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

KEIZER CITY COUNCIL
REGULAR SESSION

Monday, October 21, 2013
7:00 p.m.
Robert L. Simon Council Chambers
Keizer, Oregon

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC TESTIMONY

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

5. PUBLIC HEARINGS

6. ADMINISTRATIVE ACTION

- **a. Sunset Avenue Infill Development Concerns**
- **b. RESOLUTION – Withdrawing Authorization to Expend Funds from the Park Improvement Fund for Tennis Court Construction at Claggett Creek Park**
- **c. RESOLUTION - Withdrawing Authorization to Expend Funds from the Park Improvement Fund for Soccer Field Renovation at Claggett Creek Park**

7. CONSENT CALENDAR

- **a. RESOLUTION – Amending City of Keizer Council Rules of Procedure (Amending R2013-2369)**
- **b. Approval of October 7, 2013 Regular Session Minutes**

8. <u>COMMITTEE REPORTS</u>

a. Keizer Budget Committee Appointments

9. <u>OTHER BUSINESS</u>

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.

a. New Business or Old Business Issues

10. <u>WRITTEN COMMUNICATIONS</u>

***To inform the Council of significant written communications*.**

11. <u>AGENDA INPUT</u>

<u>November 4, 2013</u>
<u>7:00 p.m. – City Council Meeting</u>

<u>November 11, 2013</u>
<u>5:45 p.m. – City Council Work Session</u>
- **Canceled due to Veteran's Day Holiday**

<u>November 18, 2013</u>
<u>7:00 p.m. – City Council Meeting</u>

12. <u>ADJOURNMENT</u>

Upon request, auxiliary aids and/or special services will be provided. To request services, please contact us at (503)390-3700 or through Oregon Relay at 1-800-735-2900 at least two working days (48 hours) in advance.

COUNCIL MEETING: October 21, 2013

TO: **MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS**

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

FROM: **NATE BROWN**
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: **Sunset Ave neighbors' concerns about infill development in their area.**

BACKGROUND: On September 4, a partition application at 410 Sunset Ave became final. This is a parcel which is just over ½ acre, and the partition created an additional 2 lots. The neighbors, represented by Paul Della, filed an appeal to the Hearings Officer. However, after discussion with the planning staff and an explanation about the binding nature of the partition approval criteria—being non subjective, the appeal was withdrawn, and the application fee was returned. Staff has explained that even the city council cannot change the approval criteria after an application is filed. Rather, the Council does have authority, within the framework created by statute, to affect changes to the Keizer Development Code (KDC) that would apply to future applications.

Staff (Shane Witham and Nate Brown) met with a few of the neighbors on Oct. 10 at Mr Della's home to discuss their concerns and give them guidance about the process.

Mr. Della has requested the issue be placed on the Council Agenda for a discussion of their specific concerns. Of primary concern is the feeling that this new, small lot development, even though is only two lots, will be disruptive to the established character of the neighborhood. Staff explained that what applies to new construction would also apply to existing homes that would remodel or expand and that a balance is necessary (particularly since there are several different building types even immediately adjacent to their homes), and that a balance has to be maintained between individual property rights and the development regulation process.

The concerns expressed to staff could be summarized as:

- Parking setback of 18' to the front of the garage is not sufficient. Many vehicles are over 18'
- The process does not require a demonstration of how or what kind of structure is being proposed. This leaves a big question about what will be placed on the created lots.
- There are not adequate requirements in the KDC for these kinds of infill developments to be aesthetically compatible, and no specific requirements for building materials, design features or landscaping.

RECOMMENDATION: Direct staff to work with the neighbors to specifically include interested individuals from the Sunset Ave neighborhood in the Infill Standards review process that will take place in the next year.

