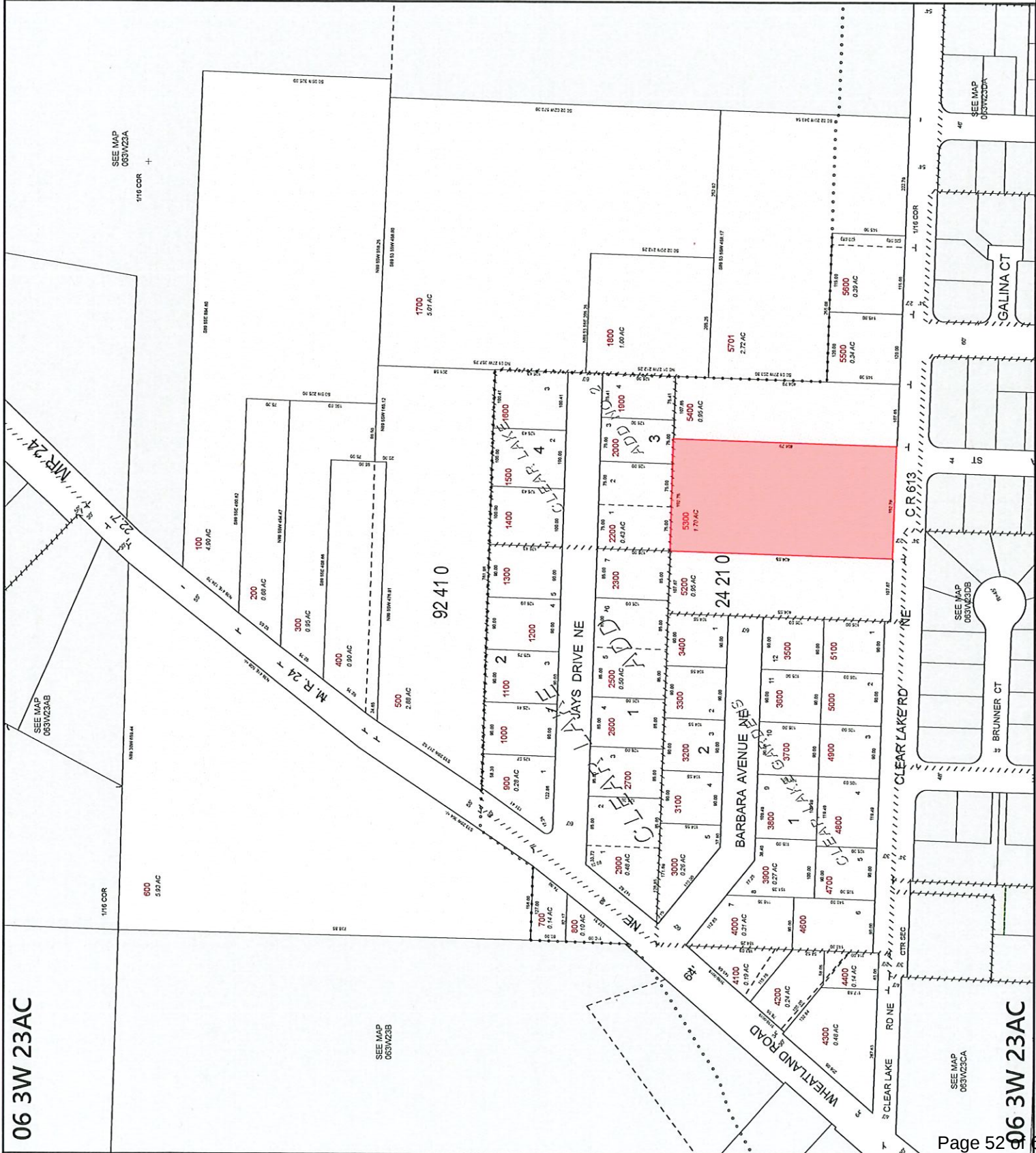


FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT
WWW.CO.MARION.ORG

PLOT DATE: 10/16/2020

KEIZER

06 3W 23AC



1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2024-____

4
5 DECLARING THE CITY'S INTENT TO INITIATE A STREET LIGHTING
6 LOCAL IMPROVEMENT DISTRICT (CLEAR LAKE COMMONS) AND
7 DIRECTING THE CITY ENGINEER TO MAKE A SURVEY AND FILE A
8 WRITTEN REPORT WITH THE CITY RECORDER
9

