MINUTES
KEIZER CITY COUNCIL
Monday, November 4, 2013
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the meeting to order at 7:08 pm. Roll Call was taken as follows:

Present:	**Staff:**
Lore Christopher, Mayor	Chris Eppley, City Manager
Joe Egli, Council President	Shannon Johnson, City Attorney
Jim Taylor, Councilor	Nate Brown, Community Development Director
Kim Freeman, Councilor	Bill Lawyer, Public Works Director
Cathy Clark, Councilor	John Teague, Police Chief
Dennis Koho, Councilor	Machell DePina, Human Resources
Marlene Quinn, Councilor	Tracy Davis, City Recorder

FLAG SALUTE

Mayor Christopher led the pledge of allegiance.

PUBLIC TESTIMONY

None

PUBLIC HEARINGS

a. Proposed Revisions to the Comprehensive Plan

Community Development Director Nate Brown explained that the Comp Plan revisions are a result of work done on the Economic Opportunities Analysis (EOA) and the Housing Needs Analysis (HNA). He explained that this is the first of several changes; additional updating needs to be done under the storm water, environmental, and public works sections. He added that the Planning Commission reviewed the changes carefully at two meetings, made helpful changes and adopted it with a recommendation for Council acceptance.

Councilor Clark questioned a number on page 6, Section 3 to which Mr. Brown responded that the number should be corrected to 24.5% instead of 245. Additional discussion then took place regarding population projections and the urban growth boundary.

Mayor Christopher opened the Public Hearing.

Carol Doerfler, Keizer, referred to two references in the Comp Plan to developing a new town center and questioned where the new town center would be. Mr. Brown explained that this was a vision statement created in the original plan and one of the things in the old plan that had not yet been accomplished. Staff felt it would be useful for creating open

space and recreational facilities at the center of the city by encouraging mixed use development. City Manager Chis Eppley added that he recalled that the intent was that it would be in the area of Chemawa and River Road. Mayor Christopher suggested that the word "new" be deleted. Mr. Brown suggested replacing the "new town center" be replaced with "strengthening the central core of the city".

Additional discussion followed regarding putting an overlay zone in an area of town that is now residential to encourage the development of a mixed use area over time.

With no further testimony, Mayor Christopher closed the public hearing.

Councilor Egli moved that the Keizer City Council direct staff to prepare an ordinance adopting the proposed comprehensive plan revisions including the changes discussed. Councilor Clark seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Koho, Quinn, Freeman, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

ADMINISTRATIVE ACTION

a. Keizer Chamber of Commerce – Community Center Fee Waiver Request for First Citizen's Banquet

City Recorder Tracy Davis reminded Council of the request from the Chamber for a waiver or discounted fees for the community center rooms. She explained fees that would normally be charged, reviewed historical information regarding the First Citizen's Award Banquets held at the Community Center in the past and suggested possible payment/ discount options. Discussion followed regarding the Chamber providing security, identifying who would be acting as security and making sure that the security people are there for the express purpose of monitoring the alcohol and not as guests.

Councilor Egli moved that the Keizer City Council allow the Keizer Chamber of Commerce to use the facility as their non-profit event under Option 1 waiving the security requirements and paying a fee totaling $710. Councilor Koho seconded.

Councilor Clark offered a friendly amendment to require that the Chamber provide security at their expense. Councilor Egli accepted.

Mayor Christopher restated the motion: To allow the Keizer Chamber of Commerce to use the Community Center as their 501c organization one fundraiser activity for a base fee of $500 and staffing of one additional staff person for a total of $710. They will provide their own security monitors for alcohol.

Motion passed unanimously as follows:

AYES: Christopher, Egli, Koho, Quinn, Freeman, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

b. RESOLUTION – Approving 2013 Salary Survey and Implementing Associated Classification Changes

Human Resources Director Machell DePina provided a brief history of salary surveys noting that this one was done in-house with a third party review. Mr. Eppley and Ms. DePina then fielded questions regarding procedures for dealing with employees that are being paid more than what is suggested on the salary survey, budget issues, anticipated funds to cover salary costs, setting aside funding during the budget process to allow for salary adjustments, and retroactive payment.

Councilor Egli voiced concern that the survey was not included in the packet when the resolution is to approve it. Mayor Christopher noted that the Personnel Rules Committee (Taylor, Clark and Christopher) saw the survey and approved it. Mr. Johnson added that the Resolution title is incorrect, it should say "Resolution Approving Salary Survey Recommendations" and the recommendations are attached to the resolution. He suggested that "recommendations" be added in the text of the resolution as well.

Mr. Egli noted that raises were given in the 13-14 Budget year.
Ms. DePina explained that a 2% cost of living raise was given, but less than 10% of represented employees received the 3% step increase because they are "topped out".