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CITY COUNCIL MEETING: October 21, 2013

AGENDA ITEM NUMBER:________________

TO: **MAYOR CHRISTOPHER AND COUNCIL MEMBERS**

THROUGH: **CHRISTOPHER C. EPPLEY, CITY MANAGER**

FROM: **E. SHANNON JOHNSON, CITY ATTORNEY**

SUBJECT: **RESOLUTION WITHDRAWING AUTHORIZATION TO EXPEND FUNDS – TENNIS COURT CONSTRUCTION**

In 2009, the Keizer Tennis Association (KTA) requested the City expend $50,000 from the Park Improvement Fund for tennis court construction at Keizer Rapids Park. In 2012, KTA requested that the Council reallocate such funds to Claggett Creek Park. Council adopted Resolution R2012-2213 on March 5, 2012 authorization expenditure of $50,000 from the Park Improvement Fund for tennis court construction at Claggett Creek Park.

KTA has worked at soliciting grants and donations to fund the remaining portion of the project at Claggett Creek Park. In August, 2013, KTA notified staff that it has "morphed" into SKTA and will be using the seven tennis courts in Silverton and that it will no longer be pursuing the Claggett Creek Park project in the near future. Therefore, staff believes that the Council should withdraw the authorization to expend the funds for tennis court construction at Claggett Creek Park.

RECOMMENDATION:

Adopt the attached Resolution withdrawing the authorization to expend funds from the Park Improvement Fund.

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

ESJ/tmh

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2013-_____

WITHDRAWING AUTHORIZATION TO EXPEND FUNDS FROM THE PARK IMPROVEMENT FUND FOR TENNIS COURT CONSTRUCTION AT CLAGGETT CREEK PARK

WHEREAS, Council adopted Resolution R2012-2213 authorizing the City Manager to expend funds from the Park Improvement Fund for tennis court construction at Claggett Creek Park on March 5, 2012;

WHEREAS, in August, 2013, the Keizer Tennis Association (KTA) indicated that it will not be pursuing the tennis court construction at Claggett Creek Park;

WHEREAS, staff recommends that the City Council withdraw its authorization to expend funds from the Park Improvement Fund for tennis court construction at Claggett Creek Park;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the authorization to expend $50,000 from the Park Improvement Fund for tennis court construction at Claggett Creek Park is hereby withdrawn.

PASSED this __________ day of _________________, 2013.
SIGNED this __________ day of _________________, 2013.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

CITY COUNCIL MEETING: October 21, 2013

AGENDA ITEM NUMBER:________________

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: RESOLUTION WITHDRAWING AUTHORIZATION TO EXPEND FUNDS – SOCCER FIELD RENOVATION

In 2013, the Keizer Soccer Club requested the City expend $15,000 from the Park Improvement Fund for soccer field renovation at Claggett Creek Park. While investigating the requirements required for renovation of the soccer field improvements at Claggett Creek Park, it was discovered that this project could not move forward due to the proximity of the floodway and the impossibility of placing fill necessary to level the soccer field. Therefore, staff believes that the Council should withdraw the authorization to expend the funds for soccer filed renovation at Claggett Creek Park.

RECOMMENDATION:

Adopt the attached Resolution withdrawing the authorization to expend funds from the Park Improvement Fund.

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

ESJ/tmh

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2013-_____

WITHDRAWING AUTHORIZATION TO EXPEND FUNDS FROM THE PARK IMPROVEMENT FUND FOR SOCCER FIELD RENOVATION AT CLAGGETT CREEK PARK

WHEREAS, Council adopted Resolution R2013-2353 authorizing the City Manager to expend funds from the Park Improvement Fund for soccer field improvements at Claggett Creek Park on May 6, 2013;

WHEREAS, in July, 2013, staff determined that the soccer field improvements at Claggett Creek Park could not take place due to the proximity of the floodway;

WHEREAS, staff recommends that the City Council withdraw its authorization to expend funds from the Park Improvement Fund for soccer field renovation at Claggett Creek Park;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the authorization to expend $15,000 from the Park Improvement Fund for soccer field renovation at Claggett Creek Park is hereby withdrawn.