10 WHEREAS, the City Council of the City of Keizer has received a petition
11 from the developer to initiate a street lighting district in the Clear Lake Commons
12 development in the City of Keizer, Oregon; and

13 WHEREAS, pursuant to City of Keizer Ordinance 94-278, the necessary
14 signatures of land owner comprising two-thirds of the property to be included within
15 Clear Lake Commons Street Lighting District have requested the formation of the
16 district;

17 NOW, THEREFORE,

18 BE IT RESOLVED by the City Council of the City of Keizer that:

- 19 1. The City Council declares its intent to initiate Clear Lake Commons
20 Street Lighting Local Improvement District;
- 21 2. The map attached hereto, marked Exhibit "A", and by this reference
22 incorporated herein sets forth the proposed boundaries of the district;
- 23 3. The City Engineer is hereby directed to make a survey of the District;
- 24 4. The City Engineer shall file a written report with the City Recorder on
25 or before December 6, 2024.

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

3 PASSED this _____ day of _____, 2024.

4
5 SIGNED this _____ day of _____, 2024.

6
7 _____
8 Mayor

9
10 _____
11 City Recorder

Owner / Developer:

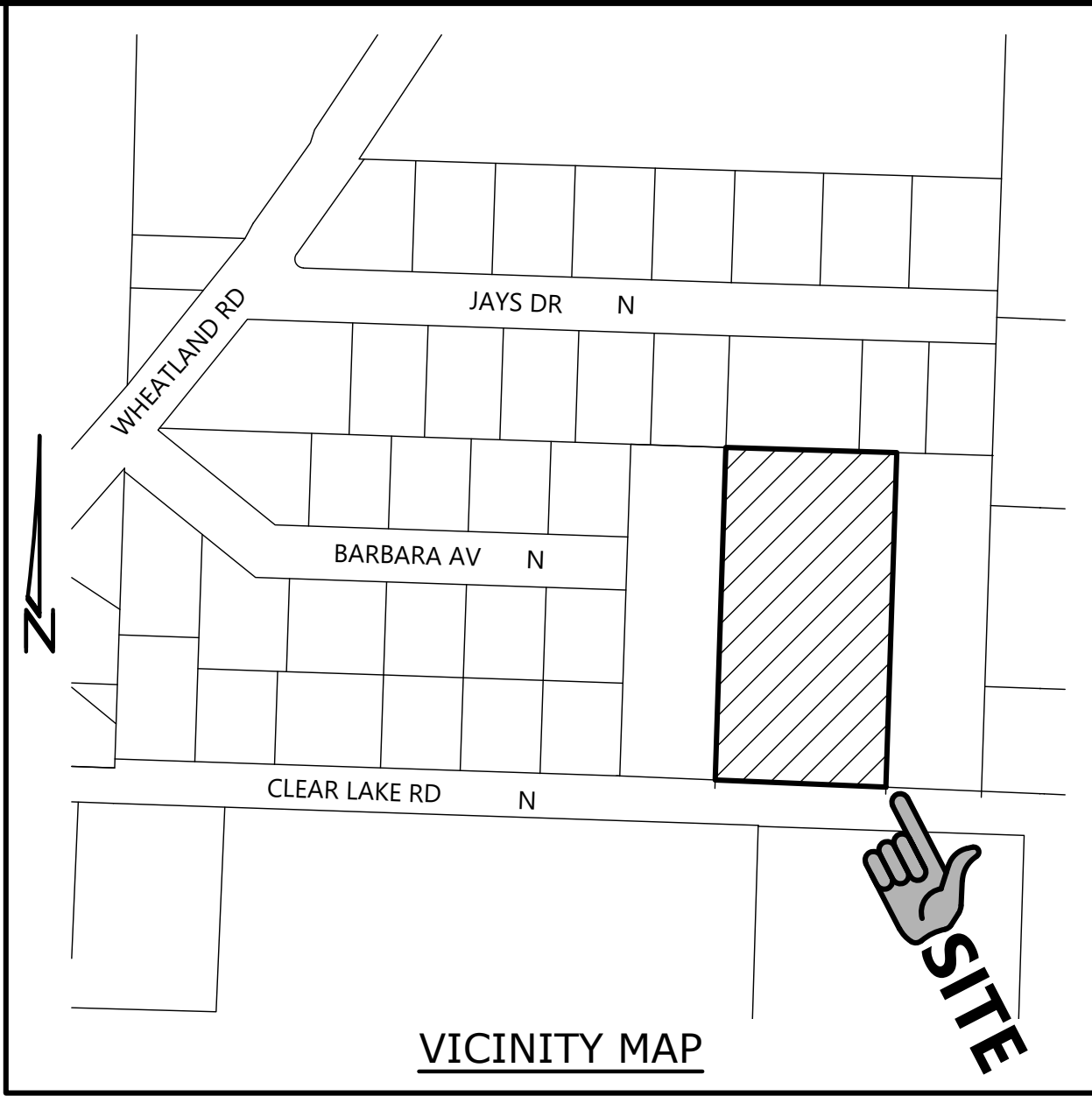
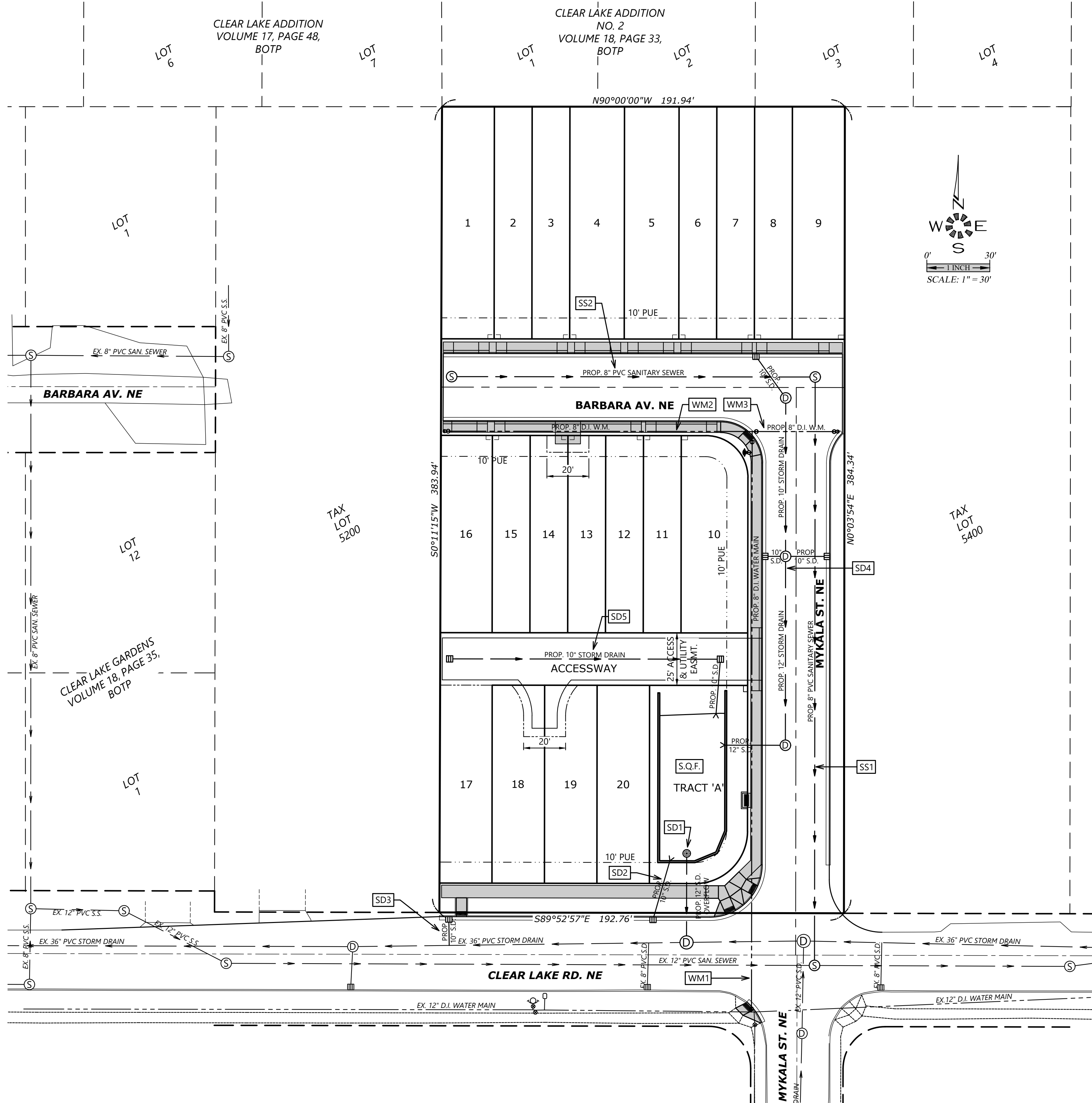
TRADEMARK ENTERPRISE, LLC