Councilor Egli moved that the Keizer City Council adopt a Resolution Approving 2013 Salary Survey Recommendations and Implementing Associated Classification Changes as amended. Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Koho, Quinn, Freeman, Taylor and Clark (6)
NAYS: Egli (1)
ABSTENTIONS: None (0)
ABSENT: None (0)

c. RESOLUTION – Authorizing the City of Keizer to Co-Apply with City of Salem for a ConnectOregon -V Grant for KROC Center Access

Mr. Brown explained that this is a $42 million lottery-backed initiative process and the application process is for projects off of the right of way. He referred to a map showing the multi-use path component providing access to the Kroc facility. It would connect the Kroc Center with the road on Hyacinth. He noted that pedestrian obstacles include the Salem Parkway, railroad tracks and high powered lines. Range of improvements have been $12-$16 million. The proposal shown on the map is less intrusive and less expensive with long-range future improvements to include a crossover of the Parkway at the intersection. The undercrossing is not part of this grant application but it is still anticipated that with the development of this area there is an opportunity to utilize the

Pathway and Authority to the City Manager to Sign the Grant Application

undercrossing proposal. Staff is requesting authorization to apply for the grant; the Salem-Keizer Area Transportation Study (SKATS) has agreed to contribute $350,000 as a match for the grant contingent on the award. He added that it was never anticipated that the City of Keizer would build this project, but the project is scalable and phase-able. This is the first phase. Councilor Quinn expressed dismay that the project does not get Keizer children safely across the Parkway; it does not achieve the original goal. Mr. Brown responded that that phase is the big ticket item and beyond what the City could apply for in this grant. Councilor Egli noted that on line 21 the $1,75,000 should be changed to $1,750,000.

Councilor Egli moved that the Keizer City Council adopt a Resolution Authorizing the City of Keizer to Co-Apply with City of Salem for a ConnectOregon-V Grant for KROC Center Access Pathway and Authority to the City Manager to Sign the Grant Application as amended. Councilor Clark seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Koho, Quinn, Freeman, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

CONSENT CALENDAR

A. RESOLUTION – Implementation of Salary Survey – City Manager Classification
B. Approval of October 14, 2013 Work Session Minutes
C. Approval of October 21, 2013 Regular Session Minutes

Councilor Egli moved for approval of Items B and C of the Consent Calendar. Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Egli, Koho, Freeman, Quinn, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Councilor Egli questioned why the City Manager Classification item was being done separately from the Salary Survey agenda item already approved. Ms. DePina explained that the City Manager works under a contract so changes have to be approved by the Council. Councilor Egli indicated that he would vote in opposition because he had not seen the survey.

Councilor Egli moved for approval of Item A of the Consent Calendar. Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Freeman, Koho, Quinn, Taylor and Clark (6)
NAYS: Egli (1)
ABSTENTIONS: None (0)
ABSENT: None (0)

COMMITTEE REPORTS

a. Keizer Planning Commission Appointments

City Manager, Chris Eppley, reported that there were two vacancies on the Planning Commission. Notice of the vacancies was published and the Volunteer Coordinating Committee unanimously recommended Chuck Fisher and Kyle Juran to fill the vacancies.

Councilor Egli moved that the Keizer City Council accept the recommendation of the Volunteer Coordinating Committee to appoint Chuck Fisher and Kyle Juran to position numbers 1 and 3 respectively on the Planning Commission each to serve a three-year term expiring September 30, 2016. Councilor Clark seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Koho, Quinn, Freeman, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

COMMITTEE REPORTS (Continued)

Councilor Quinn reported on upcoming Community Build Task Force meetings and events focusing specifically on Design Day.

Councilor Egli announced that he would be attending a groundbreaking ceremony for the memory care facility and the Commissioner Breakfast; he wished Councilor Koho a happy birthday and suggested that Planning Commission and Parks Advisory Board meetings be aired on K23. Rex and Phillip have indicated the cost would be an additional $500 per month per meeting and he questioned if PEG funds could be used for this. He suggested that review of the PEG Budget be put on an upcoming agenda.

Mayor Christopher reviewed vacancies in City committees.

Councilor Freeman thanked those who participated in West Keizer Neighborhood Association Chemawa Road cleanup and noted that the decorative snowflakes for River Road had come in.

Councilor Clark reported that she had attended the "Giving People a Second Chance" breakfast and the Salem River Crossing Oversight Team meeting. She invited all to attend the Open House for the Rail Project and the Sustainability Summit.

Councilor Koho announced that the Chamber method of selecting the First Citizen passed their By-Laws, they will be getting active politically. He noted that Men's Wearhouse will be reopening with a ribbon cutting and suggested that a policy be developed that promotes buying goods and services locally (Keizer first, then other local areas). Mr. Johnson agreed to check into this.

OTHER BUSINESS

Chief Teague commended former Chief Adams for his efforts to keep the agency on the leading edge of the industry; future successes will be built on the foundation he left.

Public Works Director Bill Lawyer reminded everyone of the dedication for PFC Ryan J. Hill Park at Keizer Station and provided an update of the Chemawa Road project.

City Recorder Tracy Davis encouraged volunteers to apply for vacancies on City committees.

Human Resources Director announced that recruitment was underway for the Municipal Utility Worker Parks position.

WRITTEN COMMUNICATIONS None

AGENDA INPUT

November 4, 2013
7:00 p.m. City Council Regular Session

November 11, 2013
5:45 p.m. – City Council Work Session
- Cancelled due to Veteran's Day Holiday

November 18, 2013
7:00 p.m. – City Council Regular Session

ADJOURNMENT Mayor Christopher adjourned the meeting at 8:45 p.m.

MAYOR:

Lore Christopher

APPROVED:

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Dennis Koho

Councilor #4 – Cathy Clark

Councilor #2 – Kim Freeman

Councilor #5 – Joe Egli

Councilor #3 – Marlene Quinn

Councilor #6 – James Taylor

Minutes approved: December 2, 2013