PASSED this __________ day of _________________, 2013.
SIGNED this __________ day of _________________, 2013.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

CITY COUNCIL MEETING: October 21, 2013

AGENDA ITEM NUMBER:________________

TO: **MAYOR CHRISTOPHER AND COUNCIL MEMBERS**

THROUGH: **CHRISTOPHER C. EPPLEY, CITY MANAGER**

FROM: **E. SHANNON JOHNSON, CITY ATTORNEY**

SUBJECT: **RESOLUTION AMENDING COUNCIL RULES OF PROCEDURE**

At the September 16, 2013 meeting, Council reviewed Section 14.3 of the Council Rules of Procedure regarding approval of minutes and requested that staff revise such section. I have revised the language to give an absent Councilor the choice of either voting on the minutes or abstaining from voting on the minutes. In addition, I made modifications to Section 12.2 and Section 12.3 to make them match more closely to the City Charter (excerpts enclosed). These changes clarify that the Council President shall sign documents if the Mayor is unable to do so. Drafts of these sections are enclosed for your review.

I have attached a copy of Section 17.3 for your consideration. This section has been brought up several times at Council meetings in the past and I wanted to give you an opportunity to review it and make changes if desired. If desired, the Council may want to remove the reference on serving on more than two City Boards, etc. or the Council may want to increase the number of boards that an appointee may serve on. The Volunteer Coordinating Committee follows this qualification section and on occasion has not recommended applicants to the City Council if the applicant is already serving on more than two City Boards, etc.

RECOMMENDATION:

Review the draft and if appropriate, make changes. Adopt the attached Resolution amending the Council Rules of Procedure, if the Council wishes.

Review the issue regarding the restriction on number of committees one can serve on, and if desired, direct staff to come back with amendments.

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

ESJ/tmh

SECTION 30. FILLING OF VACANCIES. Vacant elective offices in the city shall be filled by appointment. A majority vote of the remaining members of the council shall be required to validate the appointment. The appointee's term of office shall begin upon his or her appointment and shall continue throughout the unexpired term of his or her predecessor. During the temporary disability of any officer for greater than 60 days or during a temporary absence from the city for greater than 60 days for any cause, the office may be filled pro tem in the manner provided for filling vacancies in office permanently. Should the office of mayor become vacant, then the president of the council shall become mayor and the council shall appoint a councilor as provided herein.

CHAPTER VIII ORDINANCES

SECTION 31. ENACTING CLAUSE. The enacting clause of all ordinances hereafter enacted shall be, "The City of Keizer ordains as follows:"

SECTION 32. MODE OF ENACTMENT.

(1) Except as the second and third paragraphs of this section provide to the contrary, every ordinance of the council shall, before being put upon its final passage, be read fully and distinctly in open council meeting on two different days.

(2) Except as the third paragraph of this section provides to the contrary, an ordinance may be enacted at a single meeting of the council by unanimous vote of all councilors present, upon being read first in full and then by title.

(3) Any of the readings may be by title only if no councilor present at the meeting requests to have the ordinance read in full or if a copy of the ordinance is provided for each councilor and three copies are provided for public inspection at city hall not later than one week before the first reading of the ordinance and if notice of their availability is given forthwith upon the filing, by written notice posted at the city hall and two other public places in the city or by advertisement in a newspaper of general circulation in the city. An ordinance enacted after being read by title alone may have no legal effect if it differs substantially from its terms as it was thus filed prior to such reading, unless such section incorporating such a difference is read fully and distinctly in open council meeting as finally amended prior to being approved by the council.

(4) Upon the final vote on an ordinance, the ayes and nays of the members shall be taken and entered in the record of proceedings.

SECTION 14. QUORUM. A majority of the incumbent members of the council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance.

SECTION 15. RECORD OF PROCEEDINGS. The council shall cause a record of its proceedings to be kept. Upon the request of any of its members, the ayes and nays upon any question before it shall be taken and entered in the record.

SECTION 16. PROCEEDINGS TO BE PUBLIC. No action by the council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

SECTION 17. MAYOR'S FUNCTIONS AT COUNCIL MEETINGS. The mayor shall be chairperson of the council and preside over its deliberations. The mayor shall have a vote on all questions before it. The mayor shall have authority to preserve order, enforce the rules of the council, and determine the order of business under the rules of the council.

SECTION 18. PRESIDENT OF THE COUNCIL. At its first meeting of each odd-numbered year, the council by ballot shall elect a president from its membership. In the mayor's absence from a council meeting, the president shall preside over it. Whenever the mayor is unable to perform the functions of the office, the president shall act as mayor.