P.O. BOX 5248

SALEM, OREGON 97304

CLEARLAKE COMMONS

SEC. 23, T. 6 S., R. 3 W., W.M.
1135 CLEAR LAKE ROAD NE CITY OF KEIZER
MARION COUNTY, OREGON 97303



MULTI/TECH

ENGINEERING SERVICES, INC.
1155 13th ST. S.E. SALEM, OR. 97302
PH. (503) 363-5227 FAX (503) 366-5660
www.esengineering.net office@esengineering.net

COVER SHEET

CLEARLAKE COMMONS

SHEET INDEX

SHEET 101	COVER SHEET
SHEET 102	EXISTING CONDITIONS PLAN
SHEET 201	SANITARY SEWER PLAN
SHEET 202	SANITARY SEWER PLAN
SHEET 301	STORM DRAINAGE PLAN
SHEET 302	STORM DRAINAGE PLAN
SHEET 303	STORM DRAINAGE PLAN
SHEET 304	RETAINING WALL DETAILS
SHEET 305	DRAINAGE PLAN
SHEET 401	STREET IMPROVEMENT PLAN
SHEET 402	STREET IMPROVEMENT PLAN
SHEET 403	STREET IMPROVEMENT PLAN
SHEET 404	STREET IMPROVEMENT PLAN
SHEET 405	CURB RETURN & RAMP DETAILS
SHEET 406	CURB RETURN & RAMP DETAILS
SHEET 407	STRUCTURAL STREET SECTIONS
SHEET 408	LOT GRADING PLAN
SHEET 501	DOMESTIC WATER PLAN
SHEET 502	DOMESTIC WATER PLAN
SHEET 601	EROSION CONTROL STAGE 1 PRE-GRADING
SHEET 602	EROSION CONTROL STAGE 2 POST GRADING
SHEET 603	EROSION CONTROL STAGE 3 POST STORM DRAIN
SHEET 604	EROSION CONTROL STAGE 4 POST PAVING
SHEET 605	EROSION CONTROL NOTES & DETAILS
SHEET 701	LOT CONFIGURATION, SIGNING & SIDEWALK PLAN
SHEET 702	TREE REMOVAL & REPLACEMENT PLAN
SHEET 703	STREET LIGHTING PLAN
SHEET 901	DETAIL SHEET
SHEET 902	DETAIL SHEET
SHEET 903	DETAIL SHEET
SHEET 904	DETAIL SHEET
SHEET 905	DETAIL SHEET
SHEET L0.0	LANDSCAPE PLAN COVER SHEET
SHEET L1.1	PLANTING PLAN
SHEET L2.1	IRRIGATION PLAN

NO CHANGES, MODIFICATIONS
OR REVISIONS SHALL BE
MADE TO THESE DRAWINGS
WITHOUT WRITTEN
AUTHORIZATION FROM THE
DESIGN ENGINEER.
DIMENSIONS & NOTES TAKE
PRECEDENCE OVER
GRAPHICAL REPRESENTATION.