SECTION 19. VOTE REQUIRED. Except as this charter otherwise provides, the concurrence of a majority of the members of the council voting when a quorum of the council is present shall decide any question before the council.

CHAPTER V POWERS AND DUTIES OF OFFICERS

SECTION 20. MAYOR. The mayor shall appoint the council committees provided by the rules of the council. The mayor shall sign all records of proceedings approved by the council. The mayor shall have no veto power and shall sign all ordinances passed by the council within three days after their passage. After the council approves a bond of a city officer or a bond for a license, contract, or proposal, the mayor shall endorse the bond.

SECTION 21. CITY MANAGER.

(a) Qualifications

The city manager shall be the administrative head of the government of the city. The city manager shall be chosen without regard to political considerations and solely on the basis of executive and administrative qualifications. Before taking office, the city manager shall give a bond in such amount and with such surety as may be approved by the council. The premiums on such bond shall be paid by the city.

forward recommendations to the Council for appointment consideration, unless the Resolution, Ordinance, or State Statute defines the appointment process differently.

17.3 Qualifications - No appointee may serve on more than two City Boards, Commissions or Committees at any one time, without Council approval. Budget Committee members are required to be appointed from the electorate. All of other City Boards, Commissions, Committee or Task Force members shall be appointed pursuant to Council Resolution or Ordinance.

17.4 Removal of Members of Committees, Boards, and Commissions – The Council may remove any member of any committee, board, or commission, by a vote of at least a two-thirds majority of the Council. All members of City Boards, Commissions or Committees serve at the pleasure of the Council except as otherwise provided by law. All Council seats on City Boards, Commissions or Committees are reserved for sitting Councilors; upon expiration of any Councilor's term, or upon resignation, removal or death, the Councilor's seat on any City Board, Commission or Committee occupied by that person shall be immediately declared vacant, and a sitting Councilor appointed by the Mayor as a replacement.

17.5 Council Task Forces - Council Ad-Hoc Task Forces may be created at any time by resolution. All Council Ad-Hoc Task Forces shall have a City Councilor as Chair who shall be either appointed by the Mayor, or by a majority vote of the members of the committee in the absence of such appointment. Such Task Force shall report to the Council without unnecessary delay upon matters referred to them. All Council Ad-Hoc Task Forces so created shall sunset at the end of their mission, but in all events shall be reviewed in January of odd numbered years prior to Councilor liaison appointment.

17.6 Meetings Subject to Oregon Open Meetings Law - All meetings of any City Boards, Commissions, Lay-Committees, Council Committee,Task Force, or Work Group shall be subject to and comply with the Oregon Public Meetings law, ORS 192.610-192.710.

17.7 Registry - The City Recorder shall prepare, keep current and retain on file in the Office of the City Recorder a list of all appointees to all City Boards, Commissions, Committees and Council Ad-Hoc Task Forces, the date of their appointment, the length of their unexpired term, and their addressees and phone numbers. All Councilors shall be given a copy of this list at least once yearly, or upon any substantial change in membership of any City Board, Commission, Committee or Council Task Force.

17.8 Youth Councilor – Each school year one youth Councilor may be appointed as a non-voting member of the Council. To receive this appointment the candidate must be a Keizer resident who is either attending high school or a registered home schooled student. The appointment shall be by majority vote of the Councilors present, following a recommendation from the Volunteer Coordinating Committee.

17.9 Outside Committees – The Mayor shall appoint Councilors to liaison positions and outside committees the first meeting in January every odd numbered year. Each

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2013-_____

AMENDING CITY OF KEIZER COUNCIL RULES OF PROCEDURE
(AMENDING RESOLUTION R2013-2369)

WHEREAS, the City Council of the City of Keizer adopted the City of Keizer Council rules of Procedure on June 17, 2013;

WHEREAS, the City Council finds it appropriate and necessary to amend Section 12.2 (Signing of Official Documents), Section 12.3 (Enactment of Ordinances), and Section 14.3 (Correction and Approval of Minutes);

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Resolution R2013-2369 is hereby amended at Section 12.2, Section 12.3, and Section 14.3 as set forth in Exhibit "A" attached hereto and by this reference incorporated herein.

PASSED this __________ day of _________________, 2013.

SIGNED this __________ day of _________________, 2013.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

SECTION 12 – ORDINANCES, ORDERS, RESOLUTIONS, AND MOTIONS

12.1 Form – All Ordinances, Orders, and Resolutions shall be presented to the Council in print or type-written form.

12.2 Signing Of Official Documents - The Mayor shall sign all records of proceedings approved by the Council. The Mayor shall have no veto power and shall sign all ordinances passed by the Council within three days after their passage. After the Council approves a bond of a City officer or a bond for a license, contract, or proposal, the Mayor shall endorse the bond. The Council President shall perform these functions whenever the Mayor is ~~unavailable~~ unable to perform the functions herein.

12.3 Enactment of Ordinances – All ordinances will be enacted pursuant to Chapter VIII of the Keizer City Charter except that if the Mayor is unable to perform the functions of the office, the Council President shall act as mayor pursuant to Chapter IV, Section 18 of the Keizer City Charter, including, but not limited to, signing of ordinances, resolutions and other documents.

12.4 Motion – Any Councilor moving_a motion to be considered by the Council shall state the motion with clarity, specificity, and brevity so the matter is clearly understood.

12.5 Procedures In Handling Parliamentary Motions

a) To move a motion, a Councilor must be recognized by the Presiding Officer at a time when there is no other business on the floor. The Councilor then says, "I move adoption of an ordinance..." or "I move approval of a resolution..."

b) Another Council member seconds the motion. This can be done without being recognized by the Presiding Officer . If no member seconds the motion, it does not come before the meeting; it "dies" for lack of a second and the Presiding Officer calls for the next item of business. A second does not necessarily mean that the member favors the motion. It can be that the member simply wants the motion brought on the floor for discussion.

c) The Presiding Officer states the question on the motion. This procedure is necessary for the motion to come before the Council. Prior to this step, the Presiding Officer can suggest changes in the motion and the mover can change or withdraw it. No debate can take place until the Presiding Officer states the motion is on the floor. At this point, a mover may ask permission to withdraw the motion. It is unnecessary for the Presiding Officer to ask the member who seconded the original motion to withdraw the second. Withdrawal of the motion by general consent takes precedence to the second.

d) Debate then takes place on the motion. The original mover is entitled to the floor first. **Each member has the right to speak and to rebut any other speakers,**

i) The substance of any discussion on any matter.

j) The name and City of residence, if available, on any person appearing before the City Council to offer testimony, and the substance of such testimony.

k) Exhibits or written testimony subject to ORS 192.410 to 192.505.

l) Reference to the appropriate ORS section under which an executive session was held.

m) The signature of the individual taking the minutes.

n) Signature lines for the Mayor and the Councilors.

14.2 Distribution of Minutes: Draft minutes are distributed to the City Council with the agenda on which those minutes appear as an item for approval. However, because the minutes are generally completed in draft form prior to distribution of the agenda packets, the minutes are available for earlier review should the need arise.

14.3 Correction and Approval of Minutes - Approval of the minutes usually take place at the next regular meeting following the date of the minutes under approval. Generally, minutes appear on the agenda under the Consent Calendar. If minor changes are made to the minutes, a Councilor may offer such amendment prior to the Consent Calendar being approved. For extensive amendments, the minutes should be pulled off the Consent Calendar for consideration. All corrections that appear will appear in the minutes of the meeting when the changes took place. If a member of the Council is absent from the meeting, they can pull the minutes from the Consent Calendar for consideration and ~~should~~ announce their absence and abstain from voting for approval of the minutes or they can read the minutes prior to the meeting and vote for approval as part of the Consent Calendar . When a Councilor is absent and pulls the minutes from the Consent Calendar to abstain from voting for approval of the minutes, the word "absent" shall be printed in place of a signature.