3. REVISED PER CITY	D.G.G.	2024/10/15
2. REVISED PER CITY	D.G.G.	2024/08/29
1. REVISED PER CITY	D.G.G.	2024/08/28

76110 101-C5

Design: M.D.G.
Drawn: D.G.G.
Checked: J.J.G.
Issue Date: 10/15/2024
Scale: AS SHOWN
As-Built: ----

REGISTERED PROFESSIONAL ENGINEER
OREGON
JUL 1978
MARK D. GOWEN
EXPIRES: 06-30-2025

JOB # 7611

101



MINUTES
KEIZER CITY COUNCIL
Monday, November 4, 2024
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 7:01 p.m.

ROLL CALL

Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Councilor
Kyle Juran, Councilor
Daniel Kohler, Councilor
Laura Reid, Councilor
Ma'Layah Latty-Farrar, Youth
Councilor

Absent:

Vacant Position #5

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Shane Witham, Planning Director
Joseph Lindsay, City Attorney
Bill Lawyer, Public Works Director
Andrew Copeland, Police Chief
Melissa Bisset, City Recorder
Garrett Klever, Human Resources
Director
Chris Nelson, Lieutenant

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

a. Volunteer of the Quarter Award - Ken Gierloff

Mayor Clark and the Councilors recognized Ken Gierloff as Volunteer of the Quarter, presented his award, and expressed their appreciation for his tremendous contributions to the community. Colleen Busch, Southeast Keizer Neighborhood Association Member, read a letter from the Greater Northeast Keizer Neighborhood Association acknowledging Ken Gierloff's work and dedication. Don Davis, Southeast Keizer Neighborhood Association Member, shared that Mr. Gierloff's example and passion for serving the community was immeasurable.

Councilor Reid commented on Mr. Gierloff's passion for the Southeast Keizer Neighborhood

Association. She appreciated working with him.

Councilor Kohler shared that Mr. Gierloff cared a lot about the Keizer Community. He thanked him for his years of dedication.

b. Swearing in of Police Officers Zach Powell and Mason Ross

Police Chief Andrew Copeland shared the backgrounds of new Officers Zach Powell and Mason Ross, and City Attorney Joseph Lindsay swore them in.

c. PROCLAMATION - Ruby Bridges Walk to School Day

Mayor Clark then read the proclamation observing Ruby Bridges Walk to School Day. She presented the proclamation to Beth Schmidt Coordinator for Salem-Keizer Safe Routes to School.

COMMITTEE REPORTS

Keizer Fire Chief Hector Blanco reported on the year to date and monthly call volume. He reminded the community of the defensible space grant through Marion County. Chief Blanco noted there was a car seat clinic coming up. He shared that there was now a fourth ambulance, which meant that they were running out of sleeping quarters' space. He commented on partnerships with schools.

Lore Christopher, Keizer Public Arts Commission Member, shared that the Thomas Dove Keizur display was currently up in the Living Room. She shared that the socks were on display. There would be an event from 4-6 p.m. in the Living Room and then a walk to the museum to see the full display including the socks.

PUBLIC COMMENTS

Written Comments were acknowledged.

Council President Starr noted that the letter heading was under the Greater Northeast Keizer Neighborhood Association.

Tammy Kunz clarified that one of the letters received was under the letter heading of Greater Northeast Keizer Neighborhood Association. Bev Davis was Chair of the Board and oversees all of the Board communications. The letter contains Ms. Davis' concerns.

City Attorney Lindsay reviewed the Council Rules of Procedures related to written communication.

The written comment from Bev Davis would not be entered into the record until additional clarifying information was provided related to its connection to the Greater Northeast Neighborhood Association.

PUBLIC HEARINGS

a. RESOLUTION - Forming Bohlander Meadows Street Lighting Local Improvement District

ORDINANCE - Spreading Assessments to Bohlander Meadows Street Lighting Local

Improvement District

City Recorder Melissa Bisset summarized the staff report. There were no remonstrances received and no oral objections.