If a Councilor has a concern over the reporting of minutes, it is that Councilor's responsibility to review the tape of the meeting and bring corrections forward to the City Council at the next regular meeting with the tape cued, ready to be played, if necessary. It is not appropriate to expend staff time when only one member of Council is requesting the review.

14.4 Reading of Minutes: Unless the reading of the minutes of the previous Council meeting is requested by a majority of the Council, such minutes may be approved without reading if copies thereof have been previously furnished each Council member.

14.5 Executive Session Minutes – Minutes from Executive Sessions held pursuant to ORS 192.660 will be kept in the form of a tape recording. No transcription of Executive Session minutes will be made unless otherwise required by law.

MINUTES
KEIZER CITY COUNCIL
Monday, October 7, 2013
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

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

Present:	**Staff:**
Lore Christopher, Mayor	Chris Eppley, City Manager
Joe Egli, Council President (7:02)	Shannon Johnson, City Attorney
Jim Taylor, Councilor	Nate Brown, Community Development Director
Kim Freeman, Councilor	Bill Lawyer, Public Works Director
Cathy Clark, Councilor	Chief John Teague, Police
Dennis Koho, Councilor	Tracy Davis, City Recorder
Marlene Quinn, Councilor	

FLAG SALUTE

Mayor Christopher led the pledge of allegiance.

PUBLIC TESTIMONY

Christine Dieker and Heather Weathers representing the Keizer Chamber of Commerce reviewed upcoming Chamber events including the Sustainability Summit, the Thanksgiving Day Turkey Dash, Holiday Tree Lighting, the Jingle Run, trolley rides, songbooks, Christmas in Keizer and the Giving Basket program.

PUBLIC HEARINGS

None

ADMINISTRATIVE ACTION

a. RESOLUTION – Authorization for Supplemental Budget (TOT Revenues for Community Goods and Services, Mower, Sound Mixer, and Park

City Manager Chris Eppley explained the circumstances for which Oregon Budget Law allows supplemental budgets. He provided a detailed explanation for each item in the resolution title and noted that the staff report gave details on the fiscal impact for each.

Discussion then took place regarding items on the priority list approved by the Budget Committee for TOT funds and the need to authorize expenditure related to the Festival of Lights Parade.

<u>Councilor Egli moved that the Keizer City Council adopt a Resolution - Authorization for Supplemental Budget (TOT Revenues for Community Goods and Services, Mower, Sound Mixer, and Park Improvement Transfer to Water Fund). Councilor Clark seconded. Motion passed unanimously as follows:</u>

Improvement Transfer to Water Fund)

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

CONSENT CALENDAR

A. Approval of September 9, 2013 Work Session Minutes
B. Approval of September 16, 2013 Regular Session Minutes

Councilor Quinn pulled both items from the Consent Calendar.

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

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

<u>Councilor Egli moved for approval of Item B of the Consent Calendar. Councilor Clark seconded. Motion passed as follows:</u>

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

COMMITTEE REPORTS

a. OATH OF OFFICE – Keizer Police Chief John Teague

Taken out of order. City Manager Chris Eppley introduced John Teague noting that he had been a member of the Keizer Police Department for over 18 years, joined the City of Dallas as their Chief and was then selected as Keizer's next Chief.

Chief Teague provided additional information about himself and his family. City Attorney Shannon Johnson then issued the oath of office to Chief Teague.

COMMITTEE REPORTS (Continued)

Councilor Koho reported that he had been in touch with the Fire District but it is uncertain if a lunch meeting will be held before the vote on their levy or afterwards.

Councilor Clark expressed enthusiasm for the upcoming Festival of Lights Parade which is partnering with Radio Disney and announced that K-FEST is making progress on its projects; she met with McNary principal and Salem Youth Coordinator Kathy Moore, to discuss getting youth involved with the community and City government; she attended the League of Oregon Cities Conference and participated in transportation meetings including the Salem-Keizer Area Transportation Study and the Mid-Willamette Area Commission on Transportation; and she will be attending the Strategic Economic Development Corporation luncheon and the West Keizer Neighborhood Association meetings.