Council President Starr moved to adopt Resolution R2024- Forming the Bohlander Meadows Street Lighting Local Improvement District. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Cross, Kohler, Starr and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr moved to adopt an Ordinance Spreading Assessments to Bohlander Meadows Street Lighting Local Improvement District. Councilor Reid seconded. Motion passed unanimously as follows upon first reading:

AYES: Clark, Reid, Cross, Kohler, Starr and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

- b. **ORDINANCE** - Declaring a Lien Against Properly Located at 981 Cater Court North, Keizer, Oregon and Directing the City Recorder to Enter Such Lien in the Minor Lien Docket Pursuant to Ordinance No. 2009-590 (Providing for the Control and Removal of Noxious Vegetation); Declaring an Emergency

Planning Director Shane Witham summarized the staff report.

Council President Starr moved to adopt an Ordinance Declaring a Lien Against Property Located at 981 Cater Court North, Keizer, Oregon and Directing the City Recorder to Enter Such Lien in the Minor Lien Docket Pursuant to Ordinance No. 2009-590 (Providing for the Control and Removal of Noxious Vegetation); Declaring an Emergency. Councilor Reid seconded. Motion passed unanimously as follows upon first reading:

AYES: Clark, Reid, Cross, Kohler, Starr and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

ADMINISTRATIVE ACTION

a. **Renewal Consideration of Solid Waste Hauler Contracts**

City Manager Adam Brown summarized the staff report. City Attorney Lindsay clarified that a rolling contract automatically resets the clock annually, so if the City wants to terminate the contract, they must continue the contract for an additional 10-years.

Councilor Cross recused herself from the discussion as her husband works for Loren's Sanitation.

Discussion ensued regarding the length of the contract.

A friendly amendment was moved by Mayor Clark, the mover Council President Starr accepted, and the seconder Councilor Reid accepted.

Council President Starr moved that the Keizer City Council direct staff to schedule a public hearing for the purpose of discussing moving our solid waste haulers to a fixed ten-year contract term. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Cross, Kohler, Starr and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

b. Event Center Use Fee Waiver - Greater North East Keizer Neighborhood Association (GNEKNA) - Safety Empowerment Awareness Event

Assistant City Manager Tim Wood summarized the staff report. It was noted that the event would be using the large ballroom.

Tammy Kunz, Greater Northeast Keizer Neighborhood Association (GNEKNA) President, shared the outreach that they had conducted.

There was a question about the timing of the event and if the fee waiver was not approved.

Council President Starr moved the City Council discuss a waiver of the Event Center use fee of \$2,250 for the GNEKNA Safety Empowerment Awareness Event on December 10, 2024. Motion died for lack of a second.

Councilor Reid moved the City Council to approve a waiver of the Event Center use fee of \$2,250 for the GNEKNA Safety Empowerment Awareness Event on December 10, 2024. Councilor Kohler seconded.

Concern was expressed about promoting the event prior to receiving the fee waiver request knowing they could not afford to pay for the event if they did not receive the fee waiver.

There was a question about when the event was discussed with the Council. Ms. Kunz shared that they started talking about the event in September.

Discussion ensued regarding the process and timing.

Motion passed unanimously as follows:

AYES: Clark, Reid, Cross, Kohler, Starr and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

c. RESOLUTION - Authorizing the Public Works Director to Apply for Funding for the Wheatland Road Multi Modal Corridor Project - Phase I From Salem-Keizer Area Transportation System (SKATS)

City Manager Adam Brown summarized the staff report.

Council President Starr moved to adopt Resolution R2024- Authorizing the Public Works Director to Apply for Funding for the Wheatland Road Multi Modal Corridor Project - Phase I from Salem-Keizer Area Transportation System (SKATS) as amended striking lines 14 and 15. Councilor Reid seconded.

Mayor Clark requested a friendly amendment to change the word System to Study. Council President Starr accepted.

There was a question about being able to get the engineer's estimate done in time to meet the deadline.

Motion passed unanimously as follows:

AYES: Clark, Reid, Cross, Kohler, Starr and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

d. **RESOLUTION - Repealing Resolution R2017-2809 (Affirming Intent of the City Council of the City of Keizer Regarding Replacement Funding for Economic Development)**

City Attorney Joseph Lindsay summarized the staff report.

Council President Starr moved to adopt Resolution R2024- Repealing Resolution R2017-2809 (Affirming Intent of the City Council of the City of Keizer Regarding Replacement Funding for Economic Development). Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Cross, Kohler, Starr and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

e. **RESOLUTION - Affirming Intent of the City Council of the City of Keizer Regarding Replacement Funding for PERS Unfunded Accrued Liability**

Council President Starr moved to adopt Resolution R2024- Affirming Intent of the City Council of the City of Keizer Regarding Replacement Funding for PERS Unfunded Accrued Liability. Councilor Reid seconded.

There was a question about the timing in relation to the sale of the various areas.

There was a question about paying off the unfunded liability versus the new PERS debt.

City Manager Brown shared that the City was expecting the PERS debt to be around \$3/\$3.5 million. Discussion ensued regarding which option would be a better cost savings.

There was a question about the ratings to maximize the benefit of PERS liabilities.

Councilor Reid made a friendly amendment to remove Unfunded Accrued Liability. Council President Starr did not accept.

Councilor Reid moved to amend the motion on the table to delete the words Unfunded Accrued Liability. Mayor Clark seconded. Motion failed as follows:

AYES: Clark, Reid (2)

NAYS: Cross, Juran, Kohler, Starr (4)

ABSTENTIONS: None (0)

ABSENT: None (0)

Original motion failed as follows:

AYES: Clark, Reid, Kohler (3)

NAYS: Cross, Juran, Starr (3)

ABSTENTIONS: None (0)

ABSENT: None (0)

There was consensus by Council for staff to come back to Council regarding how the sales proceeds would be used for PERS. It was noted that March might be a good time to have more financial information for discussion.

CONSENT CALENDAR

a. Approval of October 21, 2024 Regular Session Minutes

Council President Starr moved that the Keizer City Council approve the Consent Calendar.

Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Starr, Cross, Kohler, and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

OTHER BUSINESS

Council President Starr noted that she had support of two other Councilors to discuss the fee waiver request for Valor Mentoring. She asked if Council would consider a retroactive fee waiver.

Council President Starr moved to direct staff to come back with a proposal for a fee waiver for Valor Mentoring event that was held on October 29th. Seconded by Councilor Juran. Motion passed as follows:

AYES: Clark, Starr, Cross, Kohler, and Juran (5)

NAYS: Reid (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

STAFF UPDATES

Human Resources Director Klever reported that the City was continuing to hire.

City Manager Brown thanked the Council for the extra meetings and their extra efforts.

Assistant City Manager Wood reported to conserve water as it was the reset time period.

City Recorder Bisset reminded the Council of the upcoming Public Meetings Law training noting that it was available to all board, commission, and committee volunteers. She also reminded the community of the Council Position # 5 vacancy opportunity and deadline for submission.

Lieutenant Nelson reported on hiring at the Police Department and shared that the parks cameras were almost live.

City Attorney Joseph Lindsay invited questions from the Council on what they would like asked for the appointed position. He shared that negotiations have begun with the Keizer Police Association for Sergeants and reminded everyone that staff has to be neutral in conversations.

COUNCIL MEMBER REPORTS

Mayor Clark and the Councilors each reviewed the events and meetings that they had attended as well as upcoming events.

AGENDA INPUT

Tuesday, November 12, 2024 - 6:00 p.m.
Long Range Planning Task Force Meeting

Monday, November 18, 2024 - 7:00 p.m.
City Council Regular Session

December 2, 2024 - 5:30 p.m. & 7:00 p.m.
City Council Special Session & Regular Session

December 5, 2024 - 6:00 p.m.
City Council Joint Work Session with the Volunteer Coordinating Committee & the Community Diversity Engagement Committee

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:38 p.m.

MAYOR:

APPROVED:

Cathy Clark

Dawn Wilson, Deputy City Recorder

Minutes approved: _____

“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”