Mayor Christopher announced the upcoming Keizer Homegrown Theater presentation of “A Doll’s House”. She noted that Council had been discussing what to do with the Keizer Urban Renewal Board and River Road Renaissance Advisory Committee since there is no money available to fund projects. She, Councilor Clark and Nate Brown feel that now is the time to establish the Business Advisory Council which will be City Councilors working with the Chamber and local businesses to help with policy decisions and removing barriers for doing business in Keizer. Mayor Christopher expressed pleasure that REI will be moving into Keizer Station and that medical facilities are coming to town.

Councilor Freeman reported that she attended the League of Oregon Cities Conference and thought it was a good conference and announced the upcoming Claggett Creek Watershed Council meeting.

Councilor Egli announced that the Keizer Points of Interest Committee (KPIC) and K-23 meetings were cancelled in September. He provided information regarding upcoming Planning Commission and Marion County Commissioner Breakfast meetings and noted that he is trying to coordinate an “all Christmas events in Keizer” meeting on October 17 to coordinate with police, media and the fire districts.

Councilor Quinn announced that she had attended the League of Oregon Cities Conference and participated in several seminars. She reported that the Community Build Task Force is meeting with schools and has put together a packet for the Design Day on November 14. She provided details regarding the activities planned to develop a common theme for the design of the play structure and noted that Brandon Smith and Evan Christopher have volunteered to be the Public Relations people and Jim Taylor has volunteered to get a committee together to oversee fundraising. $100,000 is allocated with the hope that a grant for $100,000 can be secured and with fundraising it is hoped the project will come to $250,000.

Councilor Taylor reported that the Gubser principal is very enthusiastic about the Community Build Playground. He also commended the Chamber Newsletter.

OTHER BUSINESS

Community Development Director Nate Brown clarified that Economic Opportunities Analysis work is complete; the Planning Commission is working on recommendations to update the Comprehensive Plan that were a result of the EOA.

Public Works Director Bill Lawyer provided an update of the Chemawa Road project and fielded questions regarding sidewalks, parking, and project boundaries.

WRITTEN COMMUNICATIONS

None

AGENDA INPUT

October 14, 2013
5:45 p.m. – City Council Work Session
OMEGA Dashboard Overview (Keizer Police Department)

October 21, 2013
7:00 p.m. – City Council Regular Session

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

ADJOURNMENT Mayor Christopher adjourned the meeting at 7:53 p.m.

MAYOR:	APPROVED:
Lore Christopher	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:____________

CITY COUNCIL MEETING: <u>October 21, 2013</u>

AGENDA ITEM NUMBER:____________

TO: **MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS**

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

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

SUBJECT: **KEIZER BUDGET COMMITTEE**

<u>ISSUE:</u>

On August 31, 2013, the Budget Committee terms of Ron Bersin (position #1) and Kim Freeman (position #2) expired. After a media release, one application was received from Erik Peterson. At the August 15, 2013, meeting of the Volunteer Coordinating Committee, Mr. Peterson was interviewed and the Committee recommended him to fill Budget Committee position #2. This recommendation was forwarded to the City Council on September 3rd, 2013. In the staff report of September 3rd, it was noted Mr. Peterson is currently serving on the Volunteer Coordinating Committee and the Keizer Urban Renewal Board (which has not met since November 2011). The Council Rules of Procedure state: ***<u>17.3 Qualifications</u> -*** *No appointee may serve on more than two City Boards, Commissions or Committees at any one time, <u>without Council approval</u>.* The Council moved to postpone consideration of the recommendation until the second meeting in October. This recommendation is now being presented once again.

Following the August 15th meeting of the Volunteer Coordinating Committee, another press release was distributed for volunteer applications to fill the remaining vacancy in position #1. Applications will be reviewed at the October 17th meeting of the Volunteer Coordinating Committee. Staff will present an addendum to this staff report prior to the Council meeting with the recommendation.

<u>RECOMMENDATION:</u>

It is recommended the City Council consider allowing Erik Peterson to serve on three City Committees and then appoint him to position #2 on the Keizer Budget Committee. It is further recommended the Council consider the recommendation for appointment to position #1 on the Keizer Budget Committee. Both position terms will expire on August 16, 2